

DICKERSON-GREEN THEOLOGICAL SEMINARY

I. CMS 750 Leadership and Administration in the Church

II. Professor/Instructor

Dickerson-Green Theological
Seminary – Waverly Building

III. Course Name and Description

CMS 750 Leadership and Administration in the Church

This is tailored for individuals who are preparing for or are currently in leadership roles within church settings. This course offers a comprehensive look at the principles and practices essential for effective leadership and administration in the church. It delves into biblical leadership models, contemporary management techniques, and practical applications to equip students with the skills necessary for guiding a church in its various facets of operation and ministry.

IV. Course Policies

Class Attendance

Attendance for an online course is measured by participation in, completion of and submission of online course assignments as assigned/outlined in the course syllabus, schedule and on the course online page. Absence from this online course is determined by the lack of discussion forum post and assignment submissions. Absence from 1 week of an online course is considered excessive, whether excused or unexcused. Please note that merely logging onto the online learning platform (eLearning) is not synonymous with participation. If you do not participate in discussion forums and submit weekly assignments, you will be counted as absent from the course. For absences that are considered excessive, your instructor may contact the Vice President of Student Affairs, who will research the reasons for said absences and will move forward with scheduling a meeting with you and the appropriate unit head. In some instances, excessive absences will be addressed as combined effort between Vice President of Student Affairs, the Vice President of Academic Affairs, the Division Dean and/or the Department Chair.

Other pertinent policies that affect class attendance, conduct and academic performance can be found in the university's Student Handbook at <http://www.allenuniversity.edu/student-handbook/>

- Class Attendance and Excused Absences-p. 10
- Plagiarism-p. 38
- Student Conduct to include disruptive behavior-p. 36-39
- Dress Code- p. 9
- Satisfactory Academic Progress- p.16-17
- Provisions for Disabled or Special Need Students-p. 19-20

Electronic Usage Policy: Students are required to have access to a computer in order to complete the requirements of this course. It is the student's responsibility to obtain and maintain computer access throughout the course.

Online Late Assignment Policy: Due to the nature of online course design and setup, students are provided assignments and instructions in advance of due dates. This eliminates the need for makeups. However, should a student have circumstances that prohibits the completion of their online coursework, students have up to 2 days beyond the due date to present that late work. The late submission will be

subjected to a 10 percent deduction for each week it is late. This policy is to provide for fair grading and allow for instructor feedback for all assignments. NO assignments will be graded beyond one week late and subsequently a grade of 0 will be recorded.

VI. Course Units

Student Learning Outcomes

Upon completion of this course, students will:

- Understand the dynamics of multiethnic and multicultural congregations.
- Develop sermons that effectively communicate across cultural boundaries.
- Apply biblical teachings in a contextually relevant manner.
- Foster inclusivity and understanding in diverse congregational settings.

Methodology

The course combines reflective and contemplative self-assessment as an administrator, lectures, case studies, group discussions, and practical sermon writing exercises. Emphasis is placed on real-world applications and peer feedback.

Course Schedule

Week	Module	Readings and Viewings	Assessment
1	Introduction to Biblical Leadership	Biblical texts on leadership	Online discussion
2	Vision and Mission in the Church	Articles on vision casting	Reflection paper
3	Organizational Structure and Governance	Case studies on church governance	Case study analysis
4	Financial Stewardship and Management	Texts on church finance	Quiz on financial management
5	Strategic Planning	Strategic planning frameworks	Strategic plan draft
6	Team Building and Volunteer Management	Studies on team dynamics	Team management exercise
7	Communication Strategies	Models of effective communication	Communication plan
8	Conflict Resolution and Mediation	Techniques for conflict management	Role-play exercise
9	Pastoral Leadership	Essays on pastoral care	Pastoral care plan
10	Legal and Ethical Issues in Ministry	Readings on legal issues in the church	Ethics in ministry essay
11	Technology and Administration	Articles on technology in church management	Technology implementation plan
12	Church Growth and Development	Research on church growth strategies	Growth strategy presentation

Week	Module	Readings and Viewings	Assessment
13	Community Outreach and Social Ministry	Best practices in social outreach	Outreach project proposal
14	Worship and Liturgy Planning	Resources on worship planning	Worship service plan
15	Leading Through Change	Guides to change management	Change management case study
16	Capstone: Leadership and Administration	Review of all materials	Capstone project presentation

Final Assessment and Grading

The course's assessment is designed to measure the comprehensive understanding and practical application of leadership and administration in the church setting.

Part 1: Leadership Portfolio

Total Points: 70

Objective: To synthesize the course's teachings, displaying adeptness in formulating strategies and practices for church leadership and administration.

Components:

- Analytical essays on leadership models and strategies
- Development of church management plans
- Reflections on the role of technology in church administration
- Implementation of conflict resolution mechanisms
- Design of inclusive and engaging community outreach programs
- Format: A collection of written works and strategic plans
- Submission: Via the course portal before the deadline.
- Scoring Rubric:
 - Strategic Understanding and Application (35 points)
 - Analytical and Critical Thinking (20 points)
 - Creativity and Practicality (10 points)
 - Use of Theoretical and Biblical References (5 points)

Part 2: Comprehensive Final Exam

Total Points: 30

Objective: To assess the student's knowledge grasp and applicative skills of the course content.

Format: Multiple Choice (10 questions, 1 point each), Essay (2 questions, 10 points each)

Topics:

- Models of biblical leadership
- Church governance and structure

- Financial management in church settings
- Effective communication and conflict resolution
- Technology's role in church administration

Scoring Rubric:

- Correctness of Responses (15 points)
- Insight and Application in Essay Responses (15 points)

Instructions:

Duration: 90 minutes

Closed-book: No notes or textbooks allowed.

Ensure stable internet connectivity for the exam.

Grading Scale:

A: 90-100 Points

B: 80-89 Points

C: 70-79 Points

D: 60-69 Points

F: Below 60 Points

Course Textbook

Course Textbook with instructions on chapter readings are sent in a separate email.

VII. Course Reading, Listening, and/or Videos

Additional course content is provided by the instructor. These supplemental resources will be posted on eLearning. It is the responsibility of students to keep up with any readings that they miss. It is imperative that students complete work outside of the class. Students are expected to follow the syllabus and to begin the required readings before class. Readings for the week should be completed by the end of that week. Lecture and reading material supplement one another.

Students are responsible for all material covered in the required readings. Please refer to course schedule unless otherwise stated.