

Syllabus

Administering the Local Church

Virginia District Training Center
@Richmond Hope Community

Class Dates: Mondays 11/19, 11/26, 12/17, 1/7, 1/14, 1/21
Class Time: 5:30-9:30

Instructor:
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Module Rational

Administration starts with a thorough understanding of Christ's mission for His Church locally and globally. Such an understanding is needed to shape and motivate the accomplishment of interrelated ministries and tasks in a particular congregation. In a local congregation, administration could be defined as implementing and managing the mission of Christ in His Church.

Administration is a continual and intentional process that connects and uses gifts of individual believers, to enable a particular congregation to win people to Christ and to build a spiritually healthy church. In the process, service does to the spirit of the one who serves something like what physical conditioning does to the body; as a result, the believer's spiritual stamina develops. These three outcomes are incredibly significant: new people won, disciples developed, and churches strengthened.

This module deals over and over with the development of the administrator, that's the student, the prospective pastor. As the basic foundation for such development, this module teaches that all church leaders work from three ever-present realities: (1) what you are, (2) what you know, and (3) what you do.

Unlike the way secular businesses operate, the church does its work in and through relationships—voluntary relationships built on a common faith. While the chief executive officer (CEO) of a business hires and fires and has authority to use personnel as a business commodity, the

pastor leads by inspiration, instruction, information, and influence. While a business may build for a decade or a generation, the pastor and the congregation build for eternity. While profit may be the aim of a business, the church's purpose is to bring as many people as possible to Christ and then help mature those believers into disciples. While churches should be businesslike in their work, Kingdom work is much bigger and more lasting than anything any business can do. Thus, the administrative leader of a congregation should learn as much as possible about secular leadership strategies and management principles, but always be guided within by the unique differences between Kingdom and secular business.

Specific directives for the ministry of administration can be found throughout Scripture, especially in the references to overseer and/or bishop. Then, too, pervasive support from Scripture can be found wherever order, organization, and efficiency are discussed; examples would be the encounter between Moses and his father-in-law (Ex 18:13ff.) and Jesus instructing the disciples on how to organize the feeding of the 5,000 (Mk 6:14ff.).

For several decades, a creative progression has developed in the discussion of the church's administrative work. First the function was called "church administration." Next came "church management." And more recently it has been called church leadership. Whatever the name or designation for this part of ministry, the pastor must understand that administration is never an end in itself. Rather, administration is the way the gospel moves from concept to reality, in a congregation and through that congregation to its community. One writer said administration is how the gospel gets done. Another said administration is the delivery system for the gospel.

Several basic issues about administration are clear:

- Budgets, facilities, calendars, and programs can and should be managed.
- People are to be led but not managed.
- As a branch manager of the eternal church of the living God, be sure to operate from a higher level than mere business strategies.

A veteran church leader commented that administration is an art form, something like an oil painting. This module attempts to help the beginning artist understand the basics of the art: color, form, canvas, and brushes. The painting will be unique and personal.

Required Reading: Module Textbook

Welch, R. *Church Administration: Creating Efficiency for Effective Ministry*. Nashville: B&H Publishing, 2005

Course Requirements

1. Class attendance, attention, and participation are especially important. Students are responsible for all assignments and in-class work. Attendance is imperative for all class sessions for the student to obtain a passing grade. There will be NO makeup classes offered. Class discussion is extremely important and will count as a significant part of the student's grade. Students are strongly encouraged to contribute to each discussion with knowledge and respect.

2. Written Assignments

Book Report/Opinion Paper. One book report/opinion paper will be required. This paper should accomplish two purposes: 1) it should adequately cover all the material presented by the author; and 2) there should be personal reflection for each major section of the book. Format should be 5-7 pages of content and submitted electronically in MLA format to the instructor. Choose from one of the following books:

Peterson, Eugene. *Five Smooth Stones for Pastoral Work*. Grand Rapids: Wm B. Eerdmans Publishing Co., 1992.

Reiland, Dan. *Amplified Leadership*. Lake Mary: Charisma House, 2011.

Toler, Stan. *Practical Guide for Pastoral Ministry*. Indianapolis: Wesleyan Publishing House, 2006.

Research Paper

The student will be required to write a research paper based on one of the following topics. Your paper should be a minimum of 8-10 pages of content and feature a minimum of 5 references. Again, this is a research paper, NOT an opinion paper. The research paper

should be submitted to the instructor electronically in MLA format. Please notify the instructor prior to the first class meeting your selection from this list of topics:

1. Identify the specific challenges of church administration as it relates to the various roles the pastor is expected to carry out.
2. Identify and articulate the biblical, historical, and theological bases for Church Administration.
3. From a Church Administrative viewpoint, identify the challenges and changes taking place or that need to take place in the church in America in a postmodern/pluralistic culture.
4. Identify the main influences of modern business practices and current legal expectations on Church Administration in the church in America.

Course Outline and Schedule

The class will meet according to the following schedule:

Monday, Nov 19

Lesson 1: Administration Defined	1-1
Lesson 2: Self-Management	2-1
Lesson 3: Mission and Vision	3-1

Monday, Nov 26

Lesson 4: Human Resources	4-1
Lesson 5: All Other Resources.....	5-1
Lesson 6: Building a Lay Ministry Team.....	6-1

Monday Dec 17

Lesson 7: Planning, Part 1.....	7-1
Lesson 8: Planning, Part 2.....	8-1
Lesson 9: How Decision-Making Groups Work	9-1
Lesson 10: Pastors Leading Decision-Making Groups.....	10-1

Monday, Jan 7

Lesson 11: Conflict, Change, and Progress	11-1
Lesson 12: Nazarene Governmental Policy and Procedures....	12-1
Lesson 13: Delegation and Its Helpers	13-1
Lesson 14: Time Management	14-1

Monday, Jan 14

Lesson 15: Communication	15-1
Lesson 16: Legal and Financial Relationships	16-1
Lesson 17: Biblical Foundations for Whole-Life Stewardship...	17-1

Monday, Jan 21

Lesson 18: Four Approaches for Whole-Life Stewardship.....	18-1
Lesson 19: Developing a Giving Church	19-1
Lesson 20: Personal Finance and Lifestyle Issues	20-1

Course Evaluation

The instructor, the course itself, and the student's progress will be evaluated. These evaluations will be made in several ways.

The progress of students will be evaluated with an eye for enhancing the learning experience by:

1. Carefully observing classroom participation, noting the competence of reports, the balance of discussion, the quality of the relationships, the cooperation level, and the achievement of assigned tasks
2. Careful reading of homework assignments

The evaluation of the course materials and the teacher will be evaluated by frequently asking and discussing the effectiveness and relevance of a certain method, experience, story, lecture, or other activity.

Some evaluation cannot be made during the class itself. Some objectives will not be measurable for years to come. If students encounter the transforming power of God at deeper levels than ever before, learn devotional skills and practice them with discipline, and incorporate the best of this course into their own ministries, the fruit of this educational endeavor could go on for a long time. In truth, that is what we expect.

Additional Information

A reasonable effort to assist every student will be made. Any student who has handicaps, learning disabilities, or other conditions that make the achievement of the class requirements exceedingly difficult should make an appointment with the instructor as soon as possible to see what special arrangements can be made. Any student who is having trouble understanding the assignments, lectures, or other learning activities should talk to the instructor to see what can be done to help.

Instructor's Availability

Good faith efforts to serve the students, prior to the class, in the classroom and beyond the classroom will be made.