

**SDA Theological Seminary
Andrews University**

CHMN780 Leading and Managing the Church Organization

2007 International Leadership Cohort

(5 credits)

The 2007 Cohort

April 10-17, 2008

Program Director: Skip Bell, DMin, Professor of Church Leadership, Seventh-day Adventist Theological Seminary, <mailto:sjbell@andrews.edu>

Lead Professor: Stanley Patterson, Ph.D., Adjunct Professor, Seventh-day Adventist Theological Seminary, Georgia-Cumberland Conference Vice President for Pastoral Ministries and Evangelism, <mailto:patterson.stan@gmail.com>

Stan Patterson is the cohort coordinator and lead professor.

Guest faculty: David Penno, Ph.D. candidate AU Leadership program, Georgia-Cumberland Conference Evangelism Coordinator; Joseph Kidder, DMin, Professor of Church Ministry SDA Seminary; A. Allan Martin, Ph.D. Associate Professor of Discipleship and Family Ministry, Seventh-day Adventist Theological Seminary; Russell Burrill, D.Min, NADEI Director, retired; Additional presenters will be announced in future updates to this document

The teaching intensive for the last module is April 10-17, 2008 at Seminary Hall room __, Andrews University. A daily schedule is available at the program web site, www.doctorofministry.com.

Course Module Description

This course module investigates principles, challenges, and practices of Christian leadership, emphasizing the issues that make leadership in the context of the church, education, and non-profit service organizations unique. It includes theological reflection, literature review, theory, and practical application of learning in the context of professional ministry.

The course is prepared especially for leaders and managers of church, community, education, and non-profit organizations.

Each course participant will integrate essential leadership principles and administrative practices into their context of leadership and demonstrate competencies in a portfolio of experience. Participants will share accountability for their development in peer groups that meet outside of the two week intensive.

Participants take this course with a cohort as the part of a sequence of GSEM 706, GSEM 730, CHMN 747 (Oct 2-11, 2007), GSEM790 (Oct 14-18), CHMN 760 (March 10-18, 2008) and CHMN780 (April 10-17, 2007) to form a leadership concentration.

Course Module Content

The description of content for this module is not meant to represent the learning design or form a contract for the content.

Participants will receive an orientation to the leadership concentration, explore issues such as the nature and theory of leadership, a biblical model for servant leadership, learning styles, the process of leadership development, ethics in leadership, leadership and diversity, mentoring, and form a ministry development plan.

The competencies of the leadership concentration include a knowledge base, the six essentials listed below, and administrative skills. The knowledge base has the four following components:

1. A current understanding of leadership theory
2. A faithful theology of leadership
3. Systems thinking and organizational culture
4. Human development theory

In the process of the leadership concentration, participants will experience development in all of the following six leadership essentials. The process of understanding and demonstrating those essentials begins in the year of the first module and involves both activities within the intensive and in your learning context throughout the year. Development continues throughout the five years of the program. Those six essentials are:

1. A God-Given, Passion-stirring Shared Vision
2. Demonstrating Faith Based Hope
3. Exercising Solid Integrity
4. Courage to Challenge the Status Quo
5. Unswerving Commitment to Empowering People
6. Abundance Mentality

Participants in the leadership concentration also enhance administrative skills and demonstrate competency in chosen areas fitting their context. The third module in the concentration addresses selected administrative practices while expanding focus on other leadership development issues. The fourteen such administrative skills identified for the concentration are:

1. Fostering Participation
2. Facilitating Effective Planning
3. Emphasizing Quality
4. Managing Resources Responsibly
5. Communicating Effectively
6. Building Effective Teams
7. Affirming Others
8. Managing Change Well
9. Managing Conflict Effectively
10. Evaluating
11. Confronting
12. Following Through
13. Making Meetings Matter
14. Mentoring Others

The Cohort

The cohort group will share this course module, continuing together through GSEM730 Field Research for Ministry, and GSEM706 Spiritual and Theological Foundations for Ministry. Cohort members will meet in groups between intensives and pursue projects that advance their leadership competencies. On completion, the cohort members will have completed a leadership concentration in their DMin program.

See the Doctor of Ministry program planner for date and locations of future teaching intensives.

Course Requirements

I. PRE-INTENSIVE

a. ADMINISTRATIVE PRACTICES REPORT: (Assignment from CHMN760)

- Document your personal application of four administrative practices in the context of your previous ministry setting.
- Share reflections of what you have learned about exercising this administrative practice in your leadership studies.
- Project how your practice of the administrative skill will be different in the future as a result of your learning.
- Provide separate three page summary journals plus attachments of your personal and specific application of a minimum of four of the 14 administrative practices listed above. Due April 10.

b. READING

A reading report and journal is due the first day of the teaching intensive for the four required pre-session titles. The journal is an informal reflection of your thoughts on each chapter as you read the book. Reflection in this context suggests a cognitive and imaginative process. Examine what you read in the article/chapter and “bounce it off” what you have experienced or imagined. Consider the text in the light of your values, experiences, ideas, and hopes. The result is your “reflection” on the text. Give deliberate and intentional attention to how the text relates to your life, and relate it with written clarity. Journals are usually four to six pages, need not follow any particular style other than chapter separators, and will not be graded for grammar, writing quality, etc. The reading report is a simple statement that you have read the required books.

