

PMN401: Leadership & Management
Saint Louis Christian College
Professor Scott Womble
3 Credits

Fall Semester, 2014

Course Prerequisites: None

1:30-2:45p

Tuesdays & Thursdays

Mission Statement

Saint Louis Christian College pursues excellence in the Word and develops servant-leaders for urban, suburban, rural, and global ministry.

Course Description

The course explores effective leadership and management in three areas: personal, personnel, and program. Emphasis is placed upon the practice of situational leadership with people and groups both within the church and para-church organizations. Diagnostic skills, problem solving skills, negotiation and decision-making skills and strategic planning skills help facilitate effective leadership and management.

Course Rationale

Much of the New Testament centers on what it means to be a leader for Jesus in His church. To be sure, the primary resources for effective leadership are the Holy Spirit and a servant's attitude, which Jesus demonstrated Himself. The bulk of Jesus' ministry, though, focused on developing the faith of The Twelve, who would then lead the church. The Apostle Paul even devoted three of his letters personally to church leaders (1 & 2 Timothy, Titus.) Leadership of the church today demands a plethora of skills, attitudes, and competencies. Whether serving in a small, large, urban, suburban, or rural context, effective church leaders need to engage in constant leadership development. While basic people skills never change, the skills needed to effectively lead and manage the church changes as society continually does. The class seeks to lay the foundation for a lifetime of personal and professional leadership development.

Course Objectives

1. To understand and articulate biblical perspectives on leadership (cognitive).
2. To form and integrate personal leadership values (affective).
3. To develop and demonstrate professional ministry skills (psychomotor).

Course Requirements

- **Definition of Leadership** - Write a 2 page essay that demonstrates your understanding of leadership issues from a biblical perspective. This assignment is worth 50 pts.

You may complete between 1 to 4 of the following statements for the paper.

1. The biblical definition of leadership is ...
2. The biblical qualifications for leaders are ...
3. The biblical expectations of leaders lifestyles are ...
4. The biblical responsibilities of leaders are ...
5. The most significant teaching of Jesus on leadership is ...
6. The most significant teaching of Paul on leadership is ...
7. The rewards of biblical leadership are ...
8. A person should be prohibited from leadership because ...

- **Executive Summary & Reflection** – Write a 3 page paper on *Leadership from the Inside Out*. I want to know how this book has impacted you! So please do not merely summarize the text. Instead, tell me how it has and will continue to make a difference in your life. All I want is 6 big take-aways (1 paragraph for each). This assignment is worth 50 pts.

- **10 on 10** – Produce a 10 slide presentation (PowerPoint or Keynote) that highlights 10 non-biblical leaders you have briefly researched. Each slide should be complete with a solid paragraph (in the notes) which describes both why this leader was chosen and what leadership qualities they possess. *As an alternative assignment, you may do a 5-10 minute video*. This assignment is worth 100 pts.

- **Program Proposal** - Produce a 12 slide presentation (PowerPoint or Keynote) for a proposed ministry program of your choice. The slides will correspond with the material presented in class regarding presentations. The presentation should have 1 slide for each of the 10 questions below, plus an introduction & conclusion slide. Topics are the choice of the student, but must be realistic feasible. Students are encouraged to choose a topic that can could be used in an actual ministry setting. This assignment is worth 100 pts.

Slide Descriptions:

1. Cover slide – Succinct statement of proposed program/change
2. Question #1 – What is the current situation?
3. Question #2 – What is the need for the program/change?
4. Question #3 – What are the options for the program/change?
5. Question #4 – What are the consequences for not implementing this?
6. Question #5 – What are the details of this proposal?
7. Question #6 – What are the potential benefits?
8. Question #7 – What are the potential drawbacks?
9. Question #8 – What is the process for implementing this?
10. Question #9 – What resources are involved (physical, financial, personnel)?
11. Question #10 – What are the criteria for evaluation success?
12. Conclusion

- **Personalized Leadership Development Plan** - The final assignment for the class will be a Personal Development Plan. Your final paper is designed to be a roadmap for your future personal leadership development. The paper should include the following lists. This paper can be single-spaced and use bulleted lists. This assignment is worth **100 pts**.
 - **5 non-negotiable beliefs** you have about leadership
 - **5 books** you need to read to grow as a leader
 - **5 conferences (and/or blogs you will follow)** you want to attend that would help you grow as a leader
 - **5 personal boundaries** that you will not cross in order to protect your reputation as a leader
 - **5 areas** you need to improve in to be a better leader
 - **5 strengths** you already possess for leadership
 - **5 specific** skills you need to develop to grow as a leader
 - **5 action steps** you will take as a result of this class
 - **5 habits** you need to develop to be a better leader
 - **5 Bible verses** you need to memorize that will develop you as a leader
- **10 Quizzes** - There will be 10 weekly quizzes (on Tuesdays) each worth 10 pts. Quizzes will only be over the assigned reading for the week (excluding *Leadership from the Inside Out*). Quizzes are worth a total of **100 pts**.

