

**SYLLABUS**  
**Aug. 10 – 12, 2016**

**I. Course Description**

Leadership & Management is designed to acquaint the student with the principles, methodologies, and skills involved in the task of leading, managing, and administering a local church. The course will examine the role of the Pastor as leader, manager, administrator and his/her relationship to other personnel, programs and procedures within the local church.

**II. Course Rationale**

Because the church is both an *organism* **and** an *organization*, it must be managed skillfully and effectively in order to accomplish God's intended purposes. There is a direct correlation between effective management and successful ministry. To fulfill the "Great Commission," the pastor must have the knowledge and skill to manage/lead the local congregation and him/herself.

**III. Course Objectives**

A. *Cognitive...what you should know and understand:*

1. the administrative structures and functions of the local church
2. basic management procedures, including Parliamentary Law
3. basic management and administrative skills

B. *Affective...what you should feel and appreciate:*

1. the importance of "self-management," as it relates to effective ministry
2. the importance of effective management within the life of the Church
3. the importance of staff and their management within an organization

C. *Behavioral...what you should experience and demonstrate:*

1. an adequate measure of *self-discipline* to ensure ministry effectiveness
2. the knowledge and skill to effectively manage a local congregation
3. the ability to effectively supervise persons in paid and volunteer ministry

**IV. Course Text Books**

James D. Berkley (Editor) *Leadership Handbook of Management and Administration*. Baker Books, 2007  
John C. Maxwell *21 Irrefutable Laws of Leadership*, Nashville: Thomas Nelson, 2007.  
Major Henry M. Robert (Revised by Darwin Patnode) *Robert's Rules of Order*, (The Modern Edition)

**V. Course Requirements**

**Reading** Report the textbook readings using the self-grading system: 0 – 100%

100% = I read every word and gave serious effort to understanding the content  
75% = I read about ¾ of the assigned pages & gave good effort to understand the content  
50% = I read about ½ the assigned pages & gave minimal effort to understand the content  
0% = I didn't open the textbook

1. Read: *Robert's Rules of Order (The Modern Edition)*

**DUE: AUG. 9**

Note: This is initially a confusing book to read, but it will make sense as we begin to talk about it in class sessions.

2. Read: *Leadership Handbook of Management and Administration*

**DUE: OCT. 5**

- (Read 4 sections of the book, *not* the entire textbook. See Item B1 on next page)
3. Read: 21 Irrefutable Laws of Leadership **DUE: AUG. 31**  
(Read 10 chapters of the book, *not* the entire textbook. See Item B1 on next page)
4. Collateral Reading: 1 additional preferred book **or** 1 book from the bibliography **DUE: OCT. 26**  
*GOOD TO GREAT* by Jim Collins **and** the companion booklet: "*Social Sectors*"  
*HOW TO WIN FRIENDS AND INFLUENCE PEOPLE* by Dale Carnegie  
*DANGEROUS CALLING* by Paul Tripp  
*GETTING THINGS DONE* by David Allen
- Collateral Reading report:** 2 page report, identifying the name of the books, author's name, number of pages read, 3 best insights from the book, and brief personal reflections on those insights.

## B. Written Requirements

1. Write **2 Reflection Papers**, summarizing *two of the seven* main subdivisions of the text: *Leadership Handbook of Management and Administration*. The student will choose which **4 subdivisions of the text they wish to read, but only write papers on 2** of those major subdivisions. Each **2 page** Reflection paper will *BRIEFLY* summarize the content of the subdivision, offer personal reflections, at least 1 question for Dr. Elliott, and identify at least 2 applications on how the subdivision can be integrated into the student's life, present or future ministry.  
**Note:** Chose 4 of the 7 subdivisions of the text to read & write about 2 of the subdivisions  
Personal Management (pgs. 23- 126); Transitions (pgs.127-174);  
Leadership (pgs. 175- 234); Paid-Staff Supervision (pgs. 235-300);  
Volunteer Supervision (pgs. 301- 346); Management (pgs. 347- 448);  
Finances (pgs. 449-552).  
**DUE Dates: Report #1 SEPT. 21; Report #2 OCT. 5**
2. Write **2 Reflection Papers**, summarizing the content of 2 of the 10 chapters you read from the textbook "21 Irrefutable Laws of Leadership". Students will **read 10 chapters, but only submit a 2 page reflection paper for 2 of the chapters**. *BRIEFLY* outlining the content of the chapter, offer personal reflections on the chapter, at least 1 question for Dr. Elliott to respond to, and 2 real-life applications for the material in each chapter.  
**DUE Dates: Report #1 AUG. 24; Report #2 AUG. 31**
3. **Personal Resume and Candidating Packet** **DUE: SEPT. 7**  
The student will prepare a 2 page Resume (see: textbook pg.150 plus, Dr. Elliott's power point presentations #17, 17a. & 19, and do on-line research concerning preparation of a resume). In addition, include a 1 page overview (point form is acceptable) of your top 6 core values and 10 personal philosophies of ministry and 5 high level ministry strategies. The packet is to be suitable for presenting to a Pastoral Search committee for their consideration.
4. **Staff Meeting, Ministry Leaders mtg. or Church Board Meeting Report** **DUE: OCT. 12**  
Attend a church Staff meeting *or* Ministry Leaders mtg. *or* Board meeting (with the senior pastor's permission) and report the number of people who typically attend the mtg.; the attendees ministry roles within the church; the day & time of their meeting (including: beginning and end time); a high level overview of the types of the items discussed; personal observations concerning how discussions are managed & decisions made; & the student's thoughts on how the mtgs. could be run more effectively. Report 2 to 3 pages. **Note:** It may take time to find & secure permission to attend a meeting ... start on this assignment, early.
5. **Senior Pastor interview & Reflections** **DUE: OCT. 19**  
Based on your readings (PowerPoint, text and collateral), prepare a list of 15 to 25 questions to ask a senior pastor of a large, growing and vibrant church (attendance 250+), covering such topics as: church leadership, church management, staff supervision,

