



Course Syllabus

LCHM 460 Church Administration

3 Credit hours

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. ACADEMIC MISSION

Oral Roberts University's academic mission is to transform students by the power of the Holy Spirit into whole, competent servant-leaders through liberal arts and professional education that is fully Christian. Within a Spirit-filled healing community, administration, faculty, and staff love and serve students by helping them grow in knowledge, skills, wisdom, character, and spirit. Student transformation is measured through the evaluation of student expression of University learning outcomes as demonstrated through the following outcomes.

- 1 Spiritual Integrity
- 2 Personal Resilience
- 3 Intellectual Pursuit
- 4 Global Engagement
- 5 Bold Vision

The last page of this syllabus, "COURSE INVENTORY for ORU's Course Objectives," indicates how this course supports ORU's academic mission and ORU's whole-person approach to learning outcomes.

III. PROGRAM OUTCOMES

This course supports the program outcomes of the Bachelor of Arts degree in Ministry in Leadership. An ORU Ministry and Leadership graduate must acquire a skill set that enables him or her to successfully perform integrative tasks, including the following Program Outcomes this course supports, marked below in bold text and with an asterisk (*).

1. **Students will use problem-solving, critical thinking, decision-making, and writing skills in the context of ministry. ***
2. **Students will apply working knowledge of Christian principles discipleship and evangelism in the discipline specific context. ***

3. **Students will demonstrate an understanding of Christian theology and life application in the leadership context of their discipline. ***

IV. COURSE GOALS

- 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.

V. COURSE OBJECTIVES

After successfully completing this course, I should be able to:

- 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.

VI. TEXTBOOK AND OTHER LEARNING RESOURCES

Before you purchase your required textbook(s), click on the ORU Bookstore link to verify whether digital texts are provided as part of your Follett ACCESS course fee.

<http://www.bkstr.com/oralrobertsstore/home>

Required Materials

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]

Other required materials:

Optional Materials

Textbooks:

None

Other:

None

VII. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. **Plagiarism:** The ORU Catalog explicitly addresses the issue of plagiarism. Make sure you know [ORU's policy on plagiarism](#) and [what is considered plagiarism](#).
2. **Privacy:** By law, students are entitled to privacy regarding their records. The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended and available in the [ORU University Catalog](#), sets forth requirements designed to protect the privacy of student education records. The law governs access to records maintained by educational institutions and the release of information from those records.

3. Whole Person Assessment Requirements:

- a. Specify which, if any, Whole Person Assessment requirements there are for this course.
None for this course.

B. School and/or Department Policies and Procedures

1. Class Assignments

- a. Students need to have the appropriate textbooks, course materials, and other supplies as designated by the professor.
- b. Professors may refuse to accept an assignment if it has inappropriate content, does not meet the assignment's criteria (e.g., not typed, incorrectly documented), is incomplete, is suspected of plagiarism, or is turned in too late.

2. Late Work

- a. The student is responsible for obtaining class assignments and materials, and all work is expected to be completed as scheduled. The professor may not accept late work, or it may result in a lower grade. Computer or Internet malfunctions do not constitute an excuse for late work; students should have their work prepared in time to ensure that they can get it completed, edited, and proofread prior to the instructor's due date. These responsibilities assist the student in professional development.
- b. Generally, assignments missed from a serious sickness or family crises can be made up and the instructor should be notified as soon as possible to reach an agreement on due dates and possible penalties. Each instructor has his or her own late-work policy. Instructors use their own judgment in accepting late work.

3. Incompletes

On rare occasions, the grade of "I" may be given for work that is incomplete at the time grades are given. It is given only after the instructor and the department chair or college dean approve a petition submitted by the student that his or her work is incomplete for good cause. Good cause typically consists of a catastrophic event in which the student is prevented from completing the course requirements. It is the responsibility of the student to initiate the petition through <http://petitions.oru.edu>, make up any incomplete work, and ask the instructor to submit a grade change to the registrar. If the work is not completed by the end of the subsequent session, the incomplete will automatically convert to an "F." For graduating seniors, the degree will be awarded in the term that the student completes his or her course work, not the final term of enrollment.

4. Citations

Textbook(s) and materials for the course are listed using standard [citation style](#) (APA, MLA, Chicago, Turabian, etc.). Since other styles may be used in disciplines other than the one used in this course or school, the [ORU Citing and Documenting Sources](#) pages offer a collection of styles students may choose from. This course asks that students be consistent in whatever style they use throughout the course.

