



BTS Mission:

Providing sound Biblical and practical theological training to equip leaders for Christ's Church.

2200 Briarwood Way • Birmingham, Alabama 35243 • (205) 776-5650

Semester:	Fall 2020	Course:	PT5631 Theology & Practice of Administration
Day & Time:	Thur. 7:30-9:00 pm	Room:	WC2
Professor:	Dr. Jay Haley	Credits:	2 Hours
E-mail:	jayphaley@gmail.com	Phone:	205-790-0734

COURSE DESCRIPTION

The study of the biblical and theological principles that inform and guide the fundamental activities defined as church administration. This course will develop the administrative components of church operations, the functions of various boards and committees in the church, and the responsibility of the ministerial staff in in relationship to these areas.

COURSE LEARNING OUTCOMES

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

1. To present each student with Biblical/theological principles of church administration (CA)
2. To give special attention to practical procedures and their application for CA
3. To help each student understand organizational behavior and its role in CA
4. To equip each student with information necessary for equipping others to help in meeting the needs of the ministry

REQUIRED COURSE TEXTS AND MATERIALS

Charles A. Tidwell. *Church Administration: Effective Leadership For Ministry*. Broadman & Holdman Publishers 1985. ISBN 0805431136 (**All students**)

Kenneth O. Gangel. *Feeding and Leading*. Baker Books, 1989. ISBN 0801063310 (**Masters students only**)

* Carl S. Dudley. *Effective Small Churches in the Twenty-First Century*. Abingdon Press: Revised Edition 2003. ISBN 0687090903 (**All students**)

* Larry J. Michael. *Spurgeon on Leadership*. Kregel Academic & Professional, 2003. ISBN 0-8254-3344-4 (**Masters students only**)

COURSE EXPECTATIONS

All work must be submitted on the prescribed due dates. Moreover, it is important that all reading assignments be completed on time so that all students will be able to effectively participate in class discussions. Carefully **proofread** your work before submitting written assignments.

Book Critiques: Each student is to write a two-three page book critique on each book designated as a book review (noted by *).

Follow the steps below to evaluate the books strengths and weaknesses

- Begin your critique with **the bibliographic information** (Title, author, publisher, place, and date of publication) of the book.
- Write a **brief summary** of the **main** theme and any **major secondary themes** of the author. Provide enough detail to show that you have read and digested the material.
- Include your **analysis** of the arguments the authors set forth. Your analysis should be focused upon how faithfully **you think** the authors have interpreted and applied the Scripture.
- **Evaluate** how the authors either succeeded or failed in taking into account all of Scripture (in other words, is it a systematic argument or simply a use of some isolated proof texts?) **citing instances** from the book to support your evaluation.
- **Explain** why you agree or disagree with their conclusion(s), using the Scriptures to support your views.
- Conclude with a paragraph that states what you have gained **personally** and **professionally** from reading this book.

Mid-Term Examination: A mid-term examination will be given covering the reading and lecture material discussed in class.

Final Examination: A comprehensive final examination will be given covering reading and the lecture material discussed in class.

Church Administrator Paper: Each student is to interview a local Church Administrator and write a three to five-page summary of what you gained from the interview.

GRADING WEIGHT & COMMENTS

COURSE REQUIREMENT	GRADE WEIGHT	COMMENTS
Class readings and Assignments	30%	Class participation is a vital assessment
Book Critiques	20%	
Midterm Exam	25%	
Final Exam	25%	
Total	100%	

COURSE SCHEDULE

DAY	DATE	AGENDA / TOPIC
Thursday	9/10	<p>Readings and Materials</p> <ul style="list-style-type: none"> • Review Syllabus • Introduction – Tidwell <p>Assignments</p> <ul style="list-style-type: none"> • Read introduction to Tidwell prior to the first class. • Read: Exodus 18:13 – 27; Nehemiah Chapter 2; I Corinthians 16:1 – 9; Acts 15
Thursday	9/17	<p>Readings and Materials <i>Church Administration</i></p> <ul style="list-style-type: none"> • Tidwell – Chapters 1 – 2 • Gangel – Chapters 1 • Dudley – Chapters 1 – 4
Thursday	9/24	<p>Readings and Materials <i>Church Administration Leader Skills</i></p> <ul style="list-style-type: none"> • Tidwell – Chapter 10 • Gangel – Chapters 2 – 4; 12 – 18; 20 • Dudley – Chapters 5 – 6
Thursday	10/1	<p>Readings and Materials <i>Church Organization</i></p> <ul style="list-style-type: none"> • Tidwell – Chapters 3 – 5 • Gangel – Chapters 5 – 6 • Dudley – Chapters 8 – 10
Thursday	10/8	<p>Readings and Materials <i>Church Administrative Controls</i></p> <ul style="list-style-type: none"> • Tidwell – Chapter 9 • Michael – Chapters 1 – 4 <p>Assignment</p> <ul style="list-style-type: none"> • Dudley Critique Due
Thursday	10/15	Fall Break
Thursday	10/22	Mid-term Exam: No class; to be completed at home
Thursday	10/29	<p>Readings and Materials <i>Administering Human Resources</i></p> <ul style="list-style-type: none"> • Tidwell – Chapters 6 • Gangel – Chapters 7 – 11; 19