volunteerism, management of church finances, vision/strategies/philosophies of ministry, time management, people skills, church infrastructure, staffing, meetings, and managing change. **Submit a 5 to 10 page report** of this interview (include 'who' you chose to interview and 'why' you chose to interview this pastor) *and your personal reflections* upon their answers. NOTE: the interview is to be 'face-to-face or by Skype, NOT by e.mail. Students will verify in their report 'how' the interview was conducted (face-to-face,Skype)

**VI. Course Grading**

1. Reading		
a. Textbooks: Leadership Handbk, 21 Laws & Roberts Rules (3 x 5%)		<b>15%</b>
b. Collateral Readings		<b>10%</b>
2. Reflection Papers		
a. Leadership Handbook Reflection Papers (2 x 5%)		<b>10%</b>
b. 21 Irrefutable Laws Reflection Papers (2 x 5%)		<b>10%</b>
3. Written Assignments		
a. Staff or Church Board or Ministry Leaders mtg.		<b>20%</b>
b. Personal Resume & Commentary		<b>15%</b>
c. Sr. Pastor Interview & Reflections		<b>20%</b>
	Total	<b>100%</b>

**VII. Proposed Course Outline/ Schedule:**

Wed.: Class session: 1:30 – 5:30 p.m.  
 Thursday: Chapel: 8 – 8:45 a.m.; Class session: 9 a.m. – 12:30 p.m.; 1:30 – 5:30 p.m.  
 Friday: Chapel: 8 – 8:45 a.m.; Class session: 9 a.m. – 12:30 p.m.;

**Leadership Overview**

Academic Insights  
 When Leader's Fail  
 First things, first – saying no  
 Team building/consensus  
 Lay Involvement/Empowerment  
 Fundraising/Friend-raising  
 Making tough calls  
 Vision & Strategies  
 Delegation of Authority

**Administration Overview**

Management Overview  
 Risk/Safety Management  
 Self & Time Management  
 Hiring, Firing & Staff oversight  
 Resume Preparation/Candidating  
 Managing Finances & Data  
 Managing the Budget Process  
 Managing Criticism/Conflict

Space/Facility Management  
 Change Management  
 Managing Infrastructure  
 Parliamentary Law/Robert's Rules

**VIII. Summary of Assignments** (by date)

<i>DESCRIPTION</i>	<i>PAGES</i>	<i>DUE DATE</i>
<i>Read Textbook "Robert's Rules"</i>	<i>Self-Grade</i>	<i>Aug. 9</i>
<i>Reflection Paper 1 "Irrefutable laws"</i>	<i>2 pages</i>	<i>Aug. 24</i>
<i>Reflection Paper 2 "Irrefutable Laws"</i>	<i>2 pages</i>	<i>Aug. 31</i>
<i>Read Textbook "21 Irrefutable Laws"</i>	<i>Self-Grade</i>	<i>Aug. 31</i>
<i>Resume Packet Preparation</i>	<i>2- 3 pages</i>	<i>Sept. 7</i>
<i>Reflection Paper 1 "Leadership Handbk"</i>	<i>2 pages</i>	<i>Sept. 21</i>
<i>Reflection Paper 2 "Leadership Handbk"</i>	<i>2 pages</i>	<i>Oct. 5</i>
<i>Reading Textbook "Leadership Handbk"</i>	<i>Self-grade</i>	<i>Oct. 5</i>
<i>Staff/ Board meeting Report</i>	<i>2 -3 pages</i>	<i>Oct. 12</i>
<i>Sr. Pastor Interview</i>	<i>5 - 10 pages</i>	<i>Oct. 19</i>
<i>Collateral Reading Report</i>	<i>2 page</i>	<i>Oct. 26</i>

**IX. Misc.: Due Dates, Submitting Assignments, Plagiarism, etc.**

All papers and assignments are due by 11:55 p.m. on the dates noted above.  
 All papers and assignments should be submitted using the professor's email address.

An 'extension' to the due date for an assignment is only granted in the most extenuating of circumstances (i.e. death of a family member). All assignments submitted late, will have the grade reduced by 10% for each work day the assignment is late.

Plagiarism is a serious offense (morally and educationally dishonest) and will result in a mark of 'zero' for the original/first infraction ... and may result in dismissal from Flame courses for repeat offenses.

Written projects will normally be graded using the following criteria:

80% : Quantity / quality of research, originality, insightfulness and integration of your thoughts with those of other authors/ sources,

20% : Organization & Presentation (a clear flow and development of thought),

0% : Grammar/ spelling/ punctuation/ formatting, however up to 10% reduction in grade for poor use of grammar/ spelling/ punctuation/ formatting.

**Professor's Contact Info:**

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