

Syllabus for  
**CHRM 460 — Church Administration**  
3.0 Credit Hours  
Fall 2011

**I. COURSE DESCRIPTION**

Emphasizes church administration, including organization, programming, aspects of leadership, and the relationship of the church to the denomination and to society. Gives attention to various aspects of the minister's work, including his or her schedule.

**II. COURSE GOALS**

The purpose of this course is to enable the student do the following:

- A. Gain an understanding of the Biblical and/or theological foundations for leadership.
- B. Develop an understanding of the administrative process.
- C. Develop an appreciation for the roles and responsibilities of church leadership.
- D. Gain an understanding of key administrative concepts.

**III. STUDENT LEARNING OUTCOMES FOR THIS COURSE**

Upon successful completion of this course the student will be able to do the following:

- A. Define key administrative and leadership terms.
- B. Compare and contrast various administrative and leadership theories.
- C. Analyze and discuss the roles and responsibilities of leadership in the church.
- D. Analyze and discuss key administrative concepts.
- E. Build a strategic plan for ministry situation.

**IV. TEXTBOOKS AND OTHER LEARNING RESOURCES**

- A. Required Materials
  - 1. Textbook

Anthony, Michael and James Estep, Jr., eds. *Management Essentials for Christian Ministries*. B&H Publishing, 2005. (ISBN: 9780805431230)

Powers, Bruce. *Church Administration Handbook*. B&H Publishing, 2008. ((ISBN: 9780805444902))

Schwarz, Christian A. *Natural Church Development: a Guide to Eight Essential Qualities of Healthy Churches*. St. Charles, IL: ChurchSmart Resources, 2006. (ISBN: 1889638005)

- 2. Other  
None
- B. Optional Materials
  - 1. Textbooks  
None
  - 2. Other  
None

## V. **POLICIES AND PROCEDURES**

- A. University Policies and Procedures
  - 1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
  - 2. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
  - 3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
    - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
    - b. Failing to meet group assignment or project requirements while claiming to have done so;
    - c. Failing to cite sources used in a paper;
    - d. Creating results for experiments, observations, interviews, or projects that were not done;
    - e. Receiving or giving unauthorized help on assignments.By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.
  - 4. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
  - 5. Students are to be in compliance with University, school, and departmental policies regarding the Whole Person Assessment requirements. Students should

consult the Whole Person Assessment handbooks for requirements regarding general education and the students' majors.

- a. The penalty for not submitting electronically or for incorrectly submitting an artifact is a zero for that assignment.
- b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B. Department Policies and Procedures

Note: Attendance policy is enforced. Excessive absences will affect your grade. See syllabus attendance policy.

1. Completion of a Course

- a. All assignments are due on the dates established in the course calendar, which is published in the syllabus or assigned in class. **Any assignments turned in after the scheduled due date will be penalized five percent (5%) of the original value per day including weekends, breaks, and holidays.**
- b. **No work** is accepted after the final date of regular classes.

2. Incompletes

- a. An incomplete is given only after the student establishes with the instructor and the department chair by written petition that his or her work is incomplete for good cause (i.e., lengthy illness, death in the family). **Incompletes are rarely granted.** Only those absences that are incurred within the time period of the extenuating circumstances prompting an incomplete will be excused. The student is still accountable for any other absences and will be penalized for them according to the attendance policy.
- b. A Petition for Incomplete Grade with all supporting documentation must be submitted for approval at least one week prior to the end of normal classes. The submitting of a petition does not automatically ensure the granting of an incomplete. The petition must be approved by the appropriate academic committee of the Undergraduate Theology Department.

3. Examinations and Other Assignments

- a. Early examinations **are not** allowed.
- b. Late examinations are administered only when extenuating circumstances are present (such as a death in the family the week before exams, sudden and major illness the week of exams that is documented by a physician). In fairness to all students, some persons should not have more time to prepare for an examination than others. **The granting of a late examination request is rare.**
- c. A Petition for Late Examination without penalty must be signed by the professor and the chair. Proper documentation must accompany the petition and must be submitted to the Undergraduate Theology Department. The student must schedule the makeup exam with the professor of the course. The exam must be taken no later than five (5) calendar days after the approval of the petition. **Grade penalties may be applied as indicated by the Academic Affairs Committee.**
- d. **All** exams will be given as scheduled. It is the student's responsibility when purchasing airline tickets, for example, to take this schedule into

consideration. **Not being present for the final examination automatically results in failure of the course.**

- e. These requirements apply to all quizzes, tests, and examinations administered by the Undergraduate Theology Department.

