Point University Mission Statement

POINT UNIVERSITY MISSION STATEMENT

The mission of Point University is to educate students for Christ-centered service and leadership throughout the world.

Course Description

COURSE DESCRIPTION

The Administration and Leadership in Ministry course provides a focus on two on-going needs in churches and other non-profit entities: Administration and Leadership. Emphasis will be placed on self-leadership, team leadership, and organizational leadership. As study of organization leadership develops, attentions will turn to basic administrative and management skills needed to advance in churches and non-profits. An emphasis will also be placed on volunteerism. Students will be exposed to leading thinkers, writers and practitioners in the fields of leaders and administration.

Online Learning

ONLINE LEARNING

Point University’s College of Graduate & Professional Studies (CGPS) specializes in “distance education” for working adults and others who need a flexible learning schedule. It offers university courses and degree programs in both fully-online and hybrid formats (partly online and partly face-to-face).

CGPS delivers coursework via Sakai, a leading online Learning Management System (LMS) and Collaborative Learning Environment designed specifically for higher education. Each course has its own website through which students interact with their professor and classmates, access course materials, explore digital library resources, engage in a variety of learning activities, submit assignments, and receive grades. The latest technology enables participants to do virtually everything online that they could do in an on-ground classroom setting.

A hybrid course typically includes one face-to-face session per week using video conference technology along with online follow-up activities. Fully-online courses are primarily designed for “asynchronous” learning, which enables students to log-in and complete their studies at whatever time of the day or night they wish. Occasionally, online courses include “synchronous” sessions where students may interact with one another in real time.

Each “course week” begins on a Monday and ends on Sunday. Students should log in several times throughout the week to participate in online discussions and other activities. CGPS recommends that students complete the
various readings and assignments in the order in which they are presented, but the format does allow some flexibility for students to modify their approach or even to work ahead.

Active participation in every assignment and every online discussion is expected. Students should be careful of any assignments that have specific “opening” or “closing” times, and they should regularly consult the Course Schedule to ensure they complete all work in a timely manner.

Students access all course materials via Point University’s Sakai site, which includes minimum system requirements and orientation tutorials designed to equip class members for online study.

Disability Services

Disability Services

Point University offers disability services in compliance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. The Director of Disability Services determines reasonable accommodations for students with documented disabilities. She then communicates the approved accommodation to the student and the student’s instructors. The Educational Resource Center provides appropriate assistance with accommodations. For more information, see the Point University website (https://point.edu/disability) or contact Ms. Jessica Mazaheri, the Director of Disability Services, by telephone (1-706-385-1480) or email (Jessica.Mazaheri@point.edu). The website includes the application process for disability services, frequently asked questions, and the grievance policy and procedure.

Faculty Information

FACULTY INFORMATION

- Official course clock (EST, CDT, etc.) http://www.time.gov/

The preferred method of contact for this course is email. Please allow 24 hours for responses to email and phone messages. Keep in mind that the online discussion forums are reserved for shared classroom posts and you should email the instructor directly if there is a question, concern, or emergency.

Required Texts & Resources

REQUIRED TEXTS & RESOURCES

McIntouch, Gary L and Arn, Charles. What Every Pastor Should Know: 101 Indispensable Rules of Thumb for Leading Your Church


**NOTE:** The Point University Bookstore may offer this textbook (s) in other formats. Information can be found at [www.pointuniversityshop.com](http://www.pointuniversityshop.com).

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**Course Technology**

**COURSE TECHNOLOGY**

Sakai is the current learning management system of Point University. For the best user results, we recommend checking your computer for the following checklist prior to logging into your course.

**System Requirements**

- Windows PC or Mac with audio and video capabilities (sound card with speakers or headphones/ear buds). Typically found in most computers by clicking on the Start icon, then Control Panel, and/or Sound.
- High speed internet access. Typically found in most computers by clicking on the Start icon, then Control Panel, and Network or Internet.
- Access to a printer or scanner (depending on the course activities)

**Technical Assistance**

Keep in mind that Sakai technical assistance options are available by selecting the “Sakai Help” button located on the homepage of your course.

**Course Learning Goals & Objectives**

**COURSE LEARNING GOALS & OBJECTIVES**

**TIME REQUIREMENTS & COMMITMENTS**

This course is 3 credit hours. Regarding time on task, students can expect to spend approximately 16 hours per week for an undergraduate course.

**Goal 1:** The student will examine his/her own leadership capacity and be introduced to ways of developing one’s own leadership skills.

<table>
<thead>
<tr>
<th>Objective 1.1: Students will identify their leadership strengths and weaknesses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1, 1.2, 2.1, 2.2, 2.3, 2.6</td>
</tr>
</tbody>
</table>
### Objective 1.2: Students will reflect on the early church leadership.

#### Goal 2: Students will identify ways to lead others effectively.

- **Objective 2.1:** Students will explore examples of positive and negative teams.
- **Objective 2.2:** Students will survey what a “leading organization” looks like.

#### Goal 3: The student will become familiar with the systems and elements common to church administration.

- **Objective 3.1:** Students will introduce themselves to an Executive Pastor of a local church and interview that person.
- **Objective 3.2:** Students will build a church budget based on an income of $250,000.

