

Syllabus

MIN-268: Introduction to Church Leadership and Administration Course Name

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Course Description

This course serves as an introduction to the principles and practices of the administration of the local church... The course examines the pastor's role as administrator of the local church and provides preparation for achieving effective management of the church.

Credit Hours: 3

Prerequisite Courses: None

Prerequisite Skills and Knowledge: Basic theology, basic Bible content

Course Outcomes

Upon successful completion of this course, you will be able to:

1. Develop a general understanding of the task of managing a church or Christian company.
2. Articulate the value of a well-organized church using the gifts, abilities and resources that God has provided. This includes the conviction that a church leader should improve the administration of her/his life, church or business with which he/she is associated.
3. Describe the example and principles of good administration to others.
4. Participate in the development of a business plan for a church or Christian business.

Course Textbooks

Gorveatte, M. (2016). *Lead like Wesley*. Indianapolis, IN: Wesleyan Publishing.

Oden, T. C. (1983). *Pastoral Theology: Essentials of ministry*. San Francisco, CA: HarperCollins Publishers.

The following are supplemental documents available from Off Campus Library Services. [Please contact Off Campus Library Services \(800-521-1848\) or http://www2.indwes.edu/forms/request.aspx](#) to obtain a scanned copy of the following reading.

Peterson, B. L., Thomas, E. A., & Whitesel, B. (Eds.). (2010). *Foundations of church administration: Professional tools for church leadership* Kansas City, MO: Beacon Hill.

Powers, B., P. (Ed.) (2008). *Church administration handbook*, 3rd. ed. Nashville, TN: B&H Academic.

Grading Scale

A	4.0	95% - 100%	950 - 1000
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A-	3.7	92% - 94.9%	920 - 949
B+	3.3	89% - 91.9%	890 - 919
B	3.0	85% - 88.9%	850 - 889
B-	2.7	82% - 84.9%	820 - 849
C+	2.3	79% - 81.9%	790 - 819
C	2.0	75% - 78.9%	750 - 789
C-	1.7	72% - 74.9%	720 - 749
D+	1.3	69% - 71.9%	690 - 719
D	1.0	65% - 68.9%	650 - 689
F	0	0% - 64.9%	0 - 649

Grading Policies

Your grading policy for your course is dependent on your school and program. Your grading policies can be found in the IWU Catalog.

Letter Grade Equivalencies

A	Clearly stands out as excellent performance. Has unusually sharp insights into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines. Anticipates next steps in progression of ideas. Example "A" work should be of such nature that it could be put on reserve for all cohort members to review and emulate. The "A" cohort member is, in fact, an example for others to follow.
B	Demonstrates a solid comprehension of the subject matter and always accomplishes all course requirements. Serves as an active participant and listener. Communicates orally and in writing at an acceptable level for the degree program. Work shows intuition and creativity. Example "B" work indicates good quality of performance and is given in

	recognition for solid work; a "B" should be considered a good grade and awarded to those who submit assignments of quality less than the exemplary work described above.
C	Quality and quantity of work in and out of class is average. Has marginal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at least minimally.
D	Quality and quantity of work is below average. Has minimal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at below acceptable levels.
F	Quality and quantity of work is unacceptable and does not qualify the student to progress to a more advanced level of work.

Course Assignments

Workshop One Outline

Title	Due Dates	Time	Points
1.1 Discussion: Jesus's call to follow, be sent, and to lead	Initial post due by the end of the Day Four of the workshop; three responses due by the end of the workshop	3 hours	30
1.2 Discussion: Biblical Leaders Foundation	Initial post due by the end of the Day Four of the workshop; three responses due by the end of the workshop	3 hours	30
1.3 Assignment: Leadership Paper Pastor/Leader Identity Paper	Due by the end of the workshop	6 hours	70
1.4 Assignment: Your Heart and Habits: The Foundation of Church Leadership	Due by the end of the workshop	3 hours	30
1.5 Assignment: Pastor Interview, Mentor Engagement, and Portfolio Project	Due at end of Workshop Five	1 hour	30
	Totals	16 hours*	190