4. Attendance

- a. The Official Attendance Policy for the Undergraduate Theology Department is as follows for a three-semester hour class:
  - (1) If the class meets three times a week, the missing of 6 class sessions will result in a grade reduction of one letter grade. Missing 8 class sessions will result in a grade reduction of two letter grades. Missing 12 class sessions will automatically result in a grade of "F."
  - (2) If a class meets twice a week, the missing of 4 class sessions will result in a grade reduction of one letter grade. Missing 6 class sessions will result in a grade reduction of two letter grades. Missing 8 sessions will automatically result in a grade of "F."
  - (3) If the class meets once a week, then missing 2 class sessions will result in a grade reduction of one letter grade. Missing 4 class sessions will automatically result in a grade of "F."
- b. **The absences allowed prior to grade reduction are designed to allow for emergencies and illnesses, and are not designed for indiscriminate use.** Many students incorrectly assume that they may use these allowable absences as unexcused "cuts" from class. Administrative excuses are granted only when a student is on official University business and has received approval in advance from the University administration.
- c. Students are expected to be prompt for classes. **Two tardies will equal one absence.**

C. Course Policies and Procedures

1. Evaluation Procedures

- |    |                             |            |
|----|-----------------------------|------------|
| a. | Interactive Reading Reports | 10%        |
| b. | Support Ministry Interviews | 15%        |
| b. | Group Reading/Interaction   | 20%        |
| c. | Proverbs Project/Paper      | 30%        |
| d. | Midterm Exam                | 10%        |
| e. | Final Exam                  | <u>15%</u> |
|    | Total                       | 100%       |

2. Other Procedures:

- a. Interactive Reading Reports (10%)  
The student will complete a series of Interactive Reading Reports while reading the Powers' text. For each chapter the student will choose a topic with which to personally interact (i.e. positively, negatively, implications for ministry, etc.).
- b. Support Ministry Interviews (15%)  
The student will interview individuals serving in support services ministry. Interviews will include people working in the facility/janitorial, finance, and secretary/administration areas in a local church. The student will prepare a 5-7 page written report of the findings, personal reflections, and implications for ministry.
- c. Group Reading/Interaction with the Lencioni textbook (20%)

After reading each chapter in Schwarz' *Natural Church Development* the student will complete a Summary Interaction due at the beginning of the class as assigned. These will be the basis of discussion in class on Thursdays. In order to receive partial credit when absent, the student must submit an electronic copy **prior to** the start time of the class on the date due.

- d. Proverbs Project/Paper (25%)  
The student will read through the Book of Proverbs and identify principles to be charted under the following categories: leadership, management, finances, employee/er relationships, and one other of your choice. Reflecting on the findings of the chart, the student will then write a three page paper discussing the importance/implication of major Biblical principles for the effective administration of the church.
- e. Exams: Midterm (10%) and Final (20%)  
Two exams will be administered. Each exam will have objective, short answer, and essay components; and will include lectures, textbooks, films, and guest lecturers.

3. Whole Person Assessment Requirements: none.

## VI. COURSE CALENDAR

<u>Week</u>	<u>Unit/Subject</u>
1	Introductions & Definitions
2	Biblical & Theological Foundations
3	Strategic Planning: Mission/Vision, Goals, Objectives
4	Strategic Planning: Policies, Procedures
5	Finances & Budget
6	Organization: Structures, Job Descriptions, Meetings
7	Organization: Leadership, Communication
8	Staffing: Volunteers & Staff Members
9	Staffing: Legal & Ethical Concerns
10	Directing: Mentoring & Teams
11	Directing: Working with Boards & Committees
12	Evaluation: Performance Reviews
13	Evaluation: Programs
14-15	Group Strategic Plan Presentations
	<b>Final Exam (TBA)</b>

**Course Inventory for ORU's Student Learning Outcomes**  
**CHRM 460 — Church Administration**  
**Fall 2011**

This course contributes to the ORU student learning outcomes as indicated below:

**Significant Contribution** – Addresses the outcome directly and includes targeted assessment.

**Moderate Contribution** – Addresses the outcome directly or indirectly and includes some assessment.

**Minimal Contribution** – Addresses the outcome indirectly and includes little or no assessment.

**No Contribution** – Does not address the outcome.

The Student Learning Glossary at <http://ir.oru.edu/doc/glossary.pdf> defines each outcome and each of the proficiencies/capacities.

<b>OUTCOMES &amp; Proficiencies/Capacities</b>		<b>Significant Contribution</b>	<b>Moderate Contribution</b>	<b>Minimal Contribution</b>	<b>No Contribution</b>
<b>1</b>	<b>Outcome #1 – Spiritually Alive</b> Proficiencies/Capacities				
1A	Biblical knowledge	X			
1B	Sensitivity to the Holy Spirit		X		
1C	Evangelistic capability		X		
1D	Ethical behavior		X		
<b>2</b>	<b>Outcome #2 – Intellectually Alert</b> Proficiencies/Capacities				
2A	Critical thinking	X			
2B	Informational literacy			X	
2C	Global & historical perspectives		X		
2D	Aesthetic appreciation				X
2E	Intellectual creativity	X			
<b>3</b>	<b>Outcome #3 – Physically Disciplined</b> Proficiencies/Capacities				
3A	Healthy lifestyle				X
3B	Physically disciplined lifestyle				X
<b>4</b>	<b>Outcome #4 – Socially Adept</b> Proficiencies/Capacities				
4A	Communication skills		X		
4B	Interpersonal skills		X		
4C	Appreciation of cultural & linguistic differences			X	
4D	Responsible citizenship			X	
4E	Leadership capacity	X			