

**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***

---

### **CMIN 650**

#### **ADMINISTRATION OF CHILDREN'S MINISTRIES**

#### **COURSE DESCRIPTION**

Building upon biblical models of leadership and extracting principles and practices from contemporary examples of efficient and effective management, this course will provide the children's minister with the tools necessary to administer a program for church, school, camp, or club, etc.

#### **RATIONALE**

Since the skills and resources needed for effective administration vary from situation to situation, it is important to find a metamodel upon which a leader may be able to depend, regardless of the venue or the resources available. The purpose of this course is to suggest such a model and to prepare the student for a comprehensive administrative role in an organized program of children's discipleship and education.

#### **I. PREREQUISITE**

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

#### **II. REQUIRED RESOURCE PURCHASE**

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 Office

#### **IV. MEASURABLE LEARNING OUTCOMES**

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

- A. Develop a biblical philosophy of administration for Children's Ministry.
- B. Evaluate the three definitive behaviors of leadership as it applies to Children's Ministry.
- C. Analyze the diversity of administrative practices in Children's Ministry.
- D. Apply the five functions of administration within a local Children's Ministry context.

- E. Create a strategic plan for a Children’s Ministry leadership endeavor.

**V. COURSE REQUIREMENTS AND ASSIGNMENTS**

- A. Textbook readings and lecture presentations

- B. Course Requirements Checklist

After reading the Course Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

- C. Discussion Board Forums (5)

Discussion boards are collaborative learning experiences. Therefore, the student is required to create a thread in response to the provided prompt for each forum. Each thread must be at least 400 words and demonstrate course-related knowledge. In addition to the thread, the student is required to write at least 1 reply of at least 200 words to a classmate’s thread. For each thread, the student must support his/her assertions with at least 3 citations in current Turabian format. The reply must incorporate at least 2 citations. Acceptable sources include the textbooks, the Bible, etc. (MLO: A, C)

- D. Reflection Paper

The student will reflect on the role of the children’s minister in communicating and maintaining the children’s ministry’s vision and mission. The student will also reflect on the children’s ministry mission statements of 2 local churches. The paper must be 1,100–1,500 words and follow current Turabian format. (MLO: B, D, E)

- E. Pre-Interview Paper

The student will provide preliminary information about the interview as specified in the assignment instructions. The paper must be 250–700 words and follow current Turabian format. (MLO: B, D, E)

- F. Interview Paper

The student will interview a children’s minister. Then, he/she will summarize the interview, reflect on the content as it relates to administration, and provide a conclusion about the interview. The paper must be 1,100–1,500 words and follow current Turabian format. (MLO: B, D, E)

- G. Research Paper

The student will research the contemporary and biblical perspectives on the process of organizing people by focusing on the implications of job description, supervision, and decision making in children’s ministry. The paper must be 1,100–1,500 words and follow current Turabian format. (MLO: B, D, E)

H. Case Study

The student will utilize the knowledge and skills he/she has acquired in the course, supplemented by additional research and personal experience, to develop a strategy for dealing with the leadership opportunity in the case study. The student will address each managerial function (planning, organizing, staffing, directing, evaluating) as he/she responds to the case study. The paper must be 1,400–2,000 words and follow current Turabian format. (MLO: B, D, E)

I. Reading Quizzes (3)

Each quiz will cover the Reading & Study material for the assigned module/week. Each quiz will be open-book/open-notes, contain 25 multiple-choice and true/false questions, and have a 1-hour and 30-minute time limit. The student may not work together with anyone or utilize websites to assist him or her in completing each quiz. (MLO: B, C, D)

VI. COURSE GRADING AND POLICIES

A. Points

Course Requirements Checklist	10
Discussion Board Forums (5 at 50 pts ea)	250
Reflection Paper	100
Pre-Interview Paper	30
Interview Paper	100
Research Paper	120
Case Study	100
Reading Quizzes (3 at 100 pts ea)	300
<b>Total</b>	<b>1010</b>

B. Scale

A = 940–1010    A- = 920–939    B+ = 900–919    B = 860–899    B- = 840–859  
 C+ = 820–839    C = 780–819    C- = 760–779    D+ = 740–759    D = 700–739  
 D- = 680–699    F = 0–679

C. Style Guidelines

All assignments for this course are to be formatted in accordance with the [LUSD Writing Guide](#) and the latest edition of the Turabian style manual (*A Manual for Writers of Research Papers, Theses, and Dissertations*). Discussion assignments and essay examinations may use the parenthetical citation style. All other written assignments should use the footnote citation style. Supplemental writing aids are available via the [Online Writing Center](#).

D. Extra Credit

No additional “for credit” assignments will be permitted beyond those given in the course requirements stated above.

E. Course Changes

Course requirements are subject to change by the administration of the University at any time with appropriate notice.

F. Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Academic Support (ODAS) at [LUOODAS@liberty.edu](mailto:LUOODAS@liberty.edu) to make arrangements for academic accommodations. Further information can be found at [www.liberty.edu/disabilitysupport](http://www.liberty.edu/disabilitysupport).

## ***COURSE SCHEDULE***

### **CMIN 650**

Textbooks: Anthony & Estep, *Management Essentials for Christian Ministries* (2005).  
 Beach, *Fusion Children's Ministry Book One: Theology, Ministry, and Culture* (2014).  
 Berkley, *Leadership Handbook of Management and Administration* (2008).  
 Houser, *Building Children's Ministry: A Practical Guide* (2008).  
 Melton, *Safe Sanctuaries* (2008).

<b>MODULE/ WEEK</b>	<b>READING &amp; STUDY</b>	<b>ASSIGNMENTS</b>	<b>POINTS</b>
<b>1</b>	Anthony & Estep: chs. 1–2 Beach: Part Two Berkley: ch. 13 Houser: Part One 2 presentations	Course Requirements Checklist Class Introductions DB Forum 1	10 0 50
<b>2</b>	Anthony & Estep: chs. 3–5 Berkley: chs. 14–15 Houser: Part Two 1 presentation	Reflection Paper Pre-Interview Paper	100 30
<b>3</b>	Anthony & Estep: chs. 6–8 Berkley: ch. 17	DB Forum 2 Reading Quiz 1	50 100
<b>4</b>	Anthony & Estep: chs. 9–13 Berkley: chs. 18, 20, 26	Research Paper	120
<b>5</b>	Anthony & Estep: chs. 14–15 Berkley: chs. 22–23 Melton: chs. 1–2 1 presentation	Interview Paper	100
<b>6</b>	Anthony & Estep: ch. 16 Melton: chs. 3–4, 8–9	DB Forum 3 Reading Quiz 2	50 100
<b>7</b>	Anthony & Estep: chs. 17–21 Berkley: chs. 24–25 Melton: chs. 10–13 1 presentation 1 website	DB Forum 4 Case Study	50 100
<b>8</b>	Anthony & Estep: chs. 22–23 Houser: Part Three 1 presentation	DB Forum 5 Reading Quiz 3	50 100
<b>TOTAL</b>			<b>1010</b>

DB = Discussion Board

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