

Shaw University Divinity School
 Class: Saturday 7:30 - 10:00
 Office Hrs:
 By Appointment

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I. Program Mission

MRE PROGRAM MISSION

MDIV PROGRAM MISSION

<p>The mission of the Master of Religious Education degree is to equip persons for competent leadership in Christian Education to serve congregational ministries and other religious institutions. This purpose is consistent with the mission of Shaw University Divinity School; the Master of Religious Education program focuses on leadership in the “practice of ministry,” particularly in the African American Church</p>	<p>The mission of the Master of Divinity degree is to prepare persons for ordained ministry, for chaplaincy, general pastoral and religious leadership responsibilities in congregations and other settings, and to prepare some students for admission to advanced programs oriented to theological research and teaching. The purpose is consistent with the mission of Shaw University Divinity School; the Master of Divinity program focuses on leadership in the “practice of ministry,” particularly in the African American church</p>
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Program Goals

MRE Program Goals	MDiv Program Goals
<ol style="list-style-type: none"> 1. to equip students with the capacity for critical and constructive theological reflection regarding the content and processes of educational ministry; 2. to help students understand the educational, social, and behavioral sciences that 	<ol style="list-style-type: none"> 1. to provide students with an intellectual atmosphere and a comprehensive, discriminating understanding of our religious heritage; 2. to enhance student training for Christian ministry, mindful of global, and diverse cross cultural, and non-American Christianities, and interaction with other faith traditions;

<p>undergird educational practice, as well as the cultural contexts in which educational ministry occurs;</p> <p>3. to assist students with personal growth and spiritual maturity; and</p> <p>4. to provides skills in teaching and in design, administration, and assessment of educational programming.</p>	<p>3. to support students' development in the personal and spiritual capacities necessary for pastoral and religious leadership, advancing growth in personal faith, emotional maturity, moral integrity, and public witness;</p> <p>4. to expand programmatic activities, services, and academic programming to enhance student capacity for ministerial and public leadership.</p>
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Program Learning Outcomes

MRE Program Learning Outcomes (PLOs)	MDiv Program Learning Outcomes (PLOs)
<p>1. Graduates will demonstrate a capacity to articulate an understanding of the scriptural, historical, and theological traditions of particular Christian traditions and of the broader community of faith</p> <p>2. Graduates will evaluate teaching and learning theories for the purpose of developing a distinctly Christian philosophy of educating God’s people;</p> <p>3. Graduates will demonstrate a capacity for critical reflection on how their unique personalities,</p>	<p>1. Graduates will demonstrate a capacity to articulate an understanding of the scriptural, historical, and theological traditions of particular Christian traditions and of the broader community of faith</p> <p>2. Graduates will develop a consciousness about and a capacity to reflect critically on issues of diversity, globalization, and cross cultural concerns;</p> <p>3. Graduates will demonstrate a capacity for critical reflection on how their unique personalities,</p>

MRE Program Learning Outcomes (PLOs)	MDiv Program Learning Outcomes (PLOs)
<p>backgrounds, and gifts and abilities relate to the ministry of Christian education;</p> <p>4. Graduates will demonstrate a capacity to design and to carry out a lesson plan necessary for effective educational ministries</p>	<p>backgrounds, and gifts and abilities relate to the role of the minister as leader, guide, and servant of the faith community;</p> <p>4. Graduates will demonstrate a capacity to create programs and have a critical voice in ministerial and public leadership</p>

COURSE DESCRIPTION from Catalog:

This course looks at the church as an organization and the various administrative functions and units necessary to achieve the goals of the organization. Student will be required to examine their particular church through the theoretical lens of the course and discuss the ideal administrative structure to fulfill the mission of their church.

