



# Online Course Syllabus

## MIN 612 F1.L1

### Organizational Management

### Fall 2021

#### Contact Information

**Instructor Name:** Dr. David Edgell

**Instructor Email:** dedgell@criswell.edu

**Instructor Phone:** 757-810-4774

**Instructor Office Hours:** Thursdays, 9am-5pm (Eastern Standard Time)

#### Course Description and Prerequisites

An advanced course focused on understanding the purposes, processes, and problems involved in organizational administration, including the area of Christian education. Areas of study include budgeting, scheduling, staff management, committee structure and leadership, and facilities, encouraging a Christian concept of stewardship

#### Course Objectives

- Synthesize a biblical basis for a personal management and leadership philosophy.
- Write objectives, goals, and action plans for achieving growth in an organization.
- Write job descriptions for various vocational ministries, as well as, volunteer positions in a typical church setting.
- Plan explicit ways to encourage:
  - Motivation for volunteer leadership.
  - Church planning and budgeting.
  - Personnel policies applicable to a ministry organization.
  - Planning and development of new facilities.

#### Required Textbooks

- Anthony, M. & Estep, J. *Management Essentials for Christian Ministries*. Broadman & Holman Publishers. 2005. ISBN 9780805431230
- Finzel, H. *The Top Ten Mistakes Leaders Make*. David Cook. 2007. ISBN 9780781445498

#### Course Requirements and Assignments

**1. Weekly Discussion Questions:** You will work in Discussion Groups to complete a set of questions that pertain to chapters and articles posted on the course Canvas site. Responses are to be thoughtful, professional, of graduate quality writing, and a minimum of one page, double-spaced, in Word.

**DUE: 08-16-21 to 12-10-21**

**POINTS: 25 points each/400 points total**

**2. Book Review and Presentation:** You will select one book from the leadership book list to read and explain to your peers. You will submit a 5-page analysis of the book and its major points. Along with your analysis, you will create a presentation that consists of either PowerPoint or Prezi slides (10-20 slides).

**DUE: 09/19/21**

**POINTS: 150 points**

**3. Leader Interview:** Each student will choose someone whom he/she considers to be a leader and interview him/her for this course. The interview should last approximately one (1) hour and address a minimum of twelve (12) questions which reflect many of the principles found in *The Top Ten Mistakes*. You will share the information gleaned from this project on this week's Discussion Board and submit a hard copy of your interview to the professor.

**DUE: 10/31/21**

**POINTS: 150 points**

**POINTS: 150 points**

**4. Leadership Covenant:** Each student will produce a typed, one-page covenant to bear witness of what stakeholders can expect from him/her as the leader of their organization.

**DUE: 11/21/21**

**POINTS: 50 points**

**5. Administration Project:** You will evaluate and compile a study regarding a local church or non-profit organization. You will submit 10-15 page report regarding the effectiveness of ministry based on the concepts presented in chapter 24 of *Management Essentials for Christian Ministries*.

**DUE: 12/10/21**

**POINTS: 250 points**

Assignment	Due Date	Point Value
Discussion Questions	08/16 to 12/10/21	25 each/400
Book Review	09/19/21	150
Leader Interview	10/31/21	150
Leadership Covenant	11/21/21	50
Administration Project	12/10/21	250
	<b>TOTAL</b>	<b>1000</b>

## Course/Classroom Policies and Information

### Attendance

Students are responsible for enrolling in courses for which they anticipate being able to participate weekly during the weeks appearing on course schedules, and then making every effort to do so. Such participation may include the following: completing quizzes or exams; emailing faculty or class members as part of an assignment; discussion board posting or response; turning in an assignment; or other communication reflecting ongoing learning in the course. When unavoidable situations result in non-participation, students are responsible for acquiring any information missed. Instructors are not obliged to allow students to make up missed work. Per their independent discretion, individual instructors may determine how participation affects students' ability to meet course learning objectives and whether participation affects course grades.

### Grading Scale

(Assigning grade definitions [i.e., above average, average, below average] is optional. Please delete the last column below if not assigning definitions. Additionally, delete these instructions when completing syllabus.)

			Grade Definitions (optional)
A	93-100	4.0 grade points per semester hour	
A-	90-92	3.7 grade points per semester hour	
B+	87-89	3.3 grade points per semester hour	
B	83-86	3.0 grade points per semester hour	
B-	80-82	2.7 grade points per semester hour	
C+	77-79	2.3 grade points per semester hour	
C	73-76	2.0 grade points per semester hour	
C-	70-72	1.7 grade points per semester hour	
D+	67-69	1.3 grade points per semester hour	
D	63-66	1.0 grade point per semester hour	
D-	60-62	0.7 grade points per semester hour	
F	0-59	0.0 grade points per semester hour	

### Incomplete Grades

Students requesting a grade of Incomplete (I) must understand that incomplete grades may be given only upon approval of the faculty member involved. An "I" may be assigned only when a student is currently passing a course and in situations involving extended illness, serious injury, death in the family, or employment or government reassignment, not student neglect.

