DE 5710 | CHURCH LEADERSHIP AND ADMINISTRATION

3 sem. hrs.

I. Course Description

A course designed to develop leadership potential in students and to give them a familiarity with the various elements of the administrative process, including: goal setting and achieving, organization, delegation, human relations, group dynamics, supervision and the training of other leaders. Though the principles are universal, the focus of the course is the local church.

II. Course Objectives

A. The student shall understand the theory and philosophy of leadership in the broad sense.

B. The student shall be able to apply principles of group dynamics and leadership techniques in order that he/she may become a reproductive Christian leader.

C. The student shall develop proper understanding of leadership responsibilities, such as ethics, motivation, planning and administration.

D. The student shall understand the principles of educational administration with special focus on the training of leadership in the local church.

E. The student shall comprehend and implement the spiritual dimension of leadership and administration with respect to spiritual gifts.

III. Course Materials


IV. Course Requirements
A. Recorded Lectures and Study Questions:

The student is expected to answer study questions based on the lectures as well as the required readings. The questions based on the lectures may be found in the Guide to the Recorded Lectures which is included with the course materials. Also the student is responsible for completing the study questions located at the end of each chapter in *Feeding and Leading AND Transforming Leadership*. These questions can be found in the DE 5710 Documents folder in TriNet and with the course materials. These answers should be submitted to your Course Tutor. Please insure that the answers are coherent, legible, and properly labeled. This assignment accounts for 25% of the grade.

B. TriNet Discussion Questions

The student is required to participate in the discussion areas of TriNet. Thoughtful responses should be given to at least one question in each discussion area, and responses to the comments of other students are encouraged. This represents 5% of the course grade.

C. Collateral Reading:

The student is required to read 600 pages from books listed on the bibliography contained in this syllabus. The student will record on a reading report form the number of pages read. This represents 20% of the course grade.

D. Preparation of a Written Paper:

The student is required to write an 8-10 page paper dealing with a Christian philosophy of leadership and administration. The paper should explore the various aspects of leadership from a biblical point of view, offering appropriate texts and interpretations and dealing with such matters as: leadership styles, examples from the New Testament, and the gift of administration. This assignment accounts for 30% of the grade. The format of the paper is to comply with the TIU Style and Format Guide which can be obtained from the DE Resources area of TriNet as well as on Trinity’s Library website.

E. Final Examination:

There will be one closed book final examination for the course, consisting of 44 alternative multiple-choice questions and 6 brief essay questions. The exam will cover both tapes and required reading. This accounts for 20% of the grade.
All assignments should be submitted directly to your Course Tutor using the icon within your TriNet course labeled with your course tutor’s name. Exams should be mailed by your proctor to the address below. Course work may be submitted by mail if necessary.

Distance Education  
Trinity International University  
2065 Half Day Road  
Deerfield, IL 60015

If you have questions related to your assignments, please contact your Course Tutor in TriNet. All other questions should be directed to the Distance Education office (email or 847-317-6554).

V. Course Glossary

The student should be familiar with the terms commonly found in textbooks on leadership and administration. Many of these terms will be used in the course readings as well as the lectures. The appendix to the syllabus contains a glossary of these leadership terms.

VI. Use of the Programmed Study Guide

This section of the syllabus has been designed to aid the student in the completion of the course material. The required reading has been topically corresponded with the material in the lectures. However, in some instances the content of the reading may not directly relate to the content of the lecture. The textbook and the lectures are not based on identical material. They have been designed to complement one another so that the student is exposed to a variety of issues in church leadership and administration.

NOTE: The required text of this course has been changed from Building Leaders for Church Education to Feeding and Leading. When the lecturer refers to the textbook in the lectures he is referring to the old text. The reference may still be found in either the new text or in the course glossary.

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Course Bibliography


_______. *You Can be an Effective Sunday School Superintendent*. Wheaton, IL: Victor Books, 1975. (Out of Print)


APPENDIX - Glossary of Leadership Terms

**Anthropology** - The scientific study of the nature of man.

**Autocratic Leadership** - Leadership that focuses on the importance and control of the "top person."

**Axiology** - The scientific study of values.

**Bureaucracy** - A term describing the size and administrative detail characteristic of large organizations.

**Centralization** - A philosophy of organization that vests authority or programming in a few persons, places or ideas.

**Centricity** - Attitudes and activities of group members that cause them to reflect inwardly on themselves rather than the group.

**Communication** - The transmission of ideas from one person to another in a language that is common to both.

**Compensation** - A mechanism that enhances self-esteem by overcoming a failure or deficiency in one area through achievement recognition in another area.

**Control** - The extent of regulation upon group members by the leader or the group itself.

**Counseling** - The process of helping other people to understand, face and solve their own problems.

**Cybernetics** - An attempt to bring together and reexamine lines of research; study of behavior on the basis of a theory of machines, particularly computers

**Decentralization** - A philosophy of organization that vests authority or programming in as many persons, places, or ideas as possible.

**Delegation** - The consigning of certain tasks and authority to other persons in the organization.

**Democratic Leadership** - Leadership that focuses on the group and its goals, ideas, and decisions.

**Differentiation** - The process of correctly discerning or identifying the perspective between two items that appear to be similar.

