

Pennsylvania Bible Institute

301 – Church Ministry III

Management and Administration

Course Syllabus

Purpose: This course is designed to help you to develop the following:

- A passion for God by developing a heart that pursues God in worship and prayer. (C&C 1.1)
- A passion for people through a vital relationship between self and God by:
 1. Being able to separate personhood from ministry performance
 2. Integrating a Christ-centered personal identity into life and ministry (C&C 1.5)
- A passion for people through a vital relationship with one's family. (C&C 1.7)
- Competency in ministry through a life focus that gives evidence of being called by God, has developed a personal values/mission statement, and uses his/her resources to advance God's purposes. (C&C 2.1)
- Competency in ministry management (C&C 2.5) and in team building (C&C 2.5).

Goals: When you have completed this course you should be able to:

1. Analyze and evaluate your personal life: call, leadership in the family, time management, and priorities.
2. Assume leadership of a church or a ministry focus of a church.
3. Supervise and manage various aspects of church ministries, including staff and volunteers, the church office, new technology, construction and fund raising.
4. Preach, teach, and model in your personal life the principles of Christian stewardship.

Resources:

1. *Leadership Handbook of Management and Administration*, compiled by James D. Berkley. Baker Books: Grand Rapids, Michigan, 2007.
2. Downloadable resources available on the website of The Christian and Missionary Alliance (<http://www.cmalliance.org/resources/publications>)
 - *Stewardship and the Kingdom of God*
 - *Developing an Annual Stewardship Plan* by Stan Toler and Elmer Towns
 - *Finance Manual for Alliance Church Treasurers*

Student Requirements:

Present a two-page paper in which you develop a plan for teaching Christian stewardship in your local church.

All assignments have been completed and the material has been discussed.

(Student's signature)

(Coach's signature)