Workshop Two Outline

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Title	Due Dates	Time	Points
2.1 Discussion: Good Shepherd Leadership	Initial post due by the end of the Day Four of the workshop; three responses due by the end of the workshop	3 hours	30
2.2 Discussion: Equipping people as the foundation for building other leaders and servants	Initial post due by the end of the Day Four of the workshop; three responses due by the end of the workshop	3 hours	30
2.3 Assignment: Leadership Paper Pastor/Leader Identity	Due by the end of the workshop	6 hours	70
2.4 Assignment: Your Heart and Habits: The Foundation of Church Leadership	Due by the end of the workshop	3 hours	30
2.5 Assignment: Pastor Interview, Mentor Engagement, and Portfolio Project	Due at end of Workshop Five	1 hour	30
Totals		15 hours*	190

Workshop Three Outline

Title	Due Dates	Time	Points
3.1 Discussion: Managing the Self	Initial post due by the end of the Day Four of the workshop; three responses due by the end of the workshop	3 hours	30
3.2 Discussion: Equipping people as the foundation for building other leaders and servants	Initial post due by the end of the Day Four of the workshop; three responses due by the end of the workshop	3 hours	30
3.3 Assignment: Pastor/Leader Identity: Shepherd and Equipper	Due by the end of the workshop	6 hours	70
3.4 Assignment: Your Heart and Habits: The Foundation of Church Leadership	Due by the end of the workshop	3 hours	30
3.5 Assignment: Pastor Interview, Mentor Engagement, and Portfolio Project	Due by Workshop Four	1 hour	30
Totals		16 hours*	190

Workshop Four Outline

Title	Due Dates	Time	Points
4.1 Discussion: Responding to the Enormity of Human Need: A Motive Behind Leadership and Administration	Initial post due by the end of Day Four of the workshop; three responses due by the end of the workshop	3 hours	30
4.2 Discussion: Administration & Equipping God's People for Ministry	Initial post due by the end of Day Four of the workshop; three responses due by the end of the workshop	3 hours	30
4.3 Assignment: Leadership Paper: Servant Partners in God's Mission: Leading & Managing	Due by the end of the workshop	6 hours	70
4.4 Assignment: Your Heart and Habits: The Foundation of Church Leadership	Due by the end of the workshop	3 hours	30
4.5 Assignment: Pastor Interview, Mentor Engagement, and Portfolio Project	Due by the end of Workshop Five	1 hour	30
Totals		16 hours*	190

Workshop Five Outline

Title	Due Dates	Time	Points
5.1 Discussion: Goals and Results of Equipping	Initial post due by the end of Day Four of the workshop; three responses due by the end of the workshop	2 hours	30
5.2 Discussion: Assessing Yourself as a Church Leader	Initial post due by the end of Day Four of the workshop; three responses due by the end of the workshop	2 hours	30
5.3 Assignment: Leadership Paper: Summative Paper: Development Plan	Due by the end of the workshop	8 hours	120
5.4 Assignment: Your Heart and Habits: The Foundation of Church Leadership	Due by the end of the workshop	2 hours	70
Totals		15 hours*	280

Title	Due Dates	Time	Points
5.5 Assignment: Pastor Interview, Mentor Engagement, and Portfolio Project	Due by the end of the workshop	1 hour	30
5.6 End of Course Survey	Due by the end of the workshop		10 Extra Credit Points
Totals		15 hours*	280

*These timings are based on estimations of average times to complete each assignment. Actual assignment completion times will vary.

Course Summary Outline

Workshop	Discussions (2 per WS)	Papers	Reflection / Journal	Pastor & Mentor Interviews, Portfolio	Total Points
Workshop One	60	70	30	30	190
Workshop Two	60	70	30	30	190
Workshop Three	60	70	30	30	190
Workshop Four	60	70	30	30	190
Workshop Five	60	120	30	30	240
Course Totals	300	400	150	150	1000

Course Development Resources

Boa, K. (2001). *Conformed to his image: Biblical and practical approaches to spiritual formation*. Grand Rapids, MI: Zondervan.

Ciulla, J. B., (Ed.). (2004). *Ethics: The heart of leadership (2nd Ed.)*. Westport, CT: Praeger.

Clinton, J. R. (2012). *The making of a leader*. Colorado Springs, CO: Navpress.