STUDENT LEARNING OUTCOMES:

Student Learning Outcomes (SLO)	Assessment of Student Learning Outcomes (Assessment Tools)	Linkage to MDiv Program Learning Outcomes (PLO statement number(s) that correspond to or support the SLO)	Linkage to MRE Program Learning Outcomes (PLO statement number(s) that correspond to or support the SLO)
<p>At the completion of this course, students will be able to:</p> <p>1. Discuss, evaluate and explain the role of the administrator and the problems of becoming an administrator</p>	<p>Exam Questions, Research Paper, Class discussion</p>	<p>1,3</p>	<p>1</p>

2. Discuss, evaluate, and explain the church as an organization, its purpose, mission, goals, and vision	Exam Questions, Research Paper, and Class discussion	1	1,3
3. Discuss, evaluate, and explain the organizational structure of a church as it relates to the mission of the church.	Exam Questions, Research Paper, and Class discussion	1,4	1,4
4. Discuss, evaluate, and explain management of: Human Resources Financial Resources Physical Resources of the church	Exam Questions, Reflection Paper, Class discussion	2, 4	3

II. METHOD OF DEVELOPMENT

The course will be developed using a dialogue seminar method. Each student is expected to make significant contributions based upon individual readings, research, and present or past experience. To provide a common body of basic concepts and analytic tools, students will read both of the required textbooks and weekly mini-lectures.

Three principal learning methods will be employed during the seminar:

1. The **theoretical** understanding of administration will be examined and discussed through assigned readings. These readings will come from books and other materials and also from mini-lectures by the professor. Mini-lectures will be made available through Blackboard.
2. The **practice** of administration will be examined through the lens of the students' own church setting. Each student is required to do a critical analysis of her or his local church setting from an administrative perspective.

3. Students will engage in a peer-supported **collaborative** approach to learning. Using this method, each student is encouraged to adopt a “study buddy” with whom they will discuss the assignments and use as a back-up if unable to make the class. Students are also encouraged to form study groups to discuss the materials before coming to class.

III. BOOKS

Required:

Powers, Bruce F., ed., *Church Administration Handbook, Third Edition, Revised and Updated*. (Nashville: Academic, 2008).

Recommended:

Charles A. Tidewell, *Church Administration: Effective Leadership for Ministry*, (Nashville: Boardman Press, 1985).

Massey, James and Samuel B. McKinney, *Church Administration from the Black Perspective*, (Judson Press) 1986.

IV. REQUIREMENTS

1. Reading.

The required text is to be read in its entirety. Class discussion will be based on the content of this book and the mini-lectures. Students are expected to be conversant in the content of these readings. The final paper **must** show evidence of knowledge of the contents of the required reading.

2. Summary-Reflection/Response Dialogue Participation

To facilitate dialogue, each student will be required to develop a one-page Summary-Reaction/Response (S-R/R) to the assigned reading. This S-R/R will be used to facilitate dialogue in the classroom. The S-R/R is to be posted in the appropriate discussion forum on Blackboard. In addition, students will bring a copy of their S-R/R to class. The instructor will collect these papers at each class meeting. The Dialogue will take place synchronously in the classroom and asynchronously via Blackboard. **Student participation in the dialogue is required.** Failure to engage in dialogue will significantly increase the probability of failing the course. The S-R/R is a critical part of the dialogue process.

3. Written Papers

All papers are to be presented as formal graduate degree papers which conforms to Turabian, Kate L. **A Manual for Writers of Term Papers, Theses, and Dissertations**, 6th edition. Papers are to be developed using MicroSoft Word and using Times New

Roman with 12 point font. You will use double space and footnotes. Your papers must also include a bibliography.

Each paper, and the presentation, will be posted on BlackBoard in the appropriate Discussion Forum. The following papers are required:

KSA-Pre AssessmentDue Jan 22

Paper I The Mission of my Church 1-4 pp. Due Jan 31
Prepare a comprehensive description of your local church. Please include such items as:

1. Community Context
2. Church Demographics
3. Church purpose, mission, and vision
4. Church Constitution and By-Laws

Be prepared to discuss your church's mission in class discussion.

