

St. Louis Christian College

PMN401N CHURCH LEADERSHIP & MANAGEMENT

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Cornerstone Christian Church

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MODULE DESCRIPTION

This course explores effective Christian leadership and management in three areas: Personal, Personnel, and Program. Emphasis is placed upon the practice of situational leadership with people and groups both in the church and in para-church organizations. Diagnostic skills, problem-solving skills, negotiation and decision-making skills, and strategic planning skills help facilitate effective leadership and management.

LEARNING OUTCOMES

Upon completion of this module, the student will be able to:

1. Understand the principles of effective personal leadership and management of both individuals and groups. To demonstrate this understanding, the student should be able to:
 - 1.1 Describe the principle-centered leadership theory and how it influences one's personal effectiveness in developing people and organizations.
 - 1.2 Explain the flexible leadership styles of situational leadership as they relate to leading people and groups.
 - 1.3 Identify the principles for selecting the most effective leadership style in working with various groups.
 - 1.4 Evaluate a group's ability and willingness to pursue a given task and be able to respond with the most suitable personal leadership style.
2. Understand the principles of effective personnel leadership and management of both individuals and groups. To demonstrate this understanding, the student should be able to:
 - 2.1 Demonstrate proper delegation of tasks and responsibilities and provide the proper supervisory skills for encouraging completion of those tasks and responsibilities.
 - 2.2 Differentiate the steps to effective problem-analysis and problem-solving.
 - 2.3 Lead a group with proper collaboration and consensus-building skills.
 - 2.4 Guide a group with effective decision-making skills.
3. Understand the principles of effective program leadership and management in groups and organizations. To demonstrate this understanding, the student should be able to:
 - 3.1 Develop a congregational mission statement and strategic plan for growth.
 - 3.2 Analyze a local church or para-church organization describing her external and internal environmental context.
 - 3.3 Create both long-range and short-term goals for institutional change.
 - 3.4 Design a strategy for successfully bringing about change within the church.

TEXTS & MATERIALS

Osborne, Larry. *Sticky Teams*. Grand Rapids, MI: Zondervan, 2010.

Lencioni, Patrick. *The Five Dysfunctions of a Team*. San Francisco, CA: Jossey-Bass, 2002.

Maxwell, John C. *Learning the 21 Irrefutable Laws of Leadership **Participants Guide***. Second Edition, Maximum Impact.

Ogden, Greg and Meyer, Daniel. *Leadership Essentials*. Downers Grove, IL: InterVarsity Press, 2007.

Shawchuck, Norman. *How to Be a More Effective Church Leader*. Irvine, CA: Spiritual Growth Resources, 1986.

COURSE OUTLINE

CHURCH LEADERSHIP & MANAGEMENT

UNIT ONE:

PERSONAL LEADERSHIP & MANAGEMENT

- A. PRINCIPLE-CENTERED LEADERSHIP WEEK #1
- B. SITUATIONAL LEADERSHIP WEEK #1
- C. LEADERSHIP STYLES & PRINCIPLES WEEK #2
- D. GROUP ASSESSMENT..... WEEK #2

UNIT TWO:

PERSONNEL LEADERSHIP & MANAGEMENT

- A. DELEGATION & SUPERVISION WEEK #2
- B. PROBLEM ANALYSIS SKILLS WEEK #3
- C. NEGOTIATION/COLLABORATION/BUILDING CONSENSUS WEEK #3
- D. DECISION-MAKING SKILLS WEEK #3

UNIT THREE:

PROGRAM LEADERSHIP & MANAGEMENT

- A. STRATEGIC PLANNING WEEK #4
- B. DIAGNOSTIC ANALYSIS..... WEEK #4
- C. GOAL SETTING WEEK #5
- D. CHANGE PROCESS WEEK #5

STUDENT EVALUATION

Students in this module will be evaluated by the same collegiate grading system as used in previous modules. Refer to the Student Handbook or the College catalog for specific details. The final grade will be based upon the following means of assessment:

WEEKLY READING & QUESTIONS	20%
REVIEWS OF OSBORNE	10%
PARTICIPATION IN CLASS DISCUSSIONS/ACTIVITIES	10%
REVIEW OF ASSIGNED CHAPTER FROM OGDEN/MEYER	10%
LENCIONI BOOK REVIEW.....	15%
TAKE HOME FINAL – CASE STUDY	35%

WEEKLY READING & WRITING ASSIGNMENTS: Refer to the Student Assignments page to identify weekly reading and writing assignments. Each week a worksheet indicating the percentage of the readings completed is to be turned in at the beginning of the class.

OSBORNE REVIEWS: Weeks one through three, write a two page review giving five truths which stand out and are worth sharing.

PARTICIPATION IN CLASS DISCUSSIONS/ACTIVITIES: The participation grade will be based upon the frequency of contributing to class discussions and the quality of comments made. At the conclusion of each class session, the professor will evaluate the participation based upon the following scale: a "3" for good participation and quality of comments; a "2" for good participation; and a "1" for participation. No participation yields a "0." This scale provides an objective means for determining this subjective grade.

OGDEN/MEYER REVIEW. Read the book and complete all chapter questions. On the first night of class, the chapters will be divided up and each student will be assigned a chapter to give an oral review/lead discussion for the class.

LENCIONI BOOK REVIEW. Read the book and type a three-page report on what you personally learned from the book about leadership. Make an application to what you are currently doing or intend to do in Christian Leadership.

TAKE HOME FINAL/CASE STUDY

DUE: ONE WEEK AFTER THE LAST CLASS OF THIS MODULE.

The take home final is to be submitted in word processing form. Please include a title page, properly formatted. This final provides the opportunity to integrate the course materials into real life situations. The summary should be five to seven pages in length.

To adequately fulfill this assignment, it is recommended that you:

- Select a group of four members of your congregation with whom to work (recommend a divergence of ages).
- Meet with this group at least two times, more if needed.
- Guide this group through the case study provided.
- Lead them to a consensus of how to respond to the situation and what steps should be taken to formulate a solution.

CASE STUDY

Len Franklin is 46 years old and has served single pastorate churches for most of his ministry. In his last church he was assisted by a full-time youth pastor and by a retired minister serving part-time in the area of visitation. Len has just been called to a church with an average Sunday morning worship attendance of 525. Len has inherited three full-time associates. Two of the associates are greatly appreciated by the congregation, but several parents of young people are disgruntled over the leadership of the youth pastor.

In the first three months Len assessed the staff situation in this way: (1) the discipleship pastor was both competent and motivated, but was strongly committed to a Sunday School format that had greatly declined and needed to be changed; (2) the worship pastor possessed strong people skills and was loved by the people, but was a poor manager and undisciplined in his work habits; (3) the student pastor was effectively reaching and drawing in unchurched teenagers, but many parents in the church felt their young people were being ignored.

The Grade for the Final will be based upon:

- a. Integration of material from course readings.....20 points
- b. Accurate description of the situation and needs20 points
- c. Identification of responses needed and steps to be taken20 points
- d. Evidence of group participation in this project.....20 points
- e. Quality of paper (neatness, spelling, grammar, flow).....20 points

<i>No late assignments will be accepted.</i>
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STUDENT ASSIGNMENTS

WEEK ONE

1. Read Osborne, Introduction & Chapters 1-8, and write two page review giving five truths which stand out and are worth sharing.
2. Read Ogden/Meyer, Chapters 1-3. Answer questions in book.

WEEK TWO

1. Read Osborne, Chapters 9-12, and write two page review giving five truths which stand out and are worth sharing.
2. Read Shawchuck, pages 1-50, and complete the worksheets, pp. 9-17; 49. Be prepared to discuss the results.
3. Read Ogden/Meyer, Chapters 4-6. Answer questions in book.

WEEK THREE

1. Read Osborne, Chapters 13-16, and write two page review giving five truths which stand out and are worth sharing.
2. Read Ogden/Meyer, Chapters 7-9. Answer questions in book.

