

Leadership in the 21st Century – Online

Syllabus

Free Methodist Church of North America
Acts 12:24 Churches
Online Extension of the Ministry Education Center of Metro NY/NJ
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Course # Acts12:24 1002

Leadership in the 21st Century

Attribute/s of Outcome Based Ordination this course addresses

- Lead with creativity and vision. They seek best practices of contextual and culturally relevant ministry; envision alternatives and successfully lead others towards more creative and effective outcomes; and cast compelling vision and develop strategic plans to accomplish it.
- Operate as servant-leaders. They promote the development of others; serve the local and global church, demonstrating cross-cultural competency in so doing; and create healthy ministry environments characterized by safety and non-judgement.

Expected Outcomes

General

Cognitive:

- Learn Biblical constructs of church theology, leadership and management principles
- Study a variety of leadership styles using Biblical leaders and best practices in leadership

Behavioral

- Discover personal leadership skills and imperatives for healthy leadership.
- Establish written personal goals for one's leadership development and ministry path

Affective

- Develop a respect and passion for healthy leadership and well informed organizational systems
- Discover the best practices and principles to empower other people in your ministry venue
- Gain personal confidence and passion in one's leadership strengths and challenges.

Specific

- Understand and expound the Biblical perspectives of Christian management
- Develop and articulate a mission and vision statement
- Establish goals and objectives for an organization
- Understand and articulate a strategic plan
- Understand and define organization, proper order and flow.
- Understand and articulate the best organizational structure for the particular ministry involved.
- Develop position descriptions.
- Understand that recruiting, selecting, and training the right people is critical for the long-term success of every ministry.
- Understand how to equip and train teachers for their task of education the congregation.
- Identify and apply the key elements of staff development
- Understand and apply the essential facts needed to stay above the law and within the guidelines clearly given to us in the Scriptures.
- Understand how to develop ministry staff members
- Understand how to Transfer a group of individuals into a team
- Understand leadership strategies and under what circumstances a particular approach is best.
- Understand and apply how to work with boards and committees.
- Assess the health of a church or ministry and develop a plan for revitalization
- Apply conflict resolution principles to specific situations.
- Develop a plan for the development of other leaders in your ministry.

General Description:

This course will focus on selected issues facing Christian leaders in an ever-changing world. Particular attention will be given to understanding the context in which you live and serve, and how to develop effective forms of ministry that remain faithful to biblical principles, while being relevant, incarnational in approach, and culturally sensitive in presentation.

Course Texts:

Maxwell, John C. Be a People Person. David C Cook, 2007.

Osborne, Larry. Sticky Teams. Grand Rapids: Zondervan, 2010.

Stanley, Andy, Reggie Joiner, & Lane Jones. 7 Practices of Effective Ministry. Sisters, OR: Multnomah Publishers, 2004.

Welch, Robert. Church Administration. 2nd Ed. Nashville: B&H Publishing Group, 2011.

Witt, Lance. Replenish. Grand Rapids: Baker Books, 2011.

Grading Scale:

90-100 %- A

80-90 % -B

70-80 % - C

70 % and below – F

Assignments and grading:

1. Do all assigned readings and submit signed acknowledgement – 10%
2. Personal Reflection Assignments – Much of this course will focus on your personal interactions with the assigned readings ideas. You will submit several 1-3 paragraph reflections throughout this course. The purpose of these assignments is to focus you on engaging the readings for your ministry in the 21st Century – 20%
3. Write a 2-3 page reflection paper the top 5 insights you gained from “Be a People Person” and how you will apply these to your ministry – 20%
4. Write a 2-3 page reflection paper the top 5 insights you gained from “Sticky Teams” and how you will apply these to your ministry – 20%
5. Prepare a 3-4 page (Times New Roman, 12pt, Double Spaced) reflection paper. Your paper should include reflections on the following: — 30%
 - Which area of Church Administration are you least excited about? Personnel, financial, facility, etc.
 - Do you have a plan to delegate or better train yourself in that area?
 - What steps can you take this week to improve the effectiveness of your ministry?
 - How can you better nourish your soul while serving in ministry?

Assigned Readings before each Class Session:

1. What is the Church & What is a Leader?

- Church Administration Chapter 1
- Course Handbook (PDF Available Online) pages 1-18
- Be a People Person – See assignments above and submit this paper prior to moving to the next section.

As you read this section, have these questions in mind:

- Are there any tasks in your ministry that you should delegate? If yes, talk about how you will decide which tasks to delegate and who to delegate them to; if no, talk about how you would decide which tasks should be delegated and how to choose who to delegate them to.
- What is your mission/goals for your current ministry? How do you plan to implement your mission/goals successfully in your community?
- What characteristics of Christian leadership do you see in this account of the life of Christ? List them out below and answer this question: How does your life and leadership compare to Christ's?
- How would you summarize the purpose of the church? Why is it important that the church understand its purpose? What happens when churches do not understand their purpose?

2. Church Administration

- Church Administration chapters 3-7 & 9.

As you read this section, have these questions in mind:

- Do you have any anxiety about the documents needed to legally run a church organization (constitution, bylaws, incorporation, etc.)?
- Write a job description for a leadership or support ministry position that your current ministry could benefit from hiring.
- Describe the process for legally employing an individual and how to integrate the new employee into the church or organizational structure.
- Discuss the two-person rule and why it should be applied throughout all fiscal operations.
- Describe the process for developing a budget for a church.
- Describe the elements of a security system which provides a safe environment for both regular attenders and visitors to your church.
- How do your security policies allow for quick response to emergencies?

3. Church Ministries

- Read pages 19-66 in the Course Handbook
- Read 7 Practices of Effective Ministry

As you read this section, have these questions in mind:

- Which of the biblical illustrations for the church is most meaningful to you and why?
- Name three areas where you feel it would be helpful to your church to clarify the win. Are there areas in your church where volunteers may be confused or frustrated because the win is unclear?
- What is the ultimate destination of newcomers to your church?
- What are the most effective programs/ministries in your church for arriving at the "ultimate destination"?
- What is a "bottom line" that you hoped to communicate in a recent message or lesson.
- Which programs/ministries in your church have been specifically designed with outsiders in mind?
- Who are you personally investing in to do your job after you are gone? How are you doing this?
- Would your team members and volunteers say that their contributions are valued and that time is taken to properly honor these contributions?

4. Pastoral Personal Care

- Read Sticky Teams – Submit your Sticky Teams reflection assignment prior to reading Replenish
- Read Replenish

As you read this section, have these questions in mind:

- If someone asked you today, "How is it with your soul?" what would you say?
- Growing up, how did you get approval in your family? How has your desire for approval revealed itself in your ministry?
- Was there a time when you felt forgotten by God? What was that time like?
- What are some practical steps you can take to combat the dangers of technology to your soul?
- How would you describe your prayer life over the last three months? What tends to crowd out prayer in your life?
- Who comes to mind right now that needs encouragement? What step will you take *this week* to build them up?
- What do you do with your team to nurture personal spiritual growth in yourself and your team members?
- How open, honest, and candid is the culture of communication in your ministry/church?
- What proactive steps can you take to create a safer environment for people to speak up about their concerns?
- When you hear the word solitude, what image comes to mind? Are you drawn to solitude, or are you repelled by the idea of being alone?