Notes on Assignments

- **Assignment Submissions:** All assignments must be submitted electronically via the appropriate dropbox on SoldiersNet. File formats that are acceptable are Microsoft Word (.doc or .docx).
- Assignments are due by the date & time specified. Once the assignment in the dropbox has closed, no assignments will be accepted without prior permission from the professor. In the event that you allowed to submit an assignment late, please email it to swomble@slcconline.edu.
- If you are eligible for assignment accommodations, please see the section on class policies.

Attendance

According to college guidelines, absentees that exceed 25% shall result in administrative withdrawal with a grade of "F" (see the college catalog). Students arriving in class more than 15 minutes late will be counted absent for that class period. You are not given points for attending class.

	Course Assessment	
Definition of Leadership	50 pts =	10%
Executive Summary & Reflection	50 pts =	10%
10 on 10	100 pts =	20%
Program Proposal	100 pts =	20%
Personal Development Plan	100 pts =	20%
10 quizzes	100 pts =	20%

The following reflects the school's grading scale.

Grade	%	GPA			
A+	97-100	4.0	A	93-96	4.0
B+	87-89	3.3	B	83-86	3.0
C+	77-79	2.3	C	73-76	2.0
D+	67-69	1.3	D	63-66	1.0
F	0-59	0.0			
			A-	90-92	3.7
			B-	80-82	2.7
			C-	70-72	1.7
			D-	60-62	0.7

MLA Compliance

All papers that do not reflect MLA 7th edition standards **WILL NOT BE ACCEPTED**. Anytime the front page of your paper does not comply, the paper will be returned to you for correction and resubmission.

Academic Dishonesty

Each student should read the section titled "Academic Dishonesty" in the college catalog on our web (found in the chapter titled "Academic Information"). This chapter covers cheating, fabrication, plagiarism, intentional deception, inadequate documentation and inappropriate paraphrase. *"The consequences of academic dishonesty may include actions such as, but not limited to, the instructor assigning a failing grade for the assignment or examination, or being dismissed from the course with a grade of F. Extreme cases may warrant, after appropriate action by the Academic Dean and the Discipline Committee, being dismissed from the institution."*

Course Schedule

			Assignments Due	Reading Due
Aug 21 (TH)	Introduction to Course			syllabus
Aug 26 (T)	Biblical Definition of Leadership	Quiz 1		M1, M2, F2
Aug 28 (TH)	Developing Spiritual Velocity (<i>Sanders</i>)			F21, F22
Sept 2 (T)	Developing Personal Integrity	Quiz 2	Definition of Leadership	M6, A1, A2
Sept 4 (TH)	Becoming a Servant Leader (<i>Balu</i>)			M18, F6
Sept 9 (T)	Developing Your Mind			M3, F15
Sept 11 (TH)	No Class – Infinite Influence			
Sept 16 (T)	Engaging Personal Evaluation	Quiz 3	Executive Summary & Reflection	F3, F4
Sept 18 (TH)	Spiritual Disciplines (<i>Loggins</i>)			
Sept 23 (T)	Creating Boundaries	Quiz 4		F9, F30
Sept 25 (TH)	Women in Leadership (<i>??</i>)			A3
Sept 30 (T)	No Class			
Oct 2 (TH)	No Class – Fall Break			
Oct 7 (T)	Leading in Ministry Transition	Quiz 5	10 on 10	M19, 21 - F1,23,24,25
Oct 9 (TH)	Casting Vision (<i>Kepley</i>)			M4, M13
Oct 14 (T)	Inspirational Leadership	Quiz 6		F7, F11
Oct 16 (TH)	Birthing a Vision (<i>Moebius</i>)			
Oct 21 (T)	Developing Effective Communication Leading Effective Meetings	Quiz 7		F26 - A4, 5, 11, 13
Oct 23 (TH)	Leading the Church Plant (<i>Adkisson</i>)			
Oct 28 (T)	Developing Effective Workflow Developing Productive Habits	Quiz 8		A8, M17, F29
Oct 30 (TH)	Developing Volunteers (<i>Iskarous</i>)			M9, F5, F18
Nov 4 (T)	Navigating Conflict	Quiz 9	Program Proposal	F13,14,28, - A7,10,14
Nov 6 (TH)	Leading from the 2 nd Chair (<i>Junkins</i>)			A15
Nov 11 (T)	Presenting Change	Quiz 10		M10, A16
Nov 13 (TH)	Navigating Organizational Change (<i>Sefton</i>)			M14, M16, F12
Nov 18 (T)	No Class			