WEEK FOUR

1. Read *The Five Dysfunctions of a Team* by Lencioni. Write a three page review.

WEEK FIVE

1. Read Ogden/Meyer, Chapters 10-12. Answer questions in book.

WEEK #1 WORKSHEET**WEEKLY READING & WRITING ASSIGNMENTS**

Name: _____

Week One Student Assignments:

1. Read Osborne, Introduction & Chapters 1-8, and write two page review giving five truths which stand out and are worth sharing.
2. Read Ogden/Meyer, Chapters 1-3. Answer questions in book.

Please indicate below the percentage of each assigned reading that was completed prior to Week One. Circle the approximate percentage or write in the space provided a more accurate percentage completed.

OSBORNE, INTRODUCTION, CHAPTERS 1-8:

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100% _____

Turned in two page review giving five truths which stand out. _____

OGDEN/MEYER, READ CHAPTERS 1-3:

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100% _____

OGDEN/MEYER, COMPLETED QUESTIONS/BIBLE STUDY CHAPTERS 1-3:

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100% _____

WEEK #2 WORKSHEET**WEEKLY READING & WRITING ASSIGNMENTS**

Name: _____

Week Two Student Assignments:

1. Read Osborne, Chapters 9-12, and write two page review giving five truths which stand out and are worth sharing.
2. Read Shawchuck, pages 1-50, and complete the worksheets, pp. 9-17; 49.
Be prepared to discuss the results.
3. Read Ogden/Meyer, Chapters 4-6. Answer questions in book.

Please indicate below the percentage of each assigned reading that was completed prior to Week Two. Circle the approximate percentage or write in the space provided a more accurate percentage completed.

OSBORNE, Chapters 9-12:

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100% _____

Turned in two page review giving five truths which stand out. _____

SHAWCHUCK, READ PAGES 1-50

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100% _____

COMPLETE WORKSHEETS, pp. 9-17; 49:

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100% _____

OGDEN/MEYER, READ Chapters 4-6:

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100% _____

OGDEN/MEYER, COMPLETED QUESTIONS/BIBLE STUDY CHAPTERS 4-6:

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100% _____

WEEK #3 WORKSHEET**WEEKLY READING & WRITING ASSIGNMENTS**

Name: _____

Week Three Student Assignments:

1. Read Osborne, Chapters 13-16, and write two page review giving five truths which stand out and are worth sharing.
2. Read Ogden/Meyer, Chapters 7-9. Answer questions in book.

Please indicate below the percentage of each assigned reading that was completed prior to Week Three. Circle the approximate percentage or write in the space provided a more accurate percentage completed.

OSBORNE, CHAPTERS 13-16:

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100% _____

Turned in two page review giving five truths which stand out. _____

OGDEN/MEYER, READ CHAPTERS 7-9:

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100% _____

OGDEN/MEYER, COMPLETED QUESTIONS/BIBLE STUDY CHAPTERS 7-9:

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100% _____

WEEK #4 WORKSHEET

WEEKLY READING & WRITING ASSIGNMENTS

Name: _____

Week Four Student Assignment:

Read Lencioni. Write 3 page review.

Please indicate below the percentage of each assigned reading that was completed prior to Week Four. Circle the approximate percentage or write in the space provided a more accurate percentage completed.

LENCIONI:

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100% _____

Book review completed and turned in. _____

WEEK #5 WORKSHEET**WEEKLY READING & WRITING ASSIGNMENTS**

Name: _____

Week Five Student Assignment:

Read Ogden/Meyer, Chapters 10-12. Answer questions in book.

Please indicate below the percentage of each assigned reading that was completed prior to Week Five. Circle the approximate percentage or write in the space provided a more accurate percentage completed.

OGDEN/MEYER, READ CHAPTERS 10-12:

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100% _____

OGDEN/MEYER, COMPLETED QUESTIONS/BIBLE STUDY CHAPTERS 10-12:

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100% _____