C. Online Programs Policies and Procedures

- 1. Communicating with your Instructor:** All email communication between students and faculty will be through their ORU.edu emails.
- 2. Learning Community:** Online learning community is established through active participation in the threaded weekly discussions. The mutual exchange of ideas, information, and experiences is an essential part of the learning process, and students are encouraged to use the discussion forum as virtual classroom platform.
- 3. ADA and Students with Disabilities:**

- Click here (<http://www.brightspace.com/about/accessibility/>) to view Desire2Learn's "Accessibility Resources for Students with Disabilities."
- Students requiring Disability Services from ORU, please click here: <https://goo.gl/QGoK4x>
- Desire2Learn (D2L) Accessibility Guidelines and Checklist: <https://goo.gl/Ck4RwY>
- D2L Accessibility Policy: <https://www.d2l.com/accessibility/>

4. Useful Links for Online Students:

- [Student Learning Glossary](#)
- Library: <http://library.oru.edu>.
- D2L Helpdesk: d2lhelp@oru.edu
- I.T. Student Helpdesk: studenthelpdesk@oru.edu
- [Netiquette and Online Discussions](#): <https://goo.gl/f744AY>
- Contact the University: please [fill out this online form](#). Please first contact your instructor for assistance with any matter specific to the course.

D. Course Policies and Procedures

1. **Evaluation Procedures:** The final grade will be based on forum discussions, projects, and a final exam. The weight of each item is included in the Course Calendar. Extra credit items are not offered in this course

Grade Weight	Category
10%	Interactive Reading Reports
20%	Support Ministry Interviews
25%	Proverbs Project/Paper
20%	Leader Bio/Paper
25%	Discussion/Participation
<hr/> 100%	

2. Grading Scale:

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

3. Other Policies and/or 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 (20%)
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 Group Reading/Interaction with the Cooke textbook--on campus Students only.
- c) After reading each chapter in Cooke's Unique 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 compiled under the following categories: leadership,
Management, finances, employee/err 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) Leader/Bio Paper (20%)

f) Discussion/Participation (25%)

VIII. COURSE CALENDAR

The Course Calendar shows the specific learning activities and assessments for this course. Further descriptions for activities and assessments are in their respective weeks in D2L. When applicable, † indicates this is a faith integration item tracked by the program.

Week 1	
	Read: Management Essentials for Christian Ministries
	Discussions 1: Introduce yourself
	Discussions 2: Mission Statement
Week 2	
	Read: Anthony Chapters 4-6
	Discussions: Goals and Objectives
	Written Assignment: Powers Interactive Reading Report and Leader Selection
Week 3	
	Read: Anthony Chapters 7-9 and Where to Save OR Church Ministry Structure
	Discussions: Budgets OR Church Structure
Week 4	
	Read: Anthony Chapters 10-13
	Discussions: Change/Conflict
	Written Assignment: Leader/Bio Paper Due and Lessons Learned from Leaders follow-up discussion
Week 5	
	Reading: Anthony Chapters 14-16
	Discussions: Staffing and Legal Issues
Week 6	
	Read: Anthony Chapters 17-21; article "How to Protect Your Church from Lawsuits"
	Discussion: Teams vs. Committee Boards
	Support Ministry Interview due
Week 7	
	Reading: Anthony Chapters 22-26
	Discussion: Evaluation
	Written Assignment: Proverbs Project

IX. COURSE INVENTORY

LCHM 460 Church Administration

This inventory indicates the extent to which this Course's Objectives contribute to the Outcomes of its degree Program, and ultimately to one or more of ORU's University Outcomes (in grey 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.

OUTCOMES	Significant	Moderate	Minimal
1. Spiritual Integrity			
Program Outcome 1: Students will use critical thinking and writing skills in the context of ministry in the local church.		X	
Program Outcome 2: Students will apply working knowledge of Christian principles to evangelism and outreach ministries		X	
Program Outcome 3: Student will demonstrate an understanding of Christian theology and life application in the context of church organization and community development.		X	
• Course Objective 1: Define key administrative and leadership terms.		X	
• Course Objective 2: Compare and contrast various administrative and leadership theories.		X	
• Course Objective 3: Analyze and discuss the roles and responsibilities of leadership in the church.		X	
• Course Objective 4: Analyze and discuss key administrative concepts.		X	
2. Personal Resilience			
3. Intellectual Pursuit			
Program Outcome 1: Students will use critical thinking and writing skills in the context of ministry in the local church.		X	
Program Outcome 2: Students will apply working knowledge of Christian principles to evangelism and outreach ministries		X	
Program Outcome 3: Student will demonstrate an understanding of Christian theology and life application in the context of church organization and community development.		X	
• Course Objective 1: Define key administrative and leadership terms.		X	
• Course Objective 2: Compare and contrast various administrative and leadership theories.		X	
• Course Objective 3: Analyze and discuss the roles and responsibilities of leadership in the church.		X	
• Course Objective 4: Analyze and discuss key administrative concepts.		X	
4. Global Engagement			
5. Bold Vision			

© Oral Roberts University, All Rights Reserved.

This syllabus is subject to change without notice up until the first day of the semester.

Oral Roberts University, 7777 S. Lewis Avenue, Tulsa, OK 74171

E-mail: online@oru.edu | Web site: <http://www.oru.edu>