Students are responsible for contacting their instructors prior to the end of the semester, plus filing the appropriate completed and approved academic request form with the Registrar's Office. The "I" must be removed (by completing the remaining course requirements) no later than 60 calendar days after the close of the term or semester in which the grade was awarded, or the "I" will become an "F."

## **Academic Honesty**

Absolute truth is an essential belief and basis of behavior for those who believe in a God who cannot lie and forbids falsehood. Academic honesty is the application of the principle of truth in the classroom setting. Academic honesty includes the basic premise that all work submitted by students must be their own and any ideas derived or copied from elsewhere must be carefully documented.

Academic dishonesty includes, but is not limited to:

- cheating of any kind,
- submitting, without proper approval, work originally prepared by the student for another course,
- plagiarism, which is the submitting of work prepared by someone else as if it were his own, and
- failing to credit sources properly in written work.

## **Institutional Assessment**

Material submitted by students in this course may be used for assessment of the college's academic programs. Since programmatic and institutional assessment is done without reference to specific students, the results of these assessments have no effect on a student's course grade or academic standing at the college. Before submitting a student's work for this type of assessment, the course instructor redacts the work to remove anything that identifies the student.

## **Institutional Email Policy**

All official college email communications to students enrolled in this course will be sent exclusively to students' institutional email accounts. Students are expected to check their student email accounts regularly and to respond in an appropriate and timely manner to all communications from faculty and administrative departments.

Students are permitted to setup automatic forwarding of emails from their student email accounts to one or more personal email accounts. The student is responsible to setup and maintain email forwarding without assistance from college staff. If a student chooses to use this forwarding option, he/she will continue to be responsible for responding appropriately to all communications from faculty and administrative departments of the college. Criswell College bears no responsibility for the use of emails that have been forwarded from student email accounts to other email accounts.

## **Identity Verification**

Students enrolled in Distance Education courses are required to present a photo ID to verify their participation in each course at the beginning of the term. Confirmation will occur through live-streamed meetings, video assignments, scheduled video conference calls, and/or another online video medium the instructor assigns.

## **Disabilities**

Criswell College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. Criswell College is committed to making reasonable

accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. For more information, please contact the Student Services Office.

## **Intellectual Property Rights**

Unless otherwise specifically instructed in writing by the instructor, students must neither materially nor digitally reproduce materials from any course offered by Criswell College for or with the significant possibility of distribution.

## **Resources and Support**

Canvas and SONIS: Criswell College uses Canvas as its web-based learning tool and SONIS for student data. Students needing assistance with Canvas should contact the Canvas Help Support line at (844) 358-6140. Tech support is available at this number, twenty-four hours a day. Students needing help with SONIS should contact the Campus Software Manager at [studenttechsupport@criswell.edu](mailto:studenttechsupport@criswell.edu).

Student Services: The Student Services Office exists to foster and encourage success in all areas of life—physical, intellectual, spiritual, social, and emotional. Students are encouraged to reach out for assistance by contacting the office at 214.818.1332 or [studentservices@criswell.edu](mailto:studentservices@criswell.edu). Pastoral and certified counseling services are also available to Criswell students. Appointments are scheduled through the Dean of Students, at [deanofstudents@criswell.edu](mailto:deanofstudents@criswell.edu).

Wallace Library: Students can access academic resources and obtain research assistance by contacting or visiting the Wallace Library, which is located on campus. For more information, email the Wallace Library at [library@criswell.edu](mailto:library@criswell.edu). Offsite login information is available in Canvas in the “Criswell Student Training Course” under “Library Information.”

Tutoring Center: Students are encouraged to consult with tutors to improve and enhance their skills and confidence in any subject matter taught at the college. Tutors have been recommended by the faculty to ensure that the tutor(s) are qualified to serve the student body. Every tutor brings experience and expertise in an effort to provide the proper resources for the subject matter at hand. To consult with a tutor, students can visit the Tutoring Center located on the second floor in room E203, or schedule an appointment by emailing [tutoringcenter@criswell.edu](mailto:tutoringcenter@criswell.edu) or by calling 214.818.1373.

## **Distance Education**

Students participating in courses through Distance Education, with or without live interaction, must complete the academic requirements for those courses with the integrity and commitment necessary to participate in and benefit from all of the exercises provided by the instructor for learning the subject matter of the course. Therefore, credit for Distance Education courses is the same as credit for courses taken on campus.

