PLED 450
Organization & Administration in the Local Church

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Course Syllabi
Course Charts
Professor’s Notes
PLED 450 – Organization & Administration in the Local Church
Professor’s notes*
As of April 1, 2007

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From a Scale 1-10 (1 = low demands; 5 = moderate demands; 10 = very demanding),
How would you rate the overall level of difficulty of this course?

Level of demand = 7 (if you like to read) … “9” if reading doesn’t come quickly to the student. I believe this course could be taken with one –two other courses within an 8-week format depending on the students desire to read.

From a Scale 1-10 (1 = low demands; 5 = moderate demands; 10 = very demanding),
How would you rate the level of the reading requirements in this course?

Level of demand = 7 (if you like to read) … “9” if reading doesn’t come quickly to the student. Compared to other courses, the reading in this course is much heavier. This course relies heavily on reading as there are seven online exams based entirely on the reading.

From a Scale 1-10 (1 = low demands; 5 = moderate demands; 10 = very demanding),
How would you rate the level of the lecture requirements in this course?

Level of demand = 1
This course contains only one online, narrated ppt lecture that is for the purpose simply welcoming the student to the course, course requirements, to offer encouragement, and a dedicatory prayer for the student.

From a Scale 1-10 (1 = low demands; 5 = moderate demands; 10 = very demanding),
How would you rate the level of the online exam requirements in this course?

Level of demand = 7
This course contains seven online multiple choice & true/false exams. This course is rated as a “7” rather than an “8” or “9” in demand with regard to exam difficulty due to the fact that each exam has very clear & concise Exam Study Guides are provided to the student for every exam. The student will be required to study anywhere from 40-130 study guide questions prior to taking each exam…but will most likely only be tested on approximately 50 of the questions/per exam. Meaning, the student will study for all possible questions on the study guides but will not be asked every question that they studied for come exam time. The student will have approximately one hour to complete each online exams.
From a Scale 1-10 (1 = low demands; 5 = moderate demands; 10 = very demanding), How would you rate the level of the discussion board requirements in this course?

Level of demand = 8
This course contains three online Graded – Discussion Boards. They are time-sensitive requirements for each discussion board (meaning, the student must post within particular assigned weeks of the course) but the requirements are clearly stated and defined. Even though the discussion boards provide clear-cut instructions, the postings do involve a very thorough understanding of the reading. These discussion boards assignments, unlike many other courses, tend to be longer due to the amount of content that is required. Each discussion board posting must be very substantive in nature. For a student to attempt to post on his/her discussion board postings without reading the assigned textbooks readings will be obvious to all as the requirements call for the student to post and reference the texts many times.

From a Scale 1-10 (1 = low demands; 5 = moderate demands; 10 = very demanding), How would you rate the level of the written paper requirements in this course?

Level of demand = 0 (because of the “Discussion Board Requirements” above that fulfill the writing requirement of this course.)
This course does not contain any written papers as the discussion boards sufficiently fulfill the writing requirement for this course.

Additional comments:

This is a very well-organized course. Students often comment of how they new exactly what was required of them – especially in the area of course requirements.

The student will be able to connect to their fellow classmates as there is a moderate and proportioned amount of interaction among his/her classmates via three discussion board requirements.

This course requires a level of self-discipline as very clear instructions allow the student to stay on pace with the requirements of each module as for five out of the eight weeks there are no online discussion board requirements for the student.

This course is a beneficial course for all Religion students and for the student who simply desires to be a more intelligent participant in the Body of Christ. This course will be especially beneficial for the student who desires to understand the nature of Christian leadership and the many organizational and personal skills that need to be cultivated in order to stand in the position of “Christian Leader.”

This course is a MUST for all Christian Leaders!!! Note the following Rationale for this course below (as seen on the PLED 450 course syllabus):

[see next page]
This course is a MUST for all Christian Leaders!!! Note the following Rationale for this course below (as seen on the PLED 450 course syllabus):

The subject of “Organization and Administration” arouses a myriad of emotions – from intrigue and interest, to lethargy or utter disdain for the subject. All spirit-filled Christian leaders desire to cultivate strong, healthy inner workings of their local church and see those in the church cultivate their spiritual gifts and service. Yet, their eagerness to cultivate these desires in their local churches is often coupled with an inadequate skill base needed to proceed in the most swift and, sometimes, tactful manner. Even though there are many Christian Leaders who have never enrolled in an “organization and administration” course and are still functioning in a healthy church environment, they, unfortunately, tend to bear the scars of mistakes and poor decisions that were made in the past. Most of these “battle scars” could have been avoided simply by being trained in the basic organizational and leadership skills. This course assists the student in forming an initial knowledge base of leadership principles and organizational skills necessary in establishing a biblical and practical foundation for his/her organizational and administrational methodology. This course also provides practical leadership insights that can be translated into ministerial practice immediately. An emphasis is placed on personal purity in ministry and ministerial integrity.
COURSE CHART

