



The program goals for the Master of Religious Education degree program are to:

1. Equip students with the capacity for critical and constructive theological reflection regarding the content and processes of educational ministry;
2. Help students understand the educational, social, and behavioral sciences that undergird educational practice, as well as the cultural contexts in which educational ministry occurs;
3. Assist students with personal growth and spiritual maturity; and
4. Provide skills in teaching and in design, administration, and assessment of educational programming

### **Course Description:**

Church Administration and what church administration is all about is becoming harder and harder to explain and understand. This course looks at the church as an organization and the various administrative functions and units necessary to achieve the goals of the organization. Students will be required to develop a paper looking at their particular church with ideal administrative structure to fulfill the vision of their church.

### **Student Learning Outcomes:**

<b>Student Learning Outcomes (SLO)</b>  <b>At the completion of this course, students will be able to:</b>	<b>Assessment of Student Learning Outcomes (Assessment Tools)</b>	<b>Linkage to MDiv Program Learning Outcomes</b> <i>(PLO statement number(s) that correspond to or support the SLO)</i>	<b>Linkage to MRE Program Learning Outcomes</b> <i>(PLO statement number(s) that correspond to or support the SLO)</i>
1. Identify the basic functions/purpose of the Church administration, especially the African American Church, and discuss some of the problems of identifying function and purpose	Students exposed to class lectures, readings and other resources should be able to identify and compare basic functions of church administration	1	
2. Develop a comprehensive strategic process for church institutions (Instructions by Professor)	2. Students will identify key functions of the church from class lectures, readings and other collected resources.	2	

3. Oversee the administrative process unique to religious institutions	3. Students will identify their role as a minister in church administration	3	
4. Teach the importance of Constitution and By-Laws of Church	4. Expose the students to the basic steps in writing a constitution and by-law of the church.	4	
5. Compile resources and technology info from research and class participations	Students will compile a data base to share in class	4,2	

### **Required Texts:**

1. Church Administration Handbook, A Revised and Completely Updated Edition, By Bruce P. Powers, Editor, 1996
2. Church Administration in the Black Perspective (Revised Edition), Floyd Massey Jr. Samuel Berry McKinney, Judson Press, 2003
3. Feeding and Leading. Kenneth O. Gangel, Baker Books, 1998.
4. Leading Congregational Change. Jim Herrington, Mike Bonem and James H. Furr, Jossey-Bass, 2000.
5. Basic Steps Toward Community Ministry, Carl S. Dudley, The Alban Institute, 1991.
6. Basic Budgeting for Churches. Jack A. Henry, Broadman and Holman, 1995.

### **Course Format and Requirements:**

<b>Assessment Tool</b>	<b>Assessment Method</b>	<b>Expected Outcome</b>
1. Students exposed to class lectures, readings and other resources should be able to identify and compare basic functions of church administration.	<b>Mid-Term Exam Final Exam</b>	Students will take a mid-term and final exams which is graded at c or above. (See course assignment )
2. Students will identify key functions of church from class lectures, readings and other collected resources. (Instructions by Professor)	<b>Students will write a paper on developing a church administration process to demonstrate how specific functions of a local church relate.</b>	How to develop a process for church administration by constructing key functions
3. Students will identify	<b>Write a reflection paper</b>	Learn key elements in their

their role as a minister in church administration	<b>on how you see your role in church administration based on required readings.</b>	role as church administrator
4.Expose the students to the basic steps in writing a constitution and by-law of the church (Special Lecture)	<b>Students will write and submit a constitution and by-laws to include in SLO 2</b>	Identify the legal entities of organization relating to the church
5. Students will compile a data base to share in class	<b>Data base is to be submitted as an addendum to SLO 2.</b>	90% of the students will share this information

## Course Grade Evaluation

Assignment	Percentage of Final Course Grade
Attendance and class participation	10%
Midterm	20%
Reflection Paper	10%
Final Paper Administration Process Paper	40%
Final Exam	20%
Total	100 %

## Grading Scale

The following point system will be used for all assignments:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Note: The minimum passing grade for this required course is C.

A plus or minus grade (e.g., B+ or C-) is used to indicate proximity to the particular grade. At the end, all minuses and pluses will be rounded to the point that best reflects the student's progress in the course.