#### Goal 4: The student will learn how to recruit, develop, and position volunteers.

- **Objective 4.1:** The student will be introduced to successful models of volunteer recruiting and training.
- **Objective 4.2:** The student will also be introduced to the role volunteers play in “caring” for church members.

## Course Schedule

### COURSE SCHEDULE

CGPS courses begin on a Monday. Accordingly, a CGPS course week extends from Monday through Sunday. Unless stated otherwise, graded assignments are due on the last day of the course week (Sunday).

[http://point.edu/course-schedules/](http://point.edu/course-schedules/)

<table>
<thead>
<tr>
<th>Week</th>
<th>Learning Activities</th>
<th>Graded Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Unit 1: The First Person You Must Lead and Administrate: Yourself</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discussion Forum #1</td>
<td>Due Week 1, Day 5</td>
</tr>
<tr>
<td>Week 2</td>
<td>Unit 2: Team Leadership</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discussion Forum #1</td>
<td>Due Week 2, Day 5</td>
</tr>
<tr>
<td></td>
<td>Discussion Forum #2</td>
<td>Due Week 2, Day 5</td>
</tr>
<tr>
<td></td>
<td>Reflection Paper 1</td>
<td>Due Week 2, Day 7</td>
</tr>
<tr>
<td>Week 3</td>
<td>Unit 3: Organizational Leadership</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discussion Forum #1</td>
<td>Due Week 3, Day 5</td>
</tr>
<tr>
<td></td>
<td>Discussion Forum #2</td>
<td>Due Week 3, Day 5</td>
</tr>
</tbody>
</table>
## Grading Policies

### GRADING POLICIES

#### Course Evaluation Plan

An assessment instrument (checklist, rubric, quiz, etc.) will accompany each major graded assignment. See the instructions for specific assignment criteria and accompanying grading instruments.

#### Points Distribution

Graded assignments will be distributed as follows:

<table>
<thead>
<tr>
<th>Graded Assignments</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Forums (11)</td>
<td>385</td>
</tr>
<tr>
<td>Reflection Papers (4)</td>
<td>400</td>
</tr>
<tr>
<td>Cost Estimate Case Study</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Points:</strong></td>
<td><strong>885</strong></td>
</tr>
</tbody>
</table>

#### Final Grades

The following scale will be used when calculating final grades:
<table>
<thead>
<tr>
<th>A</th>
<th>90-100%</th>
<th>D</th>
<th>60-69%</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>80-89%</td>
<td>F</td>
<td>0-59%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Final grades will be posted according to the Academic Calendar. [http://point.edu/academic-calendar/](http://point.edu/academic-calendar/)
Please consult with your program of study or advisor ([http://point.edu/academic-advising/](http://point.edu/academic-advising/)) if you are required to maintain a specific GPA to successfully complete this course.

**Checking Grades**
Be sure to check your grades often via the Sakai online Gradebook.
For academic policies governing attendance, late assignments and student support, please refer to the Academic Catalog directly ([https://point.edu/catalogs/](https://point.edu/catalogs/))

**Course Expectations**

**EXPECTATIONS**

**Etiquette & Netiquette**

Students are expected to be respectful and well-mannered towards the instructor and their peers, whether in the physical classroom or the online course site. For guidance on meeting this expectation, particularly in the online environment, please review these resources:

- Netiquette
- What every online student needs to know
- Netiquette guide for online courses
- Discussion board netiquette

This course is designed to be a collaborative learning course. Therefore, each student is expected to be actively engaged in the discussion forums for the course. Remember, these discussion forums are meant to be more than an academic exercise. They are meant to be ongoing discussions about the topics.

**Late Work Policy:**

All assignments are due on the day indicated in the course schedule. An academic week for online courses are from Monday through Sunday. Thus, Monday is "Day 1" and Sunday is "Day 7."

Each day that an assignment is submitted late, 10% of the grade will be reduced. NO ASSIGNMENT WILL BE ACCEPTED FOR CREDIT AFTER FOUR DAYS LATE.

**Attendance Policy:**

Each student is expected to be actively engaged in the course. If a student does not submit any work during an academic week, that student will be considered absent. If a student is absent from the course for 25% of the course
or more, the student will be automatically withdrawn from the course with a grade of "withdrawn passing" or "withdrawn failing."

Turnitin Requirement

It is especially important that students write their papers with the utmost integrity. Point University and the Access program have high expectations regarding academic dishonesty and plagiarism. It is vital that students demonstrate that they are citing sources correctly and that they are avoiding the different types of plagiarism.

Therefore, CGPS classes will rely on Turnitin to check for originality and plagiarism of written papers. Turnitin will check student papers for originality and will highlight places where text is identical to other sources. The instructor can then determine whether the highlighted text has been used and cited properly.

Papers will be submitted using the regular assignment submission process. If Turnitin is turned on you will be able to see a percentage indicating similarity to other sources after Turnitin has processed the paper.

POLICIES

For academic policies governing attendance, late assignments and student support, please refer to the Academic Catalog directly (https://point.edu/catalogs/).

Suggested Resources for Further Study

SUGGESTED RESOURCES FOR FURTHER STUDY


Copyright Statement

Copyright and Further Dissemination

All content within this course is intended for transformative, educational, and informational purposes under (Fair Use). These materials are not to be distributed or disseminated outside of this course for public use or profit-making ventures due to outside copyright laws. These materials are intended solely for education, personal training, and/or career building. All other uses are strictly prohibited.