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<table>
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<tr>
<th>Week/Module</th>
<th>Reading &amp; Study</th>
<th>Learning Activities</th>
<th>Percent</th>
<th>Date Due</th>
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</table>
| 1           | Finzel: Intro. & Chapter 1  
Powers: Preface  
Robbins: Preface & Truths 19, 20, 27 | Questionnaire  
Intro. DB forum  
Exam 1 | 0  
0  
10 | |
| 2           | Finzel: Chapters 2 & 3  
Powers: Chapters 3 & 17 | DB forum 1  
Exam 2 | 10  
10 | |
| 3           | Finzel: Chapter 7  
Powers: Truths 28, 29, 31, 32 | DB forum 2 | 10 | |
| 4           | Finzel: Chapter 6  
Powers: Chapter 16  
Robbins: Truths 9–16, 18, 22–23 43, 44, 46 | Exam 3 | 10 | |
| 5           | Finzel: Chapter 5  
Powers: Chapter 4  
Robbins: Truths 33, 34, 37, 38–40, & 50–53 | Exam 4 | 10 | |
| 6           | MacArthur: Entire Book | DB forum 3  
Exam 5 | 10  
10 | |
| 7           | Powers: Chapters 18, 21, 20  
Robbins: Truths 1–3, 5, 6, 47, & 48 | Exam 6 | 10 | |
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<td><strong>8</strong></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>100</strong></td>
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</table>

DB = Discussion Board
COURSE SYLLABUS

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SCHOOL OF RELIGION
DEPARTMENT OF PASTORAL LEADERSHIP

PLED 450
ORGANIZATION AND ADMINISTRATION OF THE LOCAL CHURCH

COURSE DESCRIPTION

This course is designed to teach the student the basic organization necessary for an effective local church ministry. Emphasis is placed on the development of biblical management and leadership skills.

RATIONALE

The subject of “Organization and Administration” arouses a myriad of emotions – from intrigue and interest, to lethargy or utter disdain for the subject. All spirit-filled Christian leaders desire to cultivate strong, healthy inner workings of their local church and see those in the church cultivate their spiritual gifts and service. Yet, their eagerness to cultivate these desires in their local churches is often coupled with an inadequate skill base needed to proceed in the most swift and, sometimes, tactful manner. Even though there are many Christian Leaders who have never enrolled in an “organization and administration” course and are still functioning in a healthy church environment, they, unfortunately, tend to bear the scars of mistakes and poor decisions that were made in the past. Most of these “battle scars” could have been avoided simply by being trained in the basic organizational and leadership skills. This course assists the student in forming an initial knowledge base of leadership principles and organizational skills necessary in establishing a biblical and practical foundation for his/her organizational and administrative methodology. This course also provides practical leadership insights that can be translated into ministerial practice immediately. An emphasis is placed on personal purity in ministry and ministerial integrity.

I. PREREQUISITES

None.
II. REQUIRED RESOURCE PURCHASES


A Bible.

III. MATERIALS FOR LEARNING

A. Internet access (broadband recommended) and Microsoft Word

B. Textbooks

IV. MEASURABLE LEARNING OUTCOMES

A. To comprehend how biblical writers synthesize biblical directives of pastoral leadership in the subject areas of but not limited to a biblical case for organization and administration, delegation, and spiritual formation.

B. To evaluate the effectiveness of various pastoral leadership styles and their impact on four areas: the Body of Christ, direct membership, family, and the minister himself.

C. Conduct further exposition of passages that deal with a common sub-topic within pastoral leadership, assessing the appropriateness of biblical passages not mentioned in class.

D. To synthesize biblical teaching with practice.

E. To comprehend organizational and pastoral leadership principles as seen in required and supplemental texts.

F. To value the practice of expressing appreciation and thanksgiving in two areas: pastor to parishioners, pastor to fellow-pastor, and pastor to God.

G. To adhere to biblical directives regarding pastoral purity and ministerial integrity and model these directives in four areas: community, congregation, family, and solitude.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

A. Textbook readings

B. Discussion boards (3)

Supervised and assessed discussion via “Initial (discussion-launching) Postings” and “Response (point/counter-point) Postings” within Blackboard.
C. Exams (7)

Multiple exams that call for recollection and recognition of specific expositional elements of presented biblical passages.

VI. EVALUATION AND GRADING

A. Weight

<table>
<thead>
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<tbody>
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<td>Exam 7</td>
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<td></td>
<td>100%</td>
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B. Scale

A = 92–100    B = 83–91    C = 74–82    D = 65–73    F = 0–64