- #### a.
- Quinn, R. E. (1996). Deep change: Discovering the leader within. San Francisco: Jossey-Bass. ISBN: 0-7879-0244-6 (229 pages)

- b. Peterson, Eugene H. (1993). *The contemplative pastor: Returning to the art of spiritual direction*. Grand Rapids: Wm. B. Eerdmans. ISBN: 0-8028-0114-5 (171 pages)
- c. Berkley, James D. (1997). *Leadership Handbook of Preaching and Worship*. Grand Rapids: Baker Books. ISBN: 0-8010-9041-5 (528 pages)
- d. Sire, J. W. (1997). *The universe next door: A basic world view catalog* (3rd ed.). Downers Grove, IL: Intervarsity Press. ISBN: 0-8308-1899-5 (252 pages)

Books may be purchased in any manner convenient to the participant. They are available through the Andrews University Bookstore (800-385-2001). Some used books are available at the Amazon online book store.

II. THE INTENSIVE

- A. Submit all CHMN780 assignments at the beginning of the session on April 10.
- B. Punctual attendance is required for all classes. A maximum of 10% absence of total activities is allowed.
- C. Participation in class discussion, group activities, journaling, and compilation of notes is expected.

III. POST-INTENSIVE

- A. READ AND JOURNAL: Journal and report the following three books in the same manner as for the pre-intensive books. Due July 1, 2008
 - a. Duarte, D. L., & Snyder, N. T. (2001). *Mastering virtual teams: Strategies, tools, and techniques that succeed* (Second ed.). San Francisco: Jossey-Bass. ISBN: 978-0787-9828-0-5 (213 pages)
 - b. Tropman, J. E. (1996). *Making meetings work: Achieving high quality group decisions*. Thousand Oaks, CA: Sage. ISBN: 0-8039-7356-4 (199 pages)
 - c. Wren, T.J. (1995). *The Leader's Companion: Insights on leadership through the ages*. New York: Free Press. 0-02-874091-2. (508 pages)
- B. MINISTRY DEVELOPMENT PLAN (MDP): Submit a final draft of the ministry development plan. July 1, 2008
- C. PROJECT CHAPTERS

Write Chapters 3 and 4 of your project thesis. This is in addition to the work done in the prior two modules of the program that contribute to the written thesis. Due July 1, 2008 (APA Format required).

- i. *The Andrews University Standards for Written Work, 9th Edition* (or most recent edition) will provide the standards for all written work.

- D. PEER WORK GROUPS: Students will participate in a minimum of two work group sessions for peer support, reflection, and sharing of experience.
- a. A journal and attendance record of the group meetings will be required from a secretary for each group by July 1, 2008.
 - b. The first group meeting must occur on or before May 1, 2008, and review all project thesis progress of group participants.
 - c. The second group meeting must occur on or before June 15, 2008, and review the Project Chapters paper.
 - d. Since this is an on-campus cohort groups should meet face-to-face.
- E. PORTFOLIO: Continue compiling your portfolio for submission at the time you defend your project.

IV. GRADING

Project Chapters Assignment	200
MDP final draft	30
Reading Journals and Reports: 20 points each x 7 books	140
Small Group Meetings (30x2)	60
Journal During Intensive points	40
Total points	470

<u>A</u> :96 - 100%	<u>B+</u> :90 - 92%	<u>B-</u> :82 - 84%	<u>C</u> :75 - 78%
<u>A-</u> :93 - 95%	<u>B</u> :85 - 89%	<u>C+</u> :79 - 81%	<u>C-</u> :72 - 74%

Reading reports and reading journals for pre-intensive books are due the first session of the teaching intensive, April 10, 2008. If submitted late, the work will be discounted 10%. The remainder of the assignments is due July 1, 2008.

V. COURSE TIME PARAMETERS AND CALCULATIONS

The Doctor of Ministry program requires 60 hours of study for each semester credit. This course is five hours, so the entire course module is to require 300 hours.

The time is calculated as follows:

Ministry Development Plan	5 hours
Reading and Journaling (approximately 2,400 pages)	140 hours
Intensive	52 hours
Project Chapters Assignment	80 hours
Peer Work Group Attendance and Journaling	18 hours
Portfolio Organization	5 hours
Total	300 hours

VI. SPECIAL NEEDS

Accommodations are made for disabilities. Students with diagnosed disabilities should request accommodation. If you qualify for accommodation under the American Disabilities Act, please contact the instructor as soon as possible for referral and assistance in arranging such accommodations.

VII. CHANGES TO COURSE REQUIREMENTS

Details of this course requirement document may be changed by the lead professor or program director at any time.

March, 2008