		<ul style="list-style-type: none"> • Michael – Chapters 6 – 8
Thursday	11/5	Readings and Materials <i>Ministry Planning</i> <ul style="list-style-type: none"> • Michael – Chapters 9 – 12
Thursday	11/12	Readings and Materials <i>Ministry Unity</i> <ul style="list-style-type: none"> • Michael – Chapters 13 – 14
Thursday	11/19	Readings and Materials <i>Administering Physical Resources</i> <ul style="list-style-type: none"> • Tidwell – Chapter 7 Assignment <ul style="list-style-type: none"> • Spurgeon Critique Due
Thursday	11/26	<ul style="list-style-type: none"> • Thanksgiving
Thursday	12/3	Readings and Materials <i>Administering Financial Resources</i> <ul style="list-style-type: none"> • Tidwell – Chapter 8 Assignment <ul style="list-style-type: none"> • Church Administration Paper Due
Thursday	12/10	Final Exam: No class; to be completed at home

BTS FORMAT, STYLE, AND WRITING STANDARDS

BTS has adopted Turabian as the standard form and style for writing formal papers. However, professors retain discretion in determining how “formal” a paper must be. Students should reference Kate Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations, 9th Edition*. A Turabian Supplement is available through the seminary. Students should also refer to the BTS Student Handbook on academic integrity/plagiarism. Below is a Paper Grading Rubric for formal papers:

A to A-	B to B-	C to C-	D to D-
Correct spelling and grammar/punctuation	Minor errors in spelling or grammar/punctuation	Many errors in spelling or grammar/punctuation	Difficult to read due to English writing errors
Smooth writing that provides for effective and efficient reading	Writing is acceptable, but not as organized and coherent	Writing is not smooth, sometimes confusing and inconsistent	Writing lacks clarity, focus, structure, and is incoherent
Person and format are proper for assignment	Person and format are inconsistent	Person and format are not appropriate	Person and format are totally inappropriate

Scripture, paraphrases, quotes, and summaries are appropriately used, cited, and clearly supports main argument	Scripture, paraphrases, quotes, and summaries are appropriate but need more depth and use of critical thinking	Scripture, paraphrases, quotes, and summaries are inadequate for main argument and do not reflect understanding	Scripture, paraphrases, quotes, and summaries are improperly used, overused, under used, or cited in error
Paper completely conforms to Turabian's <i>Manual for Writers</i>	Paper generally conforms to Turabian's <i>Manual for Writers</i>	Paper somewhat conforms to Turabian's <i>Manual for Writers</i>	Paper does not conform to Turabian's <i>Manual for Writers</i>

ATTENDANCE POLICY

Students are expected to demonstrate punctuality and attend all class sessions. Any absences should be communicated to the professor and/or seminary office prior to the absence. In the absence of professor approval, a student will be permitted two absences per semester in a course. Tardiness may be recorded and three unexcused tardies will be counted as one unexcused absence. Unexcused absences and tardies exceeding the allowance may result in the student being dropped from the course with an "F" grade.

CLASS POLICIES & PROCEDURES

Refer to Student Handbook:

<https://bts.education/wp-content/uploads/2012/03/Student-Handbook-2016-Current.pdf>

ANNOTATED SELECTED BIBLIOGRAPHY

Anderson James D. *To Come Alive: A New Proposal for Revitalizing the Local Church*. Harper & Row, 1972.

Bacher, Robert. Church Administration: Programs, Process, Purpose. Augsburg Fortress Publishing, 2007.

Berkley, James D. *Leadership Handbook of Management and Administration: Practical Insight from a Cross Section of Ministry Leaders*. Baker Book House, 1994.

Beveridge, W. E. *Managing the Church*. Allenson, 1971.

Chaffee, Paul. *Accountable Leadership*. Jossey-Bass Publishers, 1997.

Gangel, Kenneth O. *Feeding and Leading*. Baker Books, 1989.

Getz, Gene A. *Sharpening the Focus of the Church*. Victor, 1984.

Heller, Anne Odin. *Churchworks: A Well-Body Book for Congregations*. Skinner House Books, 1999.

Holck, Manfred, Jr. *Clergy Desk Book*. Abingdon Press, 1985.

- Killinski, Kenneth and Jerry Wolfert. *Organization and Leadership in the Local Church*. Zondervan, 1958.
- Kraemer, Hendrick. *A Theology of Laity*. Westminster, 1958.
- Lindgren, Alvin J. *Foundations for Purposeful Christian Administration*. Abingdon, 1965.
- Lindgren, Alvin & Norman Shawchuck. *Management for your Church*. Organization Resources Press, Ltd., 1985.
- Mager, Robert F. & Peter Pipe. *Analyzing Performance Problems*. David S. Lake Publishers, 1984.
- Mitchell, Kenneth R. *The Multiple Staff Ministries*. Westminster, 1988.
- Perry, L. M. & N. Shawchuck. *Revitalizing the 20th Century Church*. Moody Press, 1982.
- Powers, Bruce P. *Church Administration Handbook; Resources for Church Leaders*. Broadman Press, 1985.
- Shearn, Carol R. *The Church Office Handbook; A Basic Guide to Keeping Order*. Morehouse Barlow Co., 1986.
- Tidwell, Charles A. *Church Administration Effective Leadership for Ministry*. Broadman, 1985.
- Walz, Edgar. *How to Manage Your Church; a Manual for Pastors and Lay Leaders*. Concordia Publishing House, 1987.
- Welch, Robert H. *Church Administration: Creating Efficiency for Effective Ministry*. B&H Publishing Group, 2011.



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STUDENT SIGNATURE

Your signature below indicates that you have read this syllabus, understand it, and willing accept the requirements and responsibilities for successfully completing this course.

Student Signature: _____ Date: _____