

EM-6000 Practicum: Organization and Administration
A graduate course of Trinity International University's Division of Open Studies

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Monday, 4:00-5:00 PM
January 4 – April 12
Location: The Chapel

COURSE DESCRIPTION

Engage in observation, evaluation, and formulation of improvements of organization and administrative processes of local churches, Christian and non-Christian organizations. Limited to those involved in pastoral ministry a minimum of 15 hours/week.

COURSE PREREQUISITES

It is assumed that students enrolled in this course have completed undergraduate work, yet have a low to moderate background in church administration and organization. Students are to be experiencing 15 hours per week of ministry service in addition to in-class time.

COURSE OBJECTIVES & FORMAT (student thinking-learning facilitation)

1. To create a biblical and theological understanding of leadership, organization, and administrative.
2. To build a philosophy of ministry and self through collaborative lab assignments.
3. To develop organizational and administrative tools for one's own ministry context.
4. To expand one's understanding and skill level of leadership.

REQUIRED READINGS AND RESOURCES

The following text and resources are required reading for class discussions and assignments and are to be read in their entirety unless otherwise indicated.

Required Reading

Anthony, Michael J. and James Estep, Jr. 2005. *Management Essentials for Christian Ministries*. Nashville, TN: Broadman & Holman Publishers.

Bossidy, Larry and Ram Charam. 2002. *Execution*. New York, NY: Crown Business.

[NOTE: In addition to the above readings there will be approximately 5 assigned articles.]

LEARNING ACTIVITIES AND ASSESSMENTS

The following assignments are to be completed as described below by the dates outlined in the Course Schedule.

Assignment Formatting

1. Format assignments according to institutional standards.
2. Use correct spelling, grammar, and institutional standard font.
3. Include your name, mailing address and e-mail address on the first page upper right corner.

4. *Unless otherwise noted*, a cover page and/or report cover is **not** necessary.
5. Staple assignment pages together as necessary or as required.
6. Some assignments require a specific form or format—use these forms and formats as directed.

Required Assignments Explained

Assignment #1: Personal Mission Statement (Life Statement)—15 points Create a 1-page self mission statement that includes the following: 1) your standard personal mission statement, 2) the values/principles (with descriptions) that you will set forth to accomplish your mission, and 3) the roles of priority (with description) in which you will accomplish your mission. [NOTE: See Covey's Appendix A as a resource to assist in formulating your personal mission statement.] Students will be asked to share their papers in class. **(Jan. 11)**

Assignment #2: Philosophy of Ministry Statement—10 points Develop a 1-2 page philosophy of ministry description that explains your mission, vision, and values of a self-created or current church/para-church ministry. This paper should also include an example of a vivid description describing the results of the achieved vision. Student will be asked to share their papers in class. **(Jan. 25)**

Assignment #3: Ministry Model—15 points Create a 1-page model stemming from your overall philosophy of a self-created or current church/para-church ministry. This should be a visual example or blueprint of what your ministry looks like and how it functions in relation to your particular mission and target audience. Students will be asked to share their papers in class. **(Feb. 1)**

Assignment #4: Organizational Chart—10 points Create a 1-page, visual organizational chart for a self-created or current church/para-church ministry. This should be a visual example of how ministry strategies and procedures flow among a team of people. Please attached a 2nd page providing a rationale for your design, outlining potential strengths and weaknesses. Students will be asked to share their papers in class. **(Feb. 15)**

Assignment #5: Biblical Leaders—10 points Write a 3-5 page paper on a biblical figure surveying their leadership style through biblical history while assessing their positive and negative leadership characteristics. Special analysis should be given to their administrative and organizational skills, with critical synthesis and citations from the course textbooks. Students will be assigned one of the following biblical figures: Moses, Joshua, David, Nehemiah, Daniel, or Paul and asked to present a summary Pecha Kucha of their findings. **(Mar. 8)**

Assignment #6 (a,b,c): Ministry Failure Assessment—10 points Due to the practicum section of this course, there will be periods of group discussion titled "Ministry Failure Assessment" in which class time will be devoted to identifying organizational and administrative failures students have recently experienced. As each student shares a ministry failure, the group will then spend time sharing ways to think about the issue & consultation. The assigned student will be asked to provide a written case study of their experience and present it to the class. **(Feb 15, Mar 1, Apr 5)**

NOTE: Attendance All students are expected to attend all sessions. All absences must be approved, and the student will assume responsibility for all notes and handouts. Please ask a fellow student for help.