## Course Outline/Calendar

Date	Topic	Reading Assignment	Assignment	Assignment Due Date
<b>Session 1</b>				
	<b>Syllabus</b>			
	<b>Theology of Administration</b>	<b>Part 1 pp. 13-52</b>	<b>Discussion 1 Student Intro</b>	<b>Aug. 22</b>
<b>Session 2</b>				
	<b>Planning - Mission and Vision</b>	<b>Part 1 pp. 53-86</b>	<b>Discussion 2</b>	<b>Aug. 29</b>
<b>Session 3</b>				
	<b>Planning - Strategic Planning</b>	<b>Part 2 pp. 87-154</b>	<b>Discussion 3</b>	<b>Sept. 5</b>
<b>Session 4</b>				
	<b>Organizing - Structures</b>	<b>Part 3 pp. 155-189</b>	<b>Discussion 4</b>	<b>Sept. 12</b>
<b>Session 5</b>				
	<b>Organizing - Meetings and Leaders</b>	<b>Part 3 pp. 190-221</b>	<b>Discussion 5 Book Review</b>	<b>Sept. 19</b>
<b>Session 6</b>				
	<b>Organizing - Decision Making</b>	<b>Part 3 pp. 222-239</b>	<b>Discussion 6</b>	<b>Sept. 26</b>
<b>Session 7</b>				
	<b>Staffing - Developing Staff and Recruiting Volunteers</b>	<b>Part 4 pp. 240-273</b>	<b>Discussion 7</b>	<b>Oct. 3</b>
<b>Session 8</b>				
	<b>Staffing - Legal Issues</b>	<b>Part 4 pp. 274-292</b>	<b>Discussion 8</b>	<b>Oct. 10</b>
<b>Student Development Week</b>		N/A		<b>Oct. 11-15</b>

<b>Session 9</b>				
	<b>Directing - Developing leaders</b>	<b>Part 5 pp. 293-332</b>	<b>Discussion 9</b>	<b>Oct. 24</b>
<b>Session 10</b>				
	<b>Directing - Team Ministry</b>	<b>Part 5 pp. 333-382</b>	<b>Discussion 10 Leader Interview</b>	<b>Oct. 31</b>
<b>Session 11</b>				
	<b>Evaluating Programs and Personnel</b>	<b>Part 5 pp. 383-426</b>	<b>Discussion 11</b>	<b>Nov. 7</b>
<b>Session 12</b>				
	<b>Leadership - Models of Leadership</b>	<b>Article/Lecture Finzel ch 1-5, pp. 13-110</b>	<b>Discussion 12</b>	<b>Nov. 14</b>
<b>Session 13</b>				
	<b>Leadership - Servant Leadership</b>	<b>Article/Lecture Finzel ch 6-10 pp. 111-222</b>	<b>Discussion 13 Leadership Covenant</b>	<b>Nov. 21</b>
<b>Fall Break</b>		<b>N/A</b>		<b>Nov. 22-28</b>
<b>Session 14</b>				
	<b>Financial Development/ Stewardship and Generosity</b>	<b>Articles</b>	<b>Discussion 14</b>	<b>Dec. 5</b>
<b>Session 15</b>				
	<b>Non-Profits and Management</b>	<b>Articles</b>	<b>Discussion 15 Administration Project</b>	<b>Dec. 10</b>

## Selected Bibliography - Leadership

- Blanchard, K. *The Servant Leader*. Nashville, TN: J. Countryman, 2003. ISBN-10: 0849996597
- Gangel, Kenneth O. *Team Leadership in Christian Ministry Using Multiple Gifts to Build a Unified Vision*. Moody Publishers, 1997. ISBN-10 : 0802490166
- Hendricks, H. *Teaching to Change Lives*. Sisters, OR: Multnomah Books. 1987. ISBN: 9781590521380.
- Johnson, S. *Who Moved My Cheese?* New York, NY: Putnam & Sons. 1998. ISBN-10: 0399144463
- Kotter, J. *Our Iceberg is Melting*. New York, NY: St. Martin's Press. 2005. ISBN-10: 031236198X
- Kouzes, James M., and Barry Z. Posner. *The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations*. 6th ed., Jossey-Bass, 2017. ISBN-10: 1119278961
- Perman, Matt, and John Piper. *What's Best Next: How the Gospel Transforms the Way You Get Things Done*. Zondervan, 2017. ISBN-10: 0310533988
- Richards, Larry, and Gary J. Bredfeldt. *Creative Bible Teaching*. Moody Publishers, 2020. ISBN-10: 0802416446
- Tripp, Paul David. *Lead: 12 Gospel Principles for Leadership in the Church*. Crossway, 2020. ISBN-10: 1433567636
- Wilkes, C. Gene. *Jesus on Leadership: Becoming a Servant Leader*. LifeWay Press, 2015. ISBN-10: 0842318631

## Selected Bibliography – Organization and Administration

- Anthony, Michael J., and James Riley Estep. *Management Essentials for Christian Ministries*. Nashville: B & H Publishing Group, 2005.
- Berkley, James D. *Leadership Handbook of Management and Administration*. Grand Rapids, MI: Baker Books, 2008.
- Cobble, James F., and Richard R. Hammar. *Risk Management Handbook for Churches and Schools*. Carol Streams, IL: Your Church Resources, 2007.
- Welch, Robert H. *Church Administration: Creating Efficiency for Effective Ministry*. Nashville: B&H Academic, 2011.