Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.
COURSE SYLLABUS

PRTH 140
CHURCH ADMINISTRATION

COURSE DESCRIPTION
This course combines pastoral theology and “how to” principles in all the work of Christian ministry including the administration of local church business affairs and other operations. Church planting recommendations are included.

RATIONALE
This course will help the student to function effectively as a team member with both lay and professional church workers. The student will develop competency in management and church administration skills and also become better equipped to assist in areas of staff and personnel, budget and finance, and buildings and public relations.

I. PREREQUISITES
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASES
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Microsoft Word
  (Microsoft Office is available at a special discount to Liberty University students.)
D. Bible

IV. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:
A. Design a practical strategy for the role of pastoral leadership in a church.
B. Assemble a plan and/or an agenda for a staff, committee, and church meeting.
C. Identify the important aspects of preparing a church budget.
D. Design a plan to evaluate the role of a church in its community.

V. COURSE REQUIREMENTS AND ASSIGNMENTS
A. Textbook readings and presentations

B. Course Requirements Checklist

After reading the syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.

C. Discussion Board Forums (3)

There will be 3 Discussion Board Forums throughout this course. The student is required to post a thread in response to the provided prompt for each Discussion Board Forum. Each thread is to be at least 200 words in length and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 2 other classmates’ threads. Each reply should be at least 100 words.

D. Controversy in Ministry Papers (2)

The student will choose 2 of the approved topics from the provided list, and write a 1–2-page paper about each of the chosen topics.

E. Interview Paper

The student will write a 3–5-page paper in Turabian format. An interview with a minister and a manager will be conducted. The student will compare and contrast the different administration styles.

F. Research Paper

The student will write a 6–8-page research paper in Turabian format based on a provided topic.

G. Exams (3)

The student will complete 3 exams in this course. Each exam will be open-book/open-notes and contain true/false and multiple-choice questions. The student will have 1 hour to complete Exams 1 and 2, and will have 1 hour and 20 minutes to complete the final exam.

VI. COURSE GRADING AND POLICIES

A. Points

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Requirements Checklist</td>
<td>10</td>
</tr>
<tr>
<td>Discussion Board Forums (3 at 100 pts ea)</td>
<td>300</td>
</tr>
<tr>
<td>Controversy in Ministry Papers (2 at 50 pts ea)</td>
<td>100</td>
</tr>
<tr>
<td>Interview Paper</td>
<td>125</td>
</tr>
<tr>
<td>Research Paper</td>
<td>150</td>
</tr>
<tr>
<td>Exam 1 (Modules 1–3)</td>
<td>100</td>
</tr>
<tr>
<td>Exam 2 (Modules 4–6)</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam (Modules 1–8)</td>
<td>125</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1010</strong></td>
</tr>
</tbody>
</table>

B. Scale

A = 900–1010  B = 800–899  C = 700–799  D = 600–699  F = 0–599
C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.

2. Assignments submitted more than one week late will receive a 20% deduction.

3. Assignments submitted two weeks late or after the final date of the class will not be accepted.

4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
# COURSE SCHEDULE

**PRTH 140**


<table>
<thead>
<tr>
<th>MODULE/ WEEK</th>
<th>READING &amp; STUDY</th>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
</tr>
</thead>
</table>
| 1            | Berkley: chs. 1, 3–6  
Maxwell: chs. 1–3  
2 presentations | Course Requirements Checklist  
Class Introductions  
DB Forum 1 | 10  
0  
100 |
| 2            | Berkley: ch. 7  
Maxwell: chs. 4–7  
2 presentations | DB Forum 2 | 100 |
| 3            | Berkley: ch. 9  
Maxwell: chs. 8–11  
1 presentation | Controversy in Ministry Paper 1  
Exam 1 | 50  
100 |
| 4            | Berkley: chs. 13–15  
Maxwell: chs. 12–13  
1 presentation | Interview Paper | 125 |
| 5            | Berkley: chs. 17–25  
Maxwell: chs. 14–15  
2 presentations | DB Forum 3 | 100 |
| 6            | Berkley: chs. 26–30  
Maxwell: chs. 16–17  
2 presentations | Controversy in Ministry Paper 2  
Exam 2 | 50  
100 |
| 7            | Berkley: ch. 16  
Maxwell: chs. 18–19  
1 presentation | Research Paper | 150 |
| 8            | Berkley: chs. 32–33, 36–37  
Maxwell: chs. 20–21  
1 presentation | Final Exam | 125 |

**TOTAL**: 1010

DB = Discussion Board

**NOTE**: Each course week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final week ends at 11:59 p.m. (ET) on Friday.