Nov 20 (TH)	Managing Organizational Finances (Slavich)			F27
Nov 25 (T)	No Class – Thanksgiving Break			
Nov 27 (TH)	No Class – Thanksgiving Break			
Dec 2 (T)	Building Relationships Working with Above		Personal Development Plan	F8 M15 -F10,16,19 -A6,12
Dec 4 (TH)	Working with Beside Working with Below			M5, M11, F17 M7,12,20, F20, A9
Dec 9-11	Final Exams		n/a	

Fagerstrom referred to above as F#

Maxwell referred to above as M#

Articles referred to above as A#

Course Textbooks

- *The Ministry Staff Member* by Douglas L. Fagerstrom (Zondervan, 2006).
- *Leadership from the Inside Out* by Kevin Harney (Zondervan, 2007).
- *21 Irrefutable Laws of Leadership (10th Anniv. Ed)* by John C. Maxwell (Thomas Nelson, 2007).

Supplemental Articles (Located on SoldiersNet)

- A1 5 Characteristics of Weak Leaders
- A2 Lead by Example
- A3 The Message of Jesus
- A4 7 Rules for More Effective Meetings
- A5 7 Ways Pastors Fail @ Social Media
- A6 13 Non-Negotiables Between Lead and Staff Pastors
- A7 Before You Send That Angry E-mail
- A8 Getting Things Done Workflow
- A9 4 Ways Supervisors Frustrate Their Employees
- A10 Nehemiah's 5 Steps for Handling Conflict
- A11 10 Annoying Meeting Behaviors
- A12 Why Leaders Still Need Leaders
- A13 Why Most Meetings Still Suck
- A14 Why People Get So Mad at Pastors
- A15 Leading From the 2nd Chair
- A16 5 Rules for More Effective Presentations

Class Policies

Learning Disabilities

If you have a diagnosed learning disability, please see the Director of The Hundred to discuss strategies that would enhance your ability to learn. The professor cannot implement any special accommodations without authorization from The Hundred. If you are eligible for assignment accommodations, please submit assignments via email rather than the SoldiersNet class dropbox.

Walks

In the instance of institutional walks, the student has the responsibility of turning in all assignments on time. In regards to exams/quizzes, the student shall be proactive in speaking with the professor beforehand so that arrangements can be agreed upon.

Classroom Decorum

- **Cell Phones** – Please set your phone to silent or off during class. Students are expected to refrain from talking/texting during class.
- **Food or Drinks** – Please refrain from eating during class. Drinks are allowed as long as they have a lid.
- **Computers & Electronics** – Please use computers for note taking only.
- **Class Decorum** - The professor reserves the right to dismiss a student from a class session due to improper class decorum, which includes but not restricted to: lack of attentiveness, excessive and unnecessary talking about material not pertinent to the lecture, talking while another student or the professor has the floor, sleeping, persistent tardiness and a consistent lack of preparation for class lectures and accompanying discussions.

Incompletes

All incompletes must be approved by the professor. They will only be granted for extraordinary circumstances.

MLA

All papers are expected to reflect MLA 7th edition standards (e.g., Time New Roman font, size 12, double space, correct pagination, headings and margins). All papers that reflect one's own creativity will be returned.

Disclaimer

Please understand that the professor reserves the right to modify this course plan by changing topics, due dates or even an assignment as long as it does not add to the students' work load.

Professor Contact Information

Office Hours

No appointment is required. However, if I am occupied at the time of your visit, we may set an appointment.

Monday & Thursday 1:00 p.m. to 6:00 p.m.

Email

swomble@slcconline.edu

My email goes directly to my iPhone

Campus Phone

314-837-6777 dial 9 then ext. 1420

In the event that I communicate with individuals or the class as a whole, I will use SoldiersNet.