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

DSMN 505
CHURCH ADMINISTRATION

COURSE DESCRIPTION
A study of administrative principles and practices for the local church. The course examines staff, finances, buildings, and public relations in churches and integrates material from both religious and secular sources.

RATIONALE
Administration is one of the greatest challenges faced by pastors and church staff. It requires the knowledge of key facets of ministry, coupled with wisdom, foresight, and the ability to deal with critical issues set in a primarily volunteer setting. To be accomplished effectively, church work requires administration as well as teaching, preaching, and ministering. The purpose of this course is to facilitate an understanding of administration as an essential element to church ministry enabling a business-like approach fostering a well-organized and functional ministry capable of accomplishing its mission and vision well.

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.)

Course assignments require participants to utilize information from their local church and the course materials to produce and/or evaluate various church documents, policies, and procedures. Therefore, course participants will need to be actively involved in a functioning local church.

IV. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:
A. Demonstrate knowledge of concepts and procedures related to the effective administration of key elements of a church ministry environment.
B. Explain the differences of the primary Church Government models, making application to present and future ministry contexts.

C. Employ key principles for effective administration of church staff, ministry leaders, and volunteers.

D. Produce an organizational chart demonstrating the inter-relationship of various facets of church ministry and the benefits of effective administration.

E. Explain the benefits of financial administration including the preparation of budgets, retention of periodic financial data, and financial reporting.

F. Explain the importance and benefit of standardized policies with application to key ministry areas with corresponding application to ministry function.

G. Assess the level of risk protection in place in a local church.

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

B. Course Requirements Checklist
   As the first activity in this course, please read the syllabus and Student Expectations. After reading the syllabus and Student Expectations, the student will then complete the related checklist found in Module/Week 1.

C. Discussion Boards (6)
   There will be 6 Discussion Board Forums where students will be required to write a minimum 300-word thread by 11:59 p.m. (ET) on Thursday of the assigned module/week, and respond to at least 2 other students’ threads by 11:59 p.m. (ET) on Sunday of the assigned module/week. Each reply shall be a minimum of 100 words in length.

D. Organizational Chart
   This assignment requires the student to construct an organizational chart for his/her present church. Include a minimum 1-page assessment of the organizational structure in place in the church, and what improvements you would recommend. This is to be submitted as one Word document. This assignment is due by 11:59 p.m. (ET) on Sunday of Module/Week 2.

E. Policy Assignment
   The student will develop a policy for weddings in his/her church. Use the Welch reading to identify key elements to be addressed. If the church already has a weddings policy, critique the policy using the key elements that a policy should address. This assignment is to be 3–5 pages and is due by 11:59 p.m. (ET) on Sunday of Module/Week 3.

F. Church Budget Spreadsheet
   The student will use the assigned reading to construct an annual budget for a church. The budget and related explanatory elements are to be 2–3 pages and is due by 11:59 p.m. (ET) on Sunday of Module/Week 4.
G. Church Government Assignment
The student will apply the assigned reading to write a 6-page paper on church government. This assignment is due by 11:59 p.m. (ET) on Sunday of Module/Week 6.

H. Church Risk Assignment
The student will develop a 3–5-page paper assessing the level of risk preparedness in place in his/her present church based on all the related course readings. This assignment is due by 11:59 (ET) on Sunday of Module/Week 7.

I. Church Administration Assessment Final Assignment
The student will submit an 8–10-page paper assessing the current state of administration in their church as compared to the course material. This assignment is due by 11:59 p.m. (ET) on Friday of Module/Week 8.

VI. COURSE GRADING AND POLICIES

A. Points

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
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<tbody>
<tr>
<td>Course Requirements Checklist</td>
<td>10</td>
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<tr>
<td>Discussion Board Forums (6 at 50 pts ea)</td>
<td>300</td>
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<tr>
<td>Organizational Chart</td>
<td>75</td>
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<tr>
<td>Policy Assignment</td>
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<tr>
<td>Church Budget Spreadsheet</td>
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<td>Church Government Assignment</td>
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<tr>
<td>Church Risk Assignment</td>
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<tr>
<td>Church Administration Assessment Final</td>
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<td><strong>Total</strong></td>
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B. Scale

D- = 680–699  F = 679 and below

C. Late work

Late work will be penalized one letter grade for each day late. Work that is more than 3 days late will not be accepted and will receive a failing grade.

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.
# COURSE SCHEDULE

## DSMN 505


<table>
<thead>
<tr>
<th>WEEK/MODULE</th>
<th>READING &amp; STUDY</th>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Brand et al.: ch. 1 Melton: chs. 1–2 Welch: chs. 1–2 2 presentations</td>
<td>Course Requirements Checklist Class Introductions Discussion Board Forum 1</td>
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<tr>
<td>2</td>
<td>Brand et al: ch. 2 Melton: chs. 3–4 Welch: chs. 3, 4, 8 1 presentation</td>
<td>Discussion Board Forum 2 Organizational Chart</td>
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<td>3</td>
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<td>4</td>
<td>Brand et al.: ch. 4 Melton: chs. 7–8 Welch: ch. 6 1 presentation</td>
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<td>5</td>
<td>Brand et al.: ch. 5 Melton: chs. 9–10 1 presentation</td>
<td>Discussion Board Forum 5</td>
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<td>6</td>
<td>Melton: chs. 11–13 Welch: ch. 7 1 presentation</td>
<td>Church Government Assignment</td>
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<td>7</td>
<td>Welch: chs. 9–10 1 presentation</td>
<td>Discussion Board Forum 6 Church Risk Assignment</td>
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<td>8</td>
<td>Review previous readings 1 presentation</td>
<td>Church Admin. Assess. Assignment</td>
<td>250</td>
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**Total** 1010

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