No grades are "given" in this course. Each student earns her/his grade.

**I** A student receives an "I" *only* when extraordinary circumstances (extended illness, death in the family, etc.) prevent the student from completing all the assignments before the end of the semester.

All written assignments need to conform to the guidelines in the Divinity School's "Guidelines for Written Assignments," available in the Divinity School Office. The following criteria will be used in evaluating all written assignments.

**A** Indicates the student has *significantly* exceeded the minimum expectations for the assignment. The student has consulted the relevant scholars and has consistently entered into dialogue with these scholars, offering his/her critique of the relevant sources. All the required parts of the assignment are present, and the written presentation is consistently above average, with no errors in spelling or grammar.

**B** Indicates the student has *exceeded the minimum* expectations for the assignment. The student has consulted relevant scholars and has entered into dialogue with most of them, offering his/her critique of the sources. All the required parts of the assignment are present, and the written presentation is above average, with no errors in spelling or grammar.

**C** Indicates the student has *met the minimum* expectations for the assignment. The student has consulted relevant scholars and has represented their views well, at least occasionally offering a critique of the sources. The required parts of the assignment are present, and the written presentation is acceptable, with minimal errors in spelling or grammar.

**D** Indicates the student *has not met the minimum* expectations for the assignment in one or more of the following ways: significant critical scholarship is not consulted; significant segments of the assignment are missing or inadequate; or the written presentation is inadequate in grammar, spelling, or format.

**F** Indicates the work is not acceptable for graduate-level study.

Note: The minimum passing grade for students in the Divinity School is C.

## Plagiarism

Students are expected to abide by the Shaw University Code of Conduct. The university policy on plagiarism will apply to all assignments given in this course (see Student Handbook). Plagiarism involves the intentional or unintentional representation of another person's words and/or ideas as one's own. Students are expected to cite all materials, including scriptural references, using the formats described in Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*.

If you need help determining whether to cite, see the guide on avoiding plagiarism at <http://library.duke.edu/research/plagiarism/index.html>.

## **Use of Technology:**

All students in this course are required to have regular access to email and to the internet. Email will be the instructor's primary mode of contacting students outside of class hours.

### SELECTED COURSE BIBLIOGRAPHY

1. We Have This Ministry, The heart of the Pastor's Vocation, Samuel D. Proctor, and Gardner C. Taylor with Gray V. Simpson
2. Church Administration Handbook, By Bruce Powers, Editor, 1985
3. Pulpit Confessions, Exposing The Black Church by N. Moore, BSB Publishing Co. 1998
4. Better Than Success 8 Principles of Faithful Leadership, by C. Jeff Wood, 2001 Judson Press, Valley Forge
5. The Small Church in Action, Making It work, Effective Administration in the Small Church By Douglas Alan Walrath, 1994 A Valley Forge & Judson Press, PA
6. A Fresh Look At The New Testament Deacon, By Dr. John H. Walker, D. Min. Foreword by Rev. George O. McCalep, Jr., Ph.D. Copyright 2001 Orman Press
7. The Book on Leadership by John MacArthur, Nelson Books 2004
8. The Courage To Lead by James Henry Harris, Rowman & Littlefield Publishers, Inc. Lanham> Boulder. New Your. Toronto. Oxford.
9. Congregation Alive by Donald P. Smith, The Westminster Press, Oxford, 1981.
10. The Church the Clergy the IRS by William V. Johnson, Treasure House, Shippensburg, PA, 1998
11. Developing Vision for Ministry in the 21<sup>st</sup> Century by Aubrey Malphurs, Baker Books, 1997.
12. Developing The Leaders Around you by John C. Maxwell, Thomas Nelson Pub. 1995.
13. High Five! The Magic of Working Together Ken Blanchard and Sheldon Bowles, Harper Collins, 2001.
14. The Empowered Leader 10 Keys Servant Leadership by Calvin Miller, Broadman & Holman Pub. 1995.
15. Rethinking the Church by James Emery White, Baker Books, 1997.
16. Building a Contagious Church by Mark Mittelburg, Zondervan Publishing Co. 2000.
17. The Prevailing Church by Randy Pope, Moody Press, 2002.
18. Managing Conflict in the Church by David W. Kale, Beacon Hill Press, 2003.
19. Building a Church of Small Groups by Bill Donahue and Russ Robinson, Zondervan, 2001.
20. Church Planting in the African Church by Michael J. Cox and Joe Samuel Ratliff, Judson Press, 2002.
21. Becoming a Healthy Church by Stephen A. Macchia, Baker Books, 1999.
22. Leadership Handbook of Mangement and Administration by James D. Berkley, Baker Books, 1994.
23. Emotionally Healthy Church by Peter Scazzero, Zondervan, 2003.
24. From Proclamation to Practice by Clifford A. Jones Sr., Ed., Judson Press, 1993.
25. The Pastor as Spiritual Guide by Howard Rice, Upper Room Books, 1998.
26. Church Administration Effective Leadership for Ministry by Charles A. Tidewell, Broadman Press, 1995.
27. Built To Last James C. Collins and Jerry I. Porras, Harper Business, 1994.
28. Ministerial Ethics and Etiquette by Nolan B. Harmon, Abingdon Press.
29. Tao of Leadership by John Heider, Banton Books, 1985.
30. The Minister as Shepherd by Charles Jefferson, CLC \* Publications, 1998.