**Emergent Leadership** - Leadership that is neither elected nor appointed but develops from among the group itself, probably as a result of the situation.

**Empathy** - Identifying oneself with the members of the group.

**Epistemology** - The scientific study of the nature and limits of knowledge.
**Equalitarianism** - The leader treating group members as equals.

**Frustration** - A state of being unable to discharge a painful or uncomfortable excitation.

**Group Attractiveness** - The degree to which a group promises rewards to its members.

**Group Effectiveness** - The degree to which a group rewards its members and achieves the goals which it sets out to perform.

**Habituation** - The process of forming patterns of behavior which become almost automatic through repetition.

**Hawthorne Effect** - The behavior that results in individuals as a result of non-controlled variables in an experimental situation.

**Hedonic Tone** - Satisfactory group relationships. The atmosphere that makes a member "like" his group.

**Heterogeneity** - The degree to which outsiders are able to get into a group. Also, the diverse makeup of the group itself.

**Homogeneity** - The degree to which members of the group are similar with respect to socially relevant characteristics.

**Hostility** - A feeling of enmity or antagonism between people or perhaps on the part of one person toward others.

**Ideation** - The process of thinking which produces ideas.

**Idiographic Organization** - Organization that places heavy emphasis on the needs and personal goals of individuals, possibly to the point of insufficient concern for the achievement of the institution.

**Initiative** - The leader or a member of the group originating ideas, developing new procedures, and starting the group out on progress.

**Insight** - One's ability to perceive the underlying or genuine nature of things.

**Interaction** - Confrontation of group members with one another (usually verbal).

**Intimacy** - The degree to which members of the group are mutually acquainted with one another and familiar with personal details of one another's life.

**Job Description** - A specification of the duties and responsibilities that accompany a given task. Sometimes called "role definition" or "job analysis."

**Laissez-Faire Leadership** - Leadership that withdraws authority and control in favor of extreme permissiveness.

**Line-Staff Relationships** - Line relationships refer to vertical positions of authority or subordinancy as shown on the organizational chart. Staff relationship is shown
horizontally and generally depicts equal authority. Any leader is in line and/or staff
relationship to someone else in the organization.

**Media** - Plural of medium: the channel used to communicate the message, such as a
recorder, film, etc.

**Metaphysics** - The scientific study of the nature of reality.

**Motive** - A conscious or subconscious factor that serves as an impetus in determining
behavior.

**Nomothetic Organization** - Organization that places heavy emphasis on the goals and
achievements of the institution without proper consideration to the individuals who
work in it.

**Perception** - Any differentiations the individual is capable of making in his perceptual
field whether an objectively observable stimulus is present or not.

**Polarization** - The centering of interest, discussion, or thought on one person or idea.

**Projection** - The process of shifting the responsibility for an act or thought from
oneself to an outside agency or to another person; taking an attitude of oneself and
attributing it to someone else.

**Radicity** - Attitudes and activities of group members that cause them to reflect on
the group and its projects rather than themselves.

**Rapport** - The relationship between people marked by attitudes of friendliness,
harmony, and cooperation.

**Rationalization** - A device whereby the individual provides plausible reasons for his
behavior rather than the actual reasons which are too painful to acknowledge; the
substitution of a socially approved motive for a socially disapproved one.

**Regression** - The process of relieving anxiety or threat by falling back upon the
thoughts, feelings, or behavior which worked successfully during an earlier period of
life.

**Reinforcement** - Rewards and recognition that will serve as an impetus for group
members to continue to perform in a constructive capacity.

**Repression** - An unconscious process wherein shameful thoughts, guilt-producing
memories, painful experiences, or distasteful tasks are removed from awareness or
forced below the level of consciousness.

**Role** - A description of how a person is supposed or expected to behave in a given
situation.

**Role Set** - A structure of defined relationships involving two or more people in given
positions.

**Self-Actualization (Self-Realization)** - The process of "becoming" a complete person
realizing one's own abilities and goals and accepting one's self realistically.
**Self-Concept** - One's image or evaluation of himself. It has been determined by his environment in the past as well as internal spiritual factors. Now it governs the way he behaves in various situations.

**Span of Control** - The number of officers in an organization over which a given leader has authority and for whose work he bears responsibility.

**Stability** - The extent to which a group persists over a period of time with essentially the same characteristics.

**Stratification** - Process of a group's placing its members in status hierarchies.

**Substitution** - A device that makes it possible to discharge tensions by diverting one's energies from a desired goal to an alternative goal.

**Supervision** - The directing of the activities of other people toward the accomplishing of organizational goals.

**Suppression** - The deliberate, conscious control of one's hazardous and undesirous thoughts or impulses.

**Surgency** - Generally defined in terms of personality, talkativeness, outreach, and gregariousness.

**Syntality** - The prediction of group performance or effectiveness.

**Transactionalism** - An attempt to reconcile structurally and otherwise the goals and needs of the organization with those of the individuals who work in the organization.

**Transference** - Reaction toward people in present situations motivated and controlled by one's attitudes toward important people earlier in life.

**Value Systems** - The importance that a person places upon concepts or people which in turn determines the way he treats them.

**Viscidity** - The group’s acting as a unit, working together toward group goals.