Paper II Mission and Ministry 5-8 pp. Due Feb 21

You will incorporate the feedback from your first paper and build it by doing a critical analysis of the mission and goals of the church. In this paper you will:

- 1). Describe the operational structure of the church and all the ministries of the church.
- 2) Discuss the pros and cons of how the ministries relate to the mission and goals of the church.
- 3) Students will identify problems of ministry match with mission.

Paper III The Black Church and Administration 5-8 pp. Due Mar 09

1. Describe the administrative procedures in place at your local church to handle:
 - Church Business meetings
 - Human Resources
 - Financial Resources
 - Physical Resources
2. Discuss the nuances of Church Administration in the Black Church.

Paper IV Final Research Paper 20+ pp. Due Mar 28

You will develop a formal research paper describing your church; its mission and the ministries in place to carry out that mission. You will critique the administrative procedures in place to run the church and make recommendations for improvement. You are expected adhere to the **Proposed Outline and Format for the Final Paper** to be handed out in

class and you will demonstrate your knowledge of Church Administration and how it is manifested in your particular church. You will identify any problem areas in Church Administration as it relates to your church and propose a corrective measure. This is your opportunity to show that you have grasped something about Church Administration. Don't blow it. Each student is required to present their semester project in class before your peers.

ProjectFinal ProjectDue Mar 28

You will develop a PowerPoint presentation from your paper. This presentation should be prepared such that it can be presented to your church to persuade the leadership of the church to consider your recommendations for more efficient administration in the church. If the administrative procedures are already functioning well, you will recommend ways to improve those procedures. If the administrative procedures are not functioning well, you will recommend changes that will lead to improvements in administrative procedures. This presentation should be designed to be persuasive and convincing.

Optional Bonus

4. Grading: The course grade will be based on the following assessment of performance:

The Dialogue will take place in the in the classroom. Student participation in the dialogue is required. Failure to engage in dialogue is equivalent to failing the course.

Please be advised that **absence is no excuse for failing to satisfy the requirements of the course.**

Grade Range: A, B, C, D, I, F

Dialogue Participation through S-R/R postings (30%),
First Paper (10%),
Second Paper (10%),
Third Paper (10%),
Final Paper/Project (40%)
 Content (20%)
 Presentation (20%)

In addition, **Peer Evaluation** will be used. Each student will complete a Peer Evaluation Form after each class presentation. You will recommend a grade for your peer and your peer will recommend a grade for you.

V. SYLLABUS**Session I Sat. Jan 17**

Introduction Syllabus Review
KSA Pre-Assessment
Reading: Roberson Lecture Notes
Powers, Chapter 1

Session II Sat. Jan 24**Class Discussion: Becoming A Church Administrator**

Reading: Roberson Lecture Notes
Powers, Chapter 13

Session III Sat. Jan 31

Class Discussion: Managing the Church's Mission
Reading: Roberson Lecture Notes
Powers, Chapters 2 & 12
Paper I due

Session IV Sat. Feb 7

Class Discussion: The Church as an Organization
Reading: Roberson Lecture Notes
Powers, Chapters 3, 4, & 5

Session V Sat. Feb 14

Class Discussion: Managing People
Reading: Roberson Lecture Notes
Powers, Chapters 6 & 7

Session VI Sat. Feb 21

Class Discussion: Managing the Church's Money
Reading: Roberson Lecture Notes
Powers, Chapter 8
Paper II due

Session VII Sat. Feb 28

Class Discussion: Managing the Church's Facilities
Reading: Roberson Lecture Notes
Paper III due

Session VIII Sat. Mar 7

Class Discussion: Equipping for Worship
Reading: Roberson Lecture Notes

Session IX Sat. Mar 14

Class Discussion: Equipping for Service Outreach
Reading: Roberson Lecture Notes

Session X Sat. Mar 21

Class Discussion: Communications and Technology
Final Paper due

Session X Sat. Mar 28

Project Presentations

Session XI Sat. April 4

Project Presentations

Session XII Sat. April 11 - Easter Break

No Class

Session XIII Sat. April 18

Project Presentations

Session XIV Sat. April 25

Project Presentations

Session XV Sat. May 2

Final Exam