

ERSKINE THEOLOGICAL SEMINARY  
Christian Commitment and Excellence in Learning

**PM 604C Christian Leadership and Church Administration**  
**Professor Doug White**  
**Fall 2008- Charleston**  
**Saturday: 9/6, 10/4, 11/1, 11/22**

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**I. Course Description:** This course is a study of Christian leadership as it relates to the Christian Church. Emphasis is placed on organizational dynamics, conflict management, spiritual formation, leadership skills, and management practices. Assessment of structures and individuals, problem-solving, and the guidance of the Holy Spirit are formulated in the context of ecclesiastical life cycles and polity.

**II. Course Objectives:** The mission of Erskine Theological Seminary is to educate persons for service in the Christian Church. By the end of this course, the student should:

1. Describe and explain the Biblical understanding of the nature of the church and church administration.
2. Describe and explain the Biblical view of leadership.
3. Analyze and begin to formulate one's own leadership style.
4. Understand and articulate the dynamics of structures and individuals in a church setting.
5. Understand and formulate redemptive ways to deal with conflict.
6. Develop a functional problem-solving style and skills needed for such a pattern.
7. Demonstrate an understanding of the usual mechanics of a church organization.
8. Develop tolls to prevent burnout.
9. Understand and formulate spiritual formation in a leadership model.

**III. Required Reading:**

**NOTE: Textbooks are available from the Erskine Theological Seminary Virtual Bookstore at <http://www.ecampus.com/erskine>.**

Bass, Richard (ed.). Leadership in Congregations, Herndon: Alban Institute, 2008.

Berkley, James D. (ed.). Leadership Handbook of Management and Administration, Grand Rapids: Baker Books, 2007.

Everist, Norma C. Church Conflict – From Contention to Collaboration, Nashville: Abingdon Press, 2004.

**IV. Suggested Reading:**

Dale, Robert D. Pastoral Leadership, Nashville: Abingdon Press, 1986.

Peterson, Eugene H. Working the Angles: The Shape of Pastoral Integrity, Grand Rapids: Eerdmans, 1993.

**V. Course Requirements:**

1. Class attendance is mandatory. Frequent unexcused absences will lower the student's final grade. The student is responsible for making up all work missed or due on the day one is absent. Professor's office hours are 10:00 – 11:00 a.m. Wednesday and Thursday and by appointment.

2. The student is expected to be prepared for each class meeting. Adequate preparation means the completion of all reading and being able to participate in class discussions and written work. Class involvement is very important since this is a skill development course.
3. Two tests, a mid-term and a final exam, will be given on assigned dates. See the schedule of assignments.
4. Six in-class papers will be required. These papers will focus on application of material covered in class and the assigned readings.
5. One short research paper will be required. This paper will be a self-analysis of one's leadership style. This paper is due on Nov. 22 at the beginning of that class. At least four sources other than required books need to be included in this paper. The paper needs to cover topics such as skills, one's temperament, problem-solving patterns, etc. A list of all topics will be given out later. All papers must be typed/processed (twelve point type, double spaced, one-inch margins) and fully documented, following the standards in the "Style and Form Standards for All Masters Level Programs" (Erskine Seminary). In this course, footnotes and a bibliography are required in each paper. The paper's cover page and bibliography are not counted towards page requirements.
6. All work must be submitted on time. Severe grade penalties will be levied against work that is late. Papers are expected to be of graduate work quality. The professor reserves the right not to accept any work that is excessively late.

**Drop/Add/Withdrawal:** Once a student has completed, signed, and submitted his/her registration to the Registrar for this class, it is a **binding contract** and billing will be based on this registration. If the student decides not to take this class, he/she must complete a "drop/add" form and secure the appropriate signatures prior to the drop/add deadline during the second week of the semester or term. If one wishes to withdraw from the course after the drop/add deadline, one must complete a withdrawal form, and tuition will be refunded on a pro rated basis. Failure to withdraw from the class properly will result in the student receiving a grade of "F" for the course and full tuition charges will apply. **No exceptions will be made to this policy.**

**Incompletes:** The grade of "I" or incomplete is given at the discretion of the professor. A grade of "I" is normally given when a student has substantially completed the requirements for a course but has been prevented by extraordinary circumstances from completing the remainder of the course requirements. A student who wishes to request an incomplete should normally complete an incomplete form prior to the end of the semester and ask the professor to grant the request. (Under unusual circumstances, the student may communicate with the professor by phone or email rather than in person, and the professor may then agree to fill out the form at the student's request. Under exceptional circumstances, the professor may initiate the process by filling out the form on the student's behalf.) If the professor grants the request, he/she will sign the incomplete form and turn it in with his/her final grade report. An "I" in any course must be removed by March 1 for the Fall Term, April 1 for the January Term, August 1 for the Spring Term, and November 1 for the Summer Term. Only the Dean may grant extensions of incompletes beyond the established completion date. Otherwise, these grades automatically become "F."

