

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

LEAD 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. 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. Blackboard [recommended browsers](#)
- D. Microsoft Office

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
After reading the Course Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.
- C. Discussion Board Forums (6)
Discussion boards are collaborative learning experiences. There will be 6 Discussion Board Forums where the student will be required to write a minimum 300-word thread and reply to at least 2 other classmates' threads. Each reply must be a minimum of 100 words.
- D. Organizational Chart
This assignment requires the student to construct or assess an organizational chart for his/her present church. The paper must include a 2–3 page minimum assessment of the chart. The paper must be written in Turabian format and contain at least 5–7 scholarly references that must include the textbooks, the Bible, and other scholarly articles/sources.
- E. Policy Assignment
Using the Welch readings as well as the presentations to identify key elements to be addressed, the student will develop a policy for weddings in his/her church or evaluate an already existing policy. The policy must be a minimum of 4–5 pages. The paper must be written in current Turabian format and contain at least 3–5 scholarly references that must include the textbooks, the Bible, and other scholarly articles/references.
- F. Church Budget Spreadsheet
The student will utilize the assigned readings to critique an annual budget for a church. The student will submit the budget and 2–3 pages of related explanatory elements. The paper must be written in current Turabian format and contain at least 2–3 scholarly references that must include the textbooks, the Bible, and other scholarly articles/references.

G. Church Government Assignment

The student will apply the assigned readings in order to write a 6-page paper on church government. The paper must be written in current Turabian format and contain at least 3–5 scholarly references that must include the textbooks, the Bible, and other scholarly articles/sources.

H. Church Risk Assignment

The student will develop a 4–5-page paper assessing the level of risk preparedness in place in his/her present church (this must be based on all the related course readings and legal presentations). The paper must be written in current Turabian format and contain at least 3–5 scholarly references that must include the textbooks, the Bible, and other scholarly articles/sources.

I. Church Administration Assessment Final

The student will submit an 8–10-page paper assessing the current state of administration in his/her church and providing a recommended policy and administration changes. The paper must be written in current Turabian format and contain a minimum of 10 scholarly references that must include the textbooks, the Bible, and other scholarly articles/sources.

VI. COURSE GRADING AND POLICIES

A. Points

Course Requirements Checklist	10
Discussion Board Forums (6 at 50 pts ea)	300
Organizational Chart	75
Policy Assignment	75
Church Budget Spreadsheet	50
Church Government Assignment	150
Church Risk Assignment	100
Church Administration Assessment Final	250
Total	1010

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 [LBTS 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 Accommodation Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

If you have a complaint related to disability discrimination or an accommodation that was not provided, you may contact ODAS or the Office of Equity and Compliance by phone at (434) 592-4999 or by email at equityandcompliance@liberty.edu. Click to see a full copy of Liberty’s [Discrimination, Harassment, and Sexual Misconduct Policy](#) or the [Student Disability Grievance Policy and Procedures](#).

COURSE SCHEDULE

LEAD 505

Textbooks: Brand & Norman, *Perspectives on Church Government* (2004).
Melton, *Safe Sanctuaries* (2008).
Welch, *Church Administration* (2011).

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Brand & Norman: ch. 1 Melton: chs. 1–2 Welch: chs. 1–2 2 presentations	Course Requirements Checklist Class Introductions Discussion Board Forum 1	10 0 50
2	Brand & Norman: ch. 2 Melton: chs. 3–4 Welch: chs. 3, 4, 8 1 presentation	Discussion Board Forum 2 Organizational Chart	50 75
3	Brand & Norman: ch. 3 Melton: chs. 5–6 Welch: ch. 5 2 presentations	Discussion Board Forum 3 Policy Assignment	50 75
4	Brand & Norman.: ch. 4 Melton: chs. 7–8 Welch: ch. 6 1 presentation	Discussion Board Forum 4 Church Budget Spreadsheet	50 50
5	Brand & Norman: ch. 5 Melton: chs. 9–10 1 presentation	Discussion Board Forum 5	50
6	Melton: chs. 11–13 Welch: ch. 7 1 presentation	Church Government Assignment	150
7	Welch: chs. 9–10 5 presentations	Discussion Board Forum 6 Church Risk Assignment	50 100
8	Review previous readings 1 presentation	Church Administration Assessment Final	250
TOTAL			1010

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**.