NOTE: Late Assignments Assignments are due *in class* on the date indicated in the Course Schedule. Any assignment not submitted in class is considered late and has 10% automatically

subtracted from its final grade. The assignment is then due no later than the final course session. If the student fails to turn in the late assignment by the end of the course, an automatic 0 is earned for the assignment.

COURSE VALUES AND ETIQUETTE

Respect & Altering Viewpoints

Students and professors will honor the personhood of each individual. While respect for each person is necessary, yet agreement or acceptance of each other's viewpoints is optional.

Plagiarism and Cheating

Students who plagiarize or cheat will follow the predetermined, institutional guidelines.

Food and Beverages in the Classroom

Eat. Share. Do it all without distraction.

Special Needs

In order to ensure full class participation, any student with a disabling condition requiring special accommodations is strongly encouraged to contact the professor at the beginning of the course.

GRADING SCALE

The final grade will be based on the total accumulation of points as indicated under Learning Activities and Assessments according to the grading scale in Trinity's catalogue.

A+	100-97	C+	79-77	F	59 & below
A	96-94	C	76-74		
A-	93-90	C-	73-70		
B+	89-87	D+	69-67		
B	86-84	D	66-64		
B-	83-80	D-	63-60		

COURSE SCHEDULE

The following is the 15, session course outline for Administration and Organization

Preliminaries

Jan 4 Introduction to the course and class members
Administration vs. Organization
READ: Anthony and Estep, chapters 1-2

Jan 11 NO SESSION
DUE: Personal Mission Statement, Assignment #1
READ: Bossidy and Rharan, chapter 1

Organizational Strategy, Structure, & Function

Jan 18 A Philosophy & Strategy of Ministry: *The Ship Model*
READ: Anthony and Estep, chapters 3-4
READ: Bossidy and Rharan, chapter 2

Jan 25 The Ministry Model
DUE: Philosophy of Ministry, Assignment #2
READ: Anthony and Estep, chapter 5

Feb 1 Ministry Praxis & Systems
DUE: Ministry Model, Assignment #3
READ: Anthony and Estep, chapter 6

Feb 8 Organizational Charting
Open vs. Closed Systems
READ: Anthony and Estep, chapter 9
READ: Bossidy and Rharan, chapter 3

Feb 15 *Ministry Failure Assessments, Assignment #6a
DUE: Organizational Charts, Assignment #4
READ: Bossidy and Rharan, chapter 4

Feb 22 Hiring, Firing, Role Descriptions
Interview: *Guest Lecturer*
READ: Anthony and Estep, chapters 14-16
READ: Bossidy and Rharan, chapter 5

Mar 1 *Ministry Failure Assessments, Assignment #6b
READ: Bossidy and Rharan, chapter 6

Mar 8 Biblical Leadership

DUE: Biblical Leaders, Assignment #5
READ: Anthony and Estep, chapter 17

Organizational Leadership

Mar 15 NO SESSION

READ: Anthony and Estep, chapter 18

READ: Bossidy and Rharan, chapter 7

Mar 22 Situational Leadership

READ: Anthony and Estep, chapter 20

Mar 29 Team Leadership

READ: Anthony and Estep, chapter 19

Conclusion

Apr 5 *Ministry Failure Assessments, Assignment #6c

READ: Bossidy and Rharan, chapter 8

Apr 12 Ministry Assessment & Evaluation

Stepping into a new ministry role/job

Concluding Remarks

Class Evaluation

READ: Anthony and Estep, chapters 22-23

READ: Bossidy and Rharan, chapter 9

*The above schedule and procedures in this course are subject to change
in the event of extenuating circumstances.*