- Cloud, H. (2006). *9 things a leader must do: How to go to the next level - and take others with you*. Franklin, TN: Integrity Media.
- Cloud, H, (2009). *Integrity: The courage to face the demands of reality*. HarperCollins. Kindle Edition.
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- Drucker, P. F. (2005). Managing Oneself. *Harvard Business Review*, 83(2), 100-109. Retrieved from <http://0-search.epnet.com.oak.indwes.edu:80/login.aspx?direct=true&db=buh&an=15524519>
- Drury, K. (2013). *The call of a lifetime: Is the ministry God's plan for your life?* Indianapolis, IN: Wesleyan Publishing House.
- Ebener, D. R. (2010). *Servant leadership models for your Parish*. Mahwah, NJ: Paulist Press.
- Flett, J. G. (2010). *The witness of God : The Trinity, missio Dei, Karl Barth, and the nature of Christian community*. Grand Rapids, MI: W. B. Eerdmans.
- Ford, L. (1991). *Transforming leadership: Jesus way of creating vision, shaping values & empowering change*. Downers Grove, IL: InterVarsity Press.
- Foster, R. (1978). *Celebration of discipline: The path to spiritual growth*. San Francisco: Harper and Row.
- Galford, R., & Drapeau, A. S. (2003). The enemies of trust. *Harvard Business Review*, 81(2), 88-95. Retrieved from <http://search.ebscohost.com/login.aspx?direct=true&db=buh&AN=9018338&site=ehost-live>
- Garverick, P. (2013). *How Volunteers Experience Ministry Satisfaction in the Context of a Local Church and It's Organizational Leadership: A Case Study*. (Ed.D.), Indiana Wesleyan University, Marion, IN. Available from ProQuest Dissertations and Theses database.

- George, C., & Bird, W. (2007). *Nine keys to effective small group leadership: How lay leaders can establish dynamic and healthy cells, classes, or teams*. Taylors, SC: CDLM.
- Gorveatte, M. (2016). *Lead like Wesley*. Indianapolis, IN: Wesleyan Publishing.
- Greenleaf, R. K. (2002). *The servant leader: A journey into the nature of legitimate power and greatness*. Malwah, NJ: Paulist Press.
- Hartwig, R. T., & Bird, W. (2015). *Teams that thrive: Five disciplines of collaborative church leadership*. Downers Grove, IL: InterVarsity Press.
- Henderson, D. M. (2016). *John Wesley's class meeting: A model for making disciples*. Wilmore, KY: Rafiki Books.
- Hull, B. (1988). *The disciple-making pastor*. Grand Rapids, MI: Fleming H. Revell.
- Hull, B. (1990). *The disciple making church*. Grand Rapids, MI: Fleming H. Revell.
- Hunter, G. G. (1987). *To spread the power: Church growth in the Wesleyan spirit*. Nashville, TN: Abingdon Press.
- Hybels, B. (1987). *Character: Who you are when no one is looking*. Downers Grove, IL: InterVarsity Press.
- Hybels, B. (2002). *Courageous leadership*. Grand Rapids, MI: Zondervan.
- Hybels, B. (2004). *The volunteer revolution: Unleashing the power of everybody*. Grand Rapids, MI: Zondervan.
- Kinlaw, D. F. (1998). *How every Christian can have the mind of Christ*. Nappanee, IN: Partnership Press.
- Kinlaw, D. F. (2001). *We live as Christ: The Christian message in the new century*. Nappanee, IN: Evangel Publishing.
- Kinlaw, D. F. (2005). *Let's start with Jesus: A new way of doing theology*. Grand Rapids, MI: Zondervan.
- Kinlaw, D. F. (2016). *Prayer: Bearing the world as Jesus did*. Anderson, IN: Warner.

