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

CLED 450
ORGANIZATION AND LEADERSHIP IN MINISTRY

COURSE DESCRIPTION
This course is designed to address areas of organization and leadership that may be unique to ministry organizations. Emphasis is placed on the diagnosis of the personal spiritual needs of the leader, common mistakes leaders make in ministry, and various truths that leaders need to learn in order to effectively manage people.

RATIONALE
In order to develop healthy leadership within church ministry, two areas need to be addressed. One is obvious. Leaders need to develop their leadership skills. This course addresses this area by focusing on common mistakes that leaders make in an effort to help future leaders avoid those same mistakes. Additionally, leaders need to develop their skills in managing people. An area that is often overlooked is the potentially unhealthy spiritual condition of church leadership. Beyond the skill set needed in church leadership, this course seeks to address the important character of church leadership through humble self-reflection and change.

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 Word
   (Microsoft Office is available at a special discount to Liberty University students.)

IV. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:
A. Examine ministerial culture and the culture of church ministry in general.
B. Identify the dangers that are unique to leaders in church ministry.
C. Explain common mistakes by leaders that are to be avoided in church ministry.
D. Apply truths relating to the general category of people management such as: hiring, motivation, leadership, communication, team building, conflict management, performance evaluation, and organizational change.
V. **Course Requirements and Assignments**

A. Textbook readings and lecture 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 (4)

   The student will participate in 4 Discussion Board Forums. Each forum consists of a thread with at least 4 paragraphs of at least 4 sentences each, and at least 2 replies, each with at least 2 paragraphs of at least 4 sentences each. Each thread must include at least 2 references.

D. Biblical Decision-Making Model

   The student will write an 800–1000-word paper in current Turabian format that focuses on a biblical model for decision making. The paper must include at least 2 references in addition to the course textbooks and the Bible.

E. Personal Ministry Plan

   The student will write a 1200–1500-word paper in current Turabian format that focuses on a personal ministry plan that specifically seeks to avoid the pitfalls stated in the assigned readings.

F. Interview

   The student will write a 1000–1200-word paper in current Turabian format that focuses on a general summary of an interview with a person in full-time ministry. The student will compose a list of at least 10 questions regarding the interviewee’s approach to biblical decision making. The paper must include a critique as to the strengths and weaknesses of the interviewee’s model.

G. Exams (3)

   Each exam will cover the Reading & Study material for the modules/weeks up through the module/week in which it is assigned. Each exam will be open-book/open-notes, contain 25 multiple-choice and true/false questions, and have a time limit of 35 minutes.

VI. **Course Grading and Policies**

A. Points

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Requirements Checklist</td>
<td>10</td>
</tr>
<tr>
<td>Discussion Board Forums (4 at 75 pts ea)</td>
<td>300</td>
</tr>
<tr>
<td>Biblical Decision-Making Model</td>
<td>100</td>
</tr>
<tr>
<td>Personal Ministry Plan</td>
<td>200</td>
</tr>
<tr>
<td>Interview</td>
<td>100</td>
</tr>
<tr>
<td>Exams (3 at 100 pts ea)</td>
<td>300</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. 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 LUODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
**COURSE SCHEDULE**

**CLED 450**

Textbooks:  

<table>
<thead>
<tr>
<th>MODULE/WEEK</th>
<th>READING &amp; STUDY</th>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
</tr>
</thead>
</table>
| 1           | Tripp: introduction–ch. 7  
1 presentation | Course Requirements Checklist  
Questionnaire  
Class Introductions  
DB Forum 1 Thread | 10  
0  
0  
50 |
| 2           | Tripp: chs. 8–11  
1 presentation | DB Forum 1 Replies | 25 |
| 3           | Tripp: chs. 12–15  
1 presentation | DB Forum 2 Thread  
Exam 1 | 50  
100 |
| 4           | Finzel: introduction–ch. 5  
1 presentation | DB Forum 2 Replies  
Biblical Decision-Making Model | 25  
100 |
| 5           | Finzel: chs. 6–10  
1 presentation | DB Forum 3 Thread  
Personal Ministry Plan | 50  
200 |
| 6           | Robbins: truths 1–23  
1 presentation | DB Forum 3 Replies  
Exam 2 | 25  
100 |
| 7           | Robbins: truths 24–43  
1 presentation | DB Forum 4 Thread  
Interview | 50  
100 |
| 8           | Robbins: truths 44–62  
1 presentation | DB Forum 4 Replies  
Exam 3 | 25  
100 |

**TOTAL** 1010

LUC = Liberty University Custom  
DB = Discussion Board

**NOTE:** Each course module/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 module/week ends at 11:59 p.m. (ET) on Friday.