

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

Course Requirements Checklist	10
Discussion Board Forums (4 at 75 pts ea)	300
Biblical Decision-Making Model	100
Personal Ministry Plan	200
Interview	100
Exams (3 at 100 pts ea)	300
Total	1010

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 LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

COURSE SCHEDULE

CLED 450

Textbooks: LUC: Finzel, *The Top Ten Mistakes Leaders Make* (2007).
 LUC: Tripp, *Dangerous Calling* (2012).
 Robbins, *The Truth About Managing People* (2015).

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
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**.