**Language about God and Humanity:** Although God transcends the distinction between male and female, the Bible and the Church's historic creeds and confessions use masculine language in reference to God. Thus, the Seminary encourages all students to retain this masculine usage when speaking and writing about God. Furthermore, the Seminary recognizes that all human beings, male and female, are created equally in the image of God (Gen. 1:26-27), and believers of both sexes are fellow heirs of the grace of life (1 Pet. 3:7). Accordingly, whenever students are speaking and writing about males and females, they should use language that clearly includes both men and women (for example, by saying/writing "humanity" rather than "man" or "people" rather than "men").

**Conduct in Theological Discussions:** Erskine Seminary is committed to the one, holy, catholic, and apostolic Church, and it expects its students to show respect for all who identify with that one Church. In all written work, oral presentations, and discussions both inside and outside the classroom, the Seminary expects students to conduct discussions of controversial issues in a context of respect for those with whom one disagrees. Please see the Community Life Statement in the Catalog for more information.

**Plagiarism:** Plagiarism is the use in writing of wording or ideas produced by others without crediting the author and/or source from which the material was taken. As the following statement indicates, plagiarism is a serious offense that undermines both the witness and integrity of the Christian community. The instructor involved, in

consultation with the Dean, may recommend measures deemed appropriate. In cases of documented plagiarism or documented theft of another student's work, the offending student will automatically receive the following penalties:

- Failure of the course(s) in which plagiarized or stolen work is submitted
- Dismissal from the Seminary for a minimum of one semester
- Forfeiture of the right to tuition refunds during the semester(s) affected

**Evaluation:** The seminary grade scale will be used. The student's final grade will be computed as follows:

Mid-term exam	25%
In-class papers	20%
Research paper	30%
Final Exam	25%

**Grading Scale:**

<b>Letter Grade</b>	<b>Numerical Grade</b>
A	95-100
A-	93-94
B+	91-92
B	88-90
B-	86-87
C+	84-85
C	80-83
C-	78- 79
D+	76-77
D	72-75
D-	70-71
F	0-69

**Course Outline**

<b><u>DATE</u></b>	<b><u>TOPIC</u></b>	<b><u>ASSIGNMENT</u></b>
September 6	I. Course Introduction Administration as Ministry Definitions Biblical Basis of Leadership Theological Foundations Current Views of Administration	Berkley, Chaps. 13-15
	II. Leadership in the Context of the Church Dynamics of the Church Basic Types of Churches Dynamics of Power	Bass, Pages 1-88

<b><u>DATE</u></b>	<b><u>TOPIC</u></b>	<b><u>ASSIGNMENT</u></b>
September 6 (Cont.)	III. Leadership Styles Basic Leadership Styles Biblical Models & Role Models Analysis of One's Own Style	Bass, Pages 89-146
	IV. Leadership Skills & Personality Types Gifts and Skills Assessment Skills & Problem-Solving	Review Briggs Myers Material

Problem-Solving  
Intentional Inter-Personal Interactions

October 4	V. The Life Cycle of Churches Objectives of Leadership Planning for Growth	Berkley, Chaps. 1-4
	VI. Characteristics of Growing Churches A Look at the Antioch Church Eight Characteristics of Effective Churches	The Book of Acts Bass, Pages 147-196
	VII. Conflict Management (I) and Setting Boundaries Types of Conflicts Reduction of Conflicts Mid-Term (easy)	Everist, Part 1 Berkley, Chap. 16
November	VIII. Conflict Management (II) & Church Structures Committees Church Government Parliamentary Procedures	Everist, Part 2 Berkley, Chaps. 26-30
	IX. Practical Issues Church Calendars Time Management Staffing Computers Legal Issues	Berkley, Chaps. 20-25, 7
	X. Financial Issues Church Budget Personal Finances	Berkley, Chaps. 32-37
November 22	XI. Inventory of Duties, Roles & Abilities	
	XII. Pastoral Resources & Survival Issues Burnout Career Development Transitions Support Systems	Berkley, Chaps. 4-6, 8
	XIII. Final Exam	