



# CALVARY UNIVERSITY

## Syllabus

15800 Calvary Rd.  
Kansas City, MO 64147

Course: MS322-D & DN (Blended) Administrative Process

Credit: 3 hours

Semester: Spring 2022, Cycle 5, Mar 14 – May 6

Time: 8:00am-11:00am. Wednesday, E.ED Room 105

Instructor: Dr. Tom Bonine, telephone 816-331-8607, email [tombonine@juno.com](mailto:tombonine@juno.com)

### DESCRIPTION

A course designed to train the student in the application of group dynamics and leadership training used in enlisting, training, and supervising staff and volunteers in local church ministries. Included are studies in organization, human relations, management, and counseling.

*\*This is a blended class, meaning that both campus and online students take this class together. Campus students attend the classes in person, online students attend the classes via the online classroom. All interaction and assignments for campus and online students are done in the online classroom.*

### OBJECTIVES

A. General competencies to be achieved. The student will:

1. Acquire an understanding of the biblical basis for leadership and administration. (PLO 1,2) (Assignments A & B)
2. Develop a greater understanding of leadership roles and responsibilities. (PLO 2,3,4) (Assignments A & C)
3. Begin to develop a personal philosophy of leadership and administration. (PLO 2,4) (Assignments A, B, C, D)

*Our Mission: "prepare Christians to live and serve in the church and in the world according to the Biblical worldview"*

B. Specific competencies to be achieved. The student will:

1. Prepare a detailed job description for his or her role in a class organization. (PLO 2, 5) (Assignment D1)
2. Gain experience in solving organizational problems by applying principles of organization and administration. (PLO 3, 4, 5) (Assignment D)
3. Acquire a knowledge of the qualifications and qualities of an effective leader. (PLO 1, 2, 3, 4, 5) (Assignments A & C)

REQUIREMENTS (Late assignments are penalized one letter grade.)

A. Reading/Reporting (35%)

Read 1200 pages of “Administrative Process” material (the textbooks may be used for this reading). Take notes from your reading and record your sources in your reading reports. Turn in a typed single spaced one-page reading report each week of class (150 pages of reading for each report). In your report, tell what books were read, tell how many pages were read from each source, and list some principles and ideas which may be helpful in your future life and ministry. These reading reports should be done in conjunction with the class schedule topics and in areas of special interest to you. One report is due each week of the cycle.

B. A Christian Philosophy of Leadership and Administration (10%)

A typewritten paper containing at least 6 pages, with 5 sources, addressing various aspects of leadership and administration from a biblical and practical perspective. **Due April 6**

C. Interviews (10%)

Interview four Christian leaders. Ask them to identify three administrative process problems that leaders frequently encounter. Ask them for advice regarding what you can do to prepare yourself to be an effective Christian leader. The results of these interviews must be reported, summarized, and interpreted in a typewritten report. Include a paragraph telling what you learned from doing these four interviews? **Due April 20**

D. Type a one-page detailed job description for the leadership position that you wish

to assume within our in-class organization. (5%) **Due March 23**

E. Administrative Process Class Project (25%)

Each student will participate in the administrative processes of an organization that will be formed during the class sessions. At the end of the course, submit a typewritten report discussing your involvement in the following seven activities:

**Due May 4**

1. Writing a detailed job description for your leadership position in the class organization.
2. Developing group plans within the class organization.
3. Planning and conducting an organizational meeting.
4. Initiating group action.
5. Identifying areas that needed adjustments and telling what corrective actions were taken.
6. Your involvement in other student's projects.
7. A completed "Role Identification Form" (Rush, pg. 62).

F. Final Exam (15%). **Due May 4**

**METHODS**

Lecture, question and answer, discussion, role play, group work, research, and reports are utilized in this course.

Grading:

Reading/Reporting	35%
Assignments B, C, D, E	50%
Final Exam	15%

**ATTENDANCE REQUIREMENTS**

Attending this course during the class sessions (8-11am CT) is required. Online students will attend class sessions through livestream and "chat" in Canvas. Class videos will be uploaded to "canvas" and can be found under the heading "pages". If you miss a class session, your course grade will be lowered one letter grade for each class session missed.

**MATERIALS**

Required Textbooks

Strategy for Leadership, Dayton & Engstrom, Fleming H. Revell, ISBN 080071590X. Cost \$50

Management: A Biblical Approach, Myron Rush, David C. Cook, ISBN 0781437458. Cost \$61

Feeding and Leading, Kenneth O. Gangel, Baker Books, ISBN 0801063310. Cost \$28

Esv Global Study Bible, Ajith Fernando, Editor. Crossway Bibles, 2012, Kindle Edition, ASIN B009NL7244. Cost \$1

The Bible is a required textbook in every course at Calvary University. To facilitate academic level study, students are required to use for assignments and research an English translation or version of the Bible based on formal equivalence (meaning that the translation is generally word-for-word from the original languages), including any of the following translations: New American Standard (NASB), English Standard Version (ESV), New King James (NKJV), or King James (KJV). Other translations and versions based on dynamic equivalence (paraphrase and thought-for-thought translations like NLT and NIV) may be used as supplemental sources. Please ask the professor if you have questions about a particular translation or version.

#### Reserved Books in the Library

C. H. Spurgeon on Spiritual Leadership, Steve Miller

Courageous Leadership, Bill Hybels

Elders and Leaders: God's Plan for Leading the Church, Gene Getz

Leadership 101, John C. Maxwell

Leadership That Works, Leath Anderson

The Servant Leader, Ken Blanchard and Phil Hodges

Spiritual Leadership; J. Oswald Sanders

## TENTATIVE CLASS SCHEDULE

<u>Week</u>	<u>Topic</u>	<u>Reading Resources</u>
1	Principles of Administration	Dayton 1-4; Gangel 1; Rush 1-2
2	Qualities of Leadership	Gangel 2-3, Rush 4 & 14; Sanders 3-12
3	Goals, Priorities, and Plans	Dayton 5-9; Gangel 5-7; Rush 6; Engstrom 5-6
4	Getting Organized	Dayton 10-13; Gangel 4 & 18; Rush 10; Engstrom 25-28
4	Decision Making and Delegation	Gangel 10-11; Rush 7-9; Sanders 13-16; Engstrom 17-18
5	Supervision	Dayton 14-15; Gangel 19; Rush 10; Engstrom 4
5	Effective Communication	Gangel 14; Rush 8; Engstrom 13
6	Motivation	Gangel 10; Rush 11-12; Engstrom 15
6	Overcoming Resistance to Change	Gangel 9; Rush 13; Engstrom 16
7	Human Relations	Gangel 13-15; Rush 5; Engstrom 14 & 19
8	Leadership Training	Gangel 8, 16, 17, 20; Rush 15; Sanders 17-18

Plagiarism: Plagiarism is defined as copying any part of a book or paper without identifying the author. This also includes taking another person's ideas and presenting them as your own. If you use or copy from a published work without giving the author credit, plagiarism has occurred.

Students with disabilities have the responsibility of informing the Accommodations Support Coordinator ([aso@calvary.edu](mailto:aso@calvary.edu)) of any disabling condition that may require support.

All class papers must follow the Turabian style according to A Manual for Writers of Research Papers, Theses, and Dissertations, 8<sup>th</sup> edition and the Calvary Style Guide, 2019 update.

The Clark Academic Center ([learning@calvary.edu](mailto:learning@calvary.edu)), located in the library building, is dedicated to providing free academic assistance for all students. Student tutors aid with all facets of the writing process, tutor in various subject areas, prepare students for exams, and facilitate tests. Please take advantage of this service.