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- Kouzes, J. M., & Posner, B. Z. (2003). *Credibility: How leaders gain it and lose it, why people demand it*. San Francisco, CA: Jossey-Bass.
- Laub, J. A. (2003). *From Paternalism to the Servant Organization*. Paper presented at the 2003 Servant Leadership Research Roundtable, Regent University, Virginia Beach, VA.
- Lencioni, P. (2000). *Four obsessions of an extraordinary executive*. San Francisco, CA: Jossey-Bass.
- Lencioni, P. (2002). *The Five Dysfunctions of a Team*. San Francisco: Jossey-Bass.
- Lotich, P. (2012). *Smart church management: A quality guide to church administration*: CreateSpace Independent Publishing Platform.
- MacDonald, G. (2011). *Building below the waterline* (Kindle eBook ed.). Peabody, MA: Hendrickson.
- Maddox, R. L. (2003). Formation for Christian leadership: Wesleyan reflections. *American Theological Library Association Summary of Proceedings, 57*, 114-126. Retrieved from <http://80-search.ebscohost.com.oak.indwes.edu/login.aspx?direct=true&db=rh&AN=ATLA0001457576&site=ehost-live>
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- Mancini, W. (2008). *Church unique: How missional leaders cast vision, capture culture, and create movement*. San Francisco, CA: Jossey-Bass.
- Mannoia, K. W. (2007). *Church 2k: Leading forward*. Indianapolis, IN: Precedent Press.
- Maxwell, J. C. (1997). *Becoming a person of influence: How to positively impact the lives of others*. Nashville, TN: Thomas Nelson.
- McBee, S. (2002). *To lead is to serve: How to attract volunteers and keep them*. United States: SMB Publishing.

- McIntosh, G. L. (1999). *One size doesn't fit all: Bringing out the best in any size church*. Grand Rapids, MI: Fleming H. Revell.
- Miller, C. (1995). *The empowered leader : 10 keys to servant leadership*. Nashville, Tenn.: Broadman & Holman Publishers.
- Moltmann, J. (1977). *The church in the power of the Spirit: A contribution to Messianic ecclesiology*. New York, NY: Harper & Row.
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- Moore, S. (2004). *The dream cycle: Leveraging the power of personal growth*. Indianapolis, IN: Wesleyan Publishing House.
- Moreland, J. P. (1997). *Love God with all your mind: The role of reason in the life of the soul*. Colorado Springs, CO: NavPress.
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- Nelson, A., & Appel, G. (2000). *How to change your church (without killing it)*. Nashville, TN: W Publishing Group.
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- Northouse, P. G. (2012). *Leadership: Theory and practice*. Thousand Oaks, CA: Sage.
- Nouwen, H. J. M. (1991). *In the name of Jesus: Reflections on Christian leadership*. New York: Crossroad.
- Oates, W. E. (1982). *The Christian Pastor*. Philadelphia, PA: Westminster Press.
- Oden, T. C. (1983). *Pastoral Theology: Essentials of ministry*. San Francisco, CA: HarperCollins Publishers.
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- Oden, T. C. (1994). *Ministry through word & sacrament*. Grand Rapids, MI: Baker Books
- Oswalt, J. N. (1999). *Called to be holy: A biblical perspective*. Nappanee, IN: Evangel.
- Parrott, L. (1996). *High-maintenance relationships: How to handle impossible people*. Wheaton, IL: Tyndale House Publishers
- Parrott, L., & Parrott, L. (1998). *Relationships: How to make bad relationships better and good relationships great*. Grand Rapids, MI: Zondervan.
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- Thomas, G. (2002). *Sacred pathways: Discover your soul's path to God*. Grand Rapids, MI: Zondervan.
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- Tozer, A. W. (1992). *The knowledge of the holy: The attributes of God and their meaning in the Christian life*. San Francisco, CA: HarperCollins.
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- Willard, D. (2002). *Renovation of the heart: Putting on the character of Christ*. Colorado Springs, CO: Navpress.

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Willimon, W. H. (2002). *Pastor : the theology and practice of ordained ministry*. Nashville, TN: Abingdon Press.

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Yukl, G. (2002). *Leadership in organizations, 5th ed*. Upper Saddle River, NJ: Prentice Hall.

Expectations, Policies, and Important Student Information

School/Division	Link
DeVoe School of Business Division of Liberal Arts School of Services and Leadership	View School/Division Expectations, Policies, and Student Information
School of Educational Leadership	View School/Division Expectations, Policies, and Student Information
Wesley Seminary @ IWU	View School/Division Expectations, Policies, and Student Information
Nursing - Undergraduate	View School/Division Expectations, Policies, and Student Information
Nursing - Graduate	View School/Division Expectations, Policies, and Student Information