THEME

Bad administration is the curse of the church and pastor.

PURPOSE

The objective of this course is to help pastors understand the theory and develop the skills necessary for effective leadership in the church. Group dynamics, principles of change, administrative skills, planning, organizational development, and other concepts are considered. A variety of learning experiences related to the pastor’s current ministerial situations are provided.

LECTURE CONTENTS TO INCLUDE

The pastor’s call to ministry.
Where it all begins.
Organizing the office.
Keeping records.
Structuring time for ministry and family.
Moderating skills.
Organizing the official boards and committees.
Staff ministries and relationships.
How to organize a stewardship campaign.
How to increase missions support.
Preaching and Leadership.
Dealing with conflict.

PROJECT/ COURSE REQUIREMENTS

1. Write a 15-20 page paper, 14 font, double spaced, dealing with the following issue: Give an assessment as to where the church is today; where you believe it will be in the year 2010; changes you will make in your ministry based on the information gained in class and assigned texts. Your evaluation and critique is of utmost importance.
2. Design a Leadership Training Course for church officers preparing them for ministry in the Today’s Church.

3. Write a critical review of Ford, Gilmore, Sanders and Towns & Bird. Not to exceed 5 pages, 14 font, double spaced. Note: this is a critical review telling where you agree and disagree with author.

4. Write a critical review of Webber telling where you agree and disagree with the author. This critical review should be between 8-10 pages, font 14, double-spaced.

Texts

Kik, Frank. *Leadership and Church Administration Manual*