

MOODY DISTANCE LEARNING

Course Number, Name, and Credit Hours

ED3314 Principles of Administration, 3 credit hours, *Moody Distance Learning Online ONLY*

Course Description

This course establishes a theology of administration and identifies basic strategies for effective administration in ministry. Teachings and examples found in Scripture are combined with proven ministry experience to describe five key elements of effective administration: planning, organizing, recruiting, leading, and evaluating. The student will practice strategies of effective administration by applying it in a ministry context.

Course Goals

In this course you will:

- Understand and articulate a Theology of Administration
- Understand and articulate similarities and differences between administration, management, and leadership
- Understand the components of a healthy organization
- Understand personality and leadership styles in leadership and administration

Course Objectives

After completing this course you should be able to:

1. Articulate a biblical theology of administration in writing
2. Define terms such as Administration, Management, and Leadership
3. Describe the “sheep” of a healthy organization
4. Explain different personality and leadership styles
5. Create an electronic and hard copy file system

Course Textbook(s) and/or Supplemental Information

Anthony, Michael J. and James Estep, Jr. *Management Essentials for Christian Ministries*. (Nashville, TN: Broadman and Holman Publishers, 2005). (426 pages)

Voges, Ken and Ron Braund. *Understanding How Others Misunderstand You*. (Chicago, IL: Moody Publishers, 1995). ISBN: 13978-0-8024-1106-8. (301 pages)

Assignments

There are 727 pages of textbook reading. Leaders are readers. Also provided are notes on books in the field of leadership, administration and management. There are two reflective reading papers on two of the textbooks and a written project that will become the beginnings of an office manual.

1. **READING REPORT:**

The completion of the course reading is an important part of the course. You are expected to complete the reading prior to class for discussion purposes. You will be required to submit a reading report at the end of each week.

2. **REFLECTIVE READING:**

You are required to complete two 5-8-page reflection papers. The purpose of the reflection papers is for you to gain a better understanding of yourself, your personality style, your spiritual giftedness, temperament, leadership role and style.

Reflective Reading #1: The first reflection paper is on the Voges and Braund text and the Aubrey Malphurs website documents. How has this text helped you better understand a difficult working and/or church relationship? How do you understand your personality style and how do you feel you have been misunderstood? How and what will you do differently in future similar situations? How do you feel having a clearer understanding of personality traits will affect how you respond to people and situations?

Due by the end of Week 4.

Reflective Reading #2: The second reflection paper will be on Anthony and Estep text. The text is broken into six (6) main parts. Write a reflection paper of one page per section. Interact with what you feel are the most important ideas in each of the main sections. What concepts were new? What “ah ha” moments helped you to better understand situations in a current or previous ministry?

Due by the end of Week 8.

3. **PROJECT:**

You are required to complete a project that includes the following elements: You are strongly encouraged to follow the course schedule and complete the project in stages rather than attempt to compile and submit at the end of the semester.

a. Aubrey Malphurs online assessments:

- ☐ Spiritual Gifts Inventory
- ☐ Character Assessment for Men and Women
- ☐ Leadership Styles
- ☐ Leader-Organization Fit
- ☐ Servanthood Audit
- ☐ Readiness for Change
- ☐ Temperament Indicator1

- b. A yearly financial budget for a ministry that receives \$130,000 per year. Identify ministries (include education), physical plant resources, human resources, financial resources, office resources, ministry program plans and evaluation. This should be an Excel workbook. (Text pgs 115-132)
- c. Job Description for a ministry leadership role such as Senior/Solo Pastor (Text pgs 174-189)
- d. Develop an evaluative tool to determine the success of a Program or an Employee Progress Review:
 - An Employee and Program (Text pgs 396-416)
- e. Develop a monthly reporting system that tracks the following for a ministry:
 - Monthly contacts (phone, email, face to face meetings)
 - Secondary service provider contacts
 - Special projects accomplished in the month

Due by the end of Week 8.

4. **CLASS PARTICIPATION:**

Attendance is also expected. You must maintain a significant presence in all 15 discussion boards. Online discussion questions will be taken from Voges and Braund, and Anthony and Estep texts. Please refer to the discussion board rubric included in the **Course Resources** section of this course for more information on how your participation in the discussion board will be assessed.

5. **QUIZZES:**

Complete four (4) quizzes. All Quiz questions come from the Anthony and Estep text.

- a. Quiz 1: 10 questions from Chapters 1-2, pages 13-49
- b. Quiz 2: 23 questions from Chapters 3-8, pages 57-153
- c. Quiz 3: 40 questions from Chapters 9-23, pages 160-233
- d. Quiz 4: 27 questions from Chapters 13-23, pages 251-390

The quizzes are closed-book and will be timed at 15 minutes for Quiz 1, 30 minutes for Quiz 2, 45 minutes for Quiz 3, and 30 minutes for Quiz 4.

Assessments

Your grade for this course will consist of:

Reading	15%
Reflective Reading #1 - Vogues & Braund	10%
Reflective Reading #2 - Anthony & Estep	10%
Project	35%
Class Participation (Discussion Board)	15%
Four (4) Quizzes (Total 100 questions)	15%
	100%

Letter grades are determined by the following scale:

Letter Grade	Percentage Equivalent	Letter Grade	Percentage Equivalent
A	96% or higher	C	73 - 76.9%
A-	90 - 95.9%	C-	70 - 72.9%
B+	87 - 89.9%	D+	67 - 69.9%
B	83 - 86.9%	D	63 - 66.9%
B-	80 - 82.9%	D-	60 - 62.9%
C+	77 - 79.9%	F	Below 60%

Course Resources

Online students have access to the Moody Library. Though students may wish to check out books via inter-library loan, the online database has a number of articles and reviews available for download. You can access the online database by logging into your account at my.moody.edu.

In addition to the resources available at the Moody Library, you may wish to visit <http://www.biblicalstudies.org.uk> or www.bible.org. These sites contain content on various topics written by competent biblical scholars. It is also suggested that you download a free version of the NET Bible at bible.org.

The final resource that deserves mention here is iTunes University. Apple has developed a platform for colleges and universities to post audio and video content. There are a number of lectures available on iTunes U, including some on the Old Testament historical and prophetic books. Various schools such as Dallas Theological Seminary, Seattle Pacific University, Duke, and Yale have posted content related to biblical and theological studies. In addition, Covenant Theological Seminary has an Old Testament podcast.

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