

MINI 235, Administration and Leadership in the Church, Syllabus (3 credits)

COURSE DESCRIPTION

The Administration and Leadership in Ministry course provides a focus on two on-going needs in churches and other non-profit entities: Administration and Leadership. Emphasis will be place on self-leadership, team leadership, and organizational leadership. As study of organization leadership develops, attentions will turn to basic administrative and management skills needed to advance in churches and non-profits. An emphasis will also be placed on volunteerism. Students we be exposed to leading thinkers, writers and practitioners in the fields of leaders and administration.

REQUIRED TEXTS & RESOURCES

McIntouch, Gary L and Arn, Charles. What Every Pastor Should Know: 101 Indispensable Rules of Thumb for Leading Your Church

Grand Rapids, Baker Books, 2013 ISBN: 978-0-8010-1435-2

Stanley, Andy. *Visioneering: Your Guide for Discovering and Maintaining Personal Vision.*

Colorado Springs, Multnomah, 2016. ISBN: 978-159052-456-5

NOTE: The Point University Bookstore may offer this textbook (s) in other formats. Information can found at www.point.edu/bookstore.

COURSE SCHEDULE

Each course begins on a Wednesday with a Getting Started module before moving into the week 1-7 content. The introduce yourself forum is required during the Getting Started module in order to be counted present during this half-week of instruction. The introduce yourself forum is open from the start of the course to the first Sunday. All posts are due by Sunday at 11:59 p.m. Participation is required to be marked present for this time period. Keep in mind that in future weeks, forum due dates may be different.

Unless stated otherwise, graded assignments are due on the last day of the course week (Sunday). <http://point.edu/course-schedules/>

Learning Activities	Graded Assignments	
Getting Started Week	Introduce Yourself Forum	Sunday
Week 1	Unit 1: The First Person You Must Lead and Adminstrate: Yourself	
	Discussion Forum #1	Due Week 1, Day 5
Week 2	Unit 2: Team Leadership	
	Discussion Forum #1	Due Week 2, Day 5
	Discussion Forum #2:	Due Week 2, Day 5
	Reflection Paper 1	Due Week 2, Day 7
Week 3	Unit 3: Organizational Leadership	

	Discussion Forum #1	Due Week 3, Day 5
	Discussion Forum #2	Due Week 3, Day 5
Week 4	Unit 4: Basic Church Administration (Part 1): Structure and Systems	
	Discussion Forum #1	Due Week 4, Day 5
	Discussion Forum #2	Due Week 4, Day 5
	Executive Pastor Interview	Due Week 4, Day 7
	Reflection Paper 2	Due Week 4, Day 7
Week 5	Unit 5: Basic Church Administration (Part 2): Funding, Budgeting and Buildings	
	Discussion Forum #1	Due Week 5, Day 5
	Discussion Forum #2	
	Cost Estimate Case Study	Due Week 5, Day 7
	Reflection Paper 3	Due Week 5, Day 7
Week 6	Unit 6: Basic Church Administration (Part 3) Staff, Discipleship and Education	
	Discussion Forum #1	Due Week 6, Day 5
	Discussion Forum #2	Due Week 6, Day 5
	Reflection Paper 4	Due Week 6, Day 7
Week 7	Unit 7: Mobilizing Volunteers	
	Discussion Forum #1: Volunteer frustrations.	Due Week 7, Day 5
	Discussion Forum #2: Recruitment	Due Week 7, Day 5
	Reflection Paper 4	Due Week 7, Day 7

GRADING POLICIES

Course Evaluation Plan

An assessment instrument (checklist, rubric, quiz, etc.) will accompany each major graded assignment. See the instructions for specific assignment criteria and accompanying grading instruments.

Points Distribution

Graded assignments will be distributed as follows:

Graded Assignments	Points Possible
Introduce Yourself Forum	5
Discussion Forums (13)	385
Reflection Papers (4)	400
Cost Estimate Case Study	100
Total Points:	890

Final Grades

The following scale will be used when calculating final grades:

A	90-100%	D	60-69%
B	80-89%	F	0-59%
C	70-79%		

Final grades will be posted according to the Academic Calendar:

<http://point.edu/academic-calendar/>

COURSE LEARNING GOALS & OBJECTIVES

TIME REQUIREMENTS & COMMITMENTS

This course is 3 credit hours. Regarding time on task, students can expect to spend approximately 16 hours per week for an undergraduate course.

Goal 1: The student will examine his/her own leadership capacity and be introduced to ways of developing one's own leadership skills.		1.1, 1.2, 2.1, 2.2, 2.3, 2.6
	Objective 1.1: Students will identify their leadership strengths and weaknesses.	
	Objective 1.2: Students will reflect on the early church leadership.	
Goal 2: Students will identify ways to lead others effectively.		1.2, 2.2, 2.3, 2.4
	Objective 2.1: Students will explore examples of positive and negative teams.	
	Objective 2.2: Students will survey what a "leading organization" looks like.	
Goal 3: The student will become familiar with the systems and elements common to church administration.		1.2, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6
	Objective 3.1: Students will introduce themselves to an Executive Pastor of a local church and interview that person.	
	Objective 3.2: Students will build a church budget based on an income of \$250,000.	
Goal 4: The student will learn how to recruit, develop, and position volunteers.		1.1, 1.2, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6
	Objective 4.1: The student will be introduced to successful models of volunteer recruiting and training.	
	Objective 4.2: The student will also be introduced to the role volunteers play in "caring" for church members.	

DISABILITY SERVICES

Point University is committed to providing qualified students with disabilities an equal opportunity to access a Point education through the provision of reasonable and appropriate accommodations and support services. Accordingly, Point complies with Title IX (<https://point.edu/title-ix>) of the Educational Amendments of 1972 and the subsequent reauthorization of that act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 and subsequent amendments to that act. For more information about Disability Support Services, see the “Consumer Information” section of the website (<http://point.edu/disclosures>) and the “Student Services” section of this catalog, or contact the Director of Disability Services and College Section 504 Coordinator, at disability.services@point.edu.

COURSE EXPECTATIONS

Attendance

A student is expected to actively participate in each week of the class in which he or she is enrolled. Active participation each academic week includes submitting classwork in one or more of the following activities within the course during the week they are due: discussion forums, assignments such as (but not limited to) projects, papers, presentations, case studies, quizzes, or exams. Students may be absent up to 25% of the class. After absences exceed 25% of the session or term’s total – in either consecutive or cumulative days – the student will be withdrawn from the class roster and assigned a grade on the basis of work completed at the time of withdrawal unless, because of exceptional circumstances, prior arrangements have been made with the professor and the Chief Academic Officer.

Students representing the university, such as student-athletes, remain responsible for submitting work online within the week it is due to be counted present. No student will be disadvantaged while representing the university. However, the responsibility is on the student to notify faculty no later than one week before missing class for any reason, to ensure time for content to be made available to them and for make-up work to be considered and arranged. It is expected that students will limit their absences outside of these required absences, as they will be dropped if they overcut the allowed number of absences.

The full attendance policy is found in the catalog (<https://point.edu/catalogs/>).

Etiquette & Netiquette

Students are expected to be respectful and well-mannered towards the instructor and their peers, whether in the physical classroom or the online course site. For guidance on meeting this expectation, particularly in the online environment, please see the materials provided during student orientation or reach out to advising.center@point.edu.

Policies

For academic policies governing attendance, late assignments, and student support, please refer to the Academic Catalog directly (<https://point.edu/catalogs/>).

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