### COURSE SCHEDULE

**This schedule and reading list are subject change**

WEEK	DATE	TOPICS AND READINGS
		<b>Part I: Frameworks for Church Administration</b>
1	Jan 17	Class orientations, syllabus, introductions and over of assignments. Reading assignments for next week: Gangel Chs 1-3; Herrington Ch 4. <b>Assignment: Write a vision and mission statement to share in class on the 24<sup>th</sup>.</b>
2	Jan 24	Class lecture and discussion on readings and assignments. Readings and assignments for next week: Gangel ch 4; Herrington Ch 5; Powers Chs 1-2. <b>Assignment: Develop Organization Model (Chart) derive from your vision and mission Statements.</b>
3	Jan 31	Class lecture and discussion on readings and assignments. Readings and assignments for Feb 2 <sup>nd</sup> . Gangel Chs 5-6; Herrington Ch 6. <b>Assignment: Based on your vision, statement and organizational Chart, devise short and long range goals, objectives, activities and proposed outcome.</b>
4	Feb 7	Class lecture and discussion on readings and assignments. Readings and assignments for Feb 9 <sup>th</sup> : Gangel Chs. 7-8; Herrington Ch 9; Powers Chs 3-5. <b>Assignments: Based on your short and long range planning, recruit, train, access people in your organization to serve (Boards, Staff, Committees, ministries etc)</b>
		<b>Part II: Developing the Budget Process</b>
5	Feb 14	Class lecture and discussion on readings and assignments. Reading and assignments next week. Powers Chs 6-7; <b>Assignments: Develop a church budget based on your short and long range planning.Gangel Chs 9-12.</b>
6	Feb 21	Class lecture and discussion on readings and assignments.

		Gangel Chs 9-12.
7	Feb 28	Class lecture and discussion on readings and assignments. Powers Ch 8, 12
<b>WEEK</b>	<b>DATE</b>	<b>TOPICS AND READINGS</b>
		<b>Part III: Organization and Legal Entities</b>
8	Mar7	Class lecture and discussion on readings and assignments. (Handouts) <b>Assignments: Develop by-laws and Constitution for your church.</b>  <b>(Guest Lecture)</b>
9	Mar 14	The Church & Clergy and IRS (Guest Lecture)
		<b>Part IV: Use of Technology and Other Resources</b>
10	Mar 21	Guest Lecture: Use of Technology in Church Administration <b>Mid-Term Exam (Due Mar 28<sup>th</sup>)</b>
11	Mar 28	Use of Technology and other resources cont. <b>Assignment: Compile a Technology and Resource Data Base (Due 4/25th)</b>
		<b>Part V: Compiling Key Functions of the Administration Process and Writing the Paper</b> (Use the Outline and Instructions from the Instructor)
12	April 4	Class Dialogue: Understanding the Administration Process
13	April 11	Easter Break
14	April 18	<b>Spring Break</b>
15	April 25	Class Dialogue: Writing the Paper <b>(Final Exam- Due 5/2)</b>
16	May 2`	Class Dialogue: Sharing the Administration Process <b>(All Papers and Exams due)</b>

