

PED402: EDUCATION MINISTRY ADMINISTRATION

**St. Louis Christian College
Colleen Jumper, Instructor
3 Credit Hours**

Spring Semester, 2012

6:15 pm-9 pm

Course Prerequisites:

Thursdays

PMN101, PED202

MISSION STATEMENT

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

COURSE DESCRIPTION

- Making disciples is the essence of the Great Commission (Matthew 28:18-20). We are commanded and expected to be making disciples. However, discipleship does not happen accidentally or unintentionally. The purpose of this class is to introduce the students to the theological, philosophical and practical foundations required to develop, organize, administrate, and evaluate and effective discipleship and education ministry.

COURSE OBJECTIVES

1. Discuss the biblical and theological rational for education ministry.
2. Understand the philosophical foundation for education ministry.
3. Survey the organizational structures for various age specific ministries
4. Practice planning and presenting ministry and program proposals.
5. Develop an understanding of methods of ministry and program evaluation.

COURSE REQUIREMENTS

Attendance—Class attendance is essential to understanding and learning. Therefore, class attendance is required and can have a positive or negative effect on the final grade (see chart following). A sign-in sheet will be distributed at the beginning of each class. It is the responsibility of the student to ensure that they have signed in. Tardiness will be accumulated and considered as absence: for example, 15 minutes late = 15 minutes absence. Leaving class early also counts towards missed class time. The accumulated time could lead to academic withdrawal. Refer to the college catalogue for institutional policies on excessive absences and walks. While walks do not count negatively against the attendance factor, they do count toward total absences.

Number of Absences		Effect on Final Grade
0 unexcused absences	AND no tardiness	+2 points added
0 unexcused absences	BUT tardy no more than twice (less than 15 minutes each time)	+ 1 point added
1 unexcused absence	OR up to 2.5 hours class time missed	No change
2 unexcused absences	OR up to 5 hours class time missed	-1 point per hour absence
3 unexcused absences	OR up to 6.75 hours missed class time	Academic withdrawal

Weekly Readings—Most class periods will require reading as the foundation for the discussion. The daily readings are listed in the course schedule.

- Students will give an account of the number of pages completed prior to class via email. All daily readings will be averaged together and count for 5% of the final grade.
- Additionally, a brief report on the reading content (no more than one page, single space), known as “3-2-1”, will be submitted. This should include 3 things learned from the reading, 2 questions raised, and 1 idea or concept that can be immediately applied to their ministry context or chosen ministry. The reading reflections will count for 10% of the final grade.

Both of these are to be submitted via email no later than 9am on Thursday prior to class. See course policies for late work.



Ministry Development Assignments—The following five assignments will parallel the five step process for building a discipleship/education ministry in class. Each assignment is a practical application of a principle of the process. Each student will choose a particular type of ministry (whether one they serve in or one they “practice” on) and complete each assignment as it applies to their chosen ministry. Each of these five assignments will count as 15% of the final grade.

- **Theology of Discipleship/Education Paper**—a 5-7 page paper that spells out the students understanding of discipleship/education from a biblical perspective. The paper should include 8-10 specific points / statements / propositions with a paragraph of elaboration that are based exclusively from the Bible (no other references allowed). Must adhere to SLCC form & style and be submitted via hard copy at the beginning of class. **DUE DATE: Jan. 19**
- **Philosophy of Ministry Publicity / Information Piece**—A brochure that displays the philosophy of ministry for your chosen ministry. The ministry philosophy should be visually displayed and answer questions that someone new to the ministry might ask. The brochure should be no more than one page (front & back). **DUE DATE: Jan. 26**
- **Yearly Ministry Calendar / Objectives**—An “internal” type document (i.e. not a publicity piece) that spells out the ministry objectives for the “ministry year” and a yearly calendar. Objectives and calendar items should include, but not be limited to, the following: programs, events, publicity, volunteer development & training, etc. **DUE DATE: Mar. 1**
- **Program Presentation**—Each student will write a program proposal for a “new ministry program.” The proposal should be 7-10 pages and address the purpose, mission, strategy, personnel, and cost analysis among other issues. More details will be given in class. Each student will make a presentation to the class and guests (the guests will also offer a critique of the presentation). **DUE DATE: Assigned in Class.**
- **Ministry Evaluation Plan**—a 2-3 page plan for evaluation of the student’s “chosen” ministry. The plan should include specific measures that demonstrate effectiveness against stated goals and objectives. **Due DATE: Mar. 29**



COURSE TEXTBOOKS

- Christian Education Handbook by Bruce Powers (Broadman & Holman, 1996)
- Color Outside the Lines by Howard G. Hendricks (W Publishing Group, 1998)
- Additional articles and / or handouts may be utilized.

COURSE EVALUATION

Assignment	Weight of Total	Points possible
Daily Reading	5%	5
Reading Reflection	10%	10
Theology of Discipleship Paper	15%	15
Philosophy of ministry Brochure	15%	15
Yearly Ministry Calendar	15%	15
Program Presentation	25%	25
Presentation to class	10%	10
Ministry Evaluation Plan	15%	15
Attendance	+ / - amount earned	

CLASS POLICIES

Late Work

- **Daily Readings and reports** are due by 9 am on the date of class. The student must email the instructor with a report of the completed reading and a “3-2-1” paper. If an assignment is not completed by 9 am, it is considered late and 10 points will be deducted from the graded score. If not turned in by the beginning of class later that day, an additional 10 points will be deducted. For each successive class that an assignment is not turned in (at the beginning of class), 10 more points will be deducted. If an assignment is not turned in complete by the beginning of the third class period after it is originally due, it will receive a grade of “0.”
- **Ministry Development Assignments** are due at the beginning of class on the due date. Late work is not accepted unless prior permission from the instructor has been granted.



Learning Disabilities

If you have a diagnosed learning disability, please see the Director of The Hundred (Center for student Success) to discuss strategies that would enhance your ability to learn. The instructor cannot implement any special accommodations without authorization from The Hundred.

Walks

In the instance of institutional walks, the student has the responsibility to arrange for early make-up of the assignments. If a worksheet is due while on a walk, it is the responsibility of the student to arrange for it to be turned in at the beginning of class.

CLASSROOM DECORUM

Since St. Louis Christian College is a Christian based institution, it is assumed and expected that each student will behave according to Christian principles. This includes treating each person with dignity and respect. Other classroom issues include...

- **Plagiarism**—each student is expected to do their own work. Evidence of plagiarism will result in a “0” for the assignment and a “0” for any student allowing their work to be used.
- **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. Violation of this policy may result in prohibition of computer use by individual.

The Two Most Important Things to Know!

The instructor reserves the right to modify this course plan by changing topics, due dates, policies, grading procedures, or assignments as long as it does not add to the student’s work load.

It is the sole responsibility of the student to ensure assignments and tests are completed and turned in on time. It is also the responsibility of the student to acquire class material in the event of absences.

ADDITIONAL COURSE INFORMATION

Feel free to contact me for help, assistance, or questions. I am here to help you as much as possible. If you call my office, please leave a message if I am not available. When sending email, please send it to both places to make sure I get it. I am available to schedule consultations after class periods.

School		c.jumper.slcc@gmail.com
Home	(618) 972-0817 cell	
Work	(618) 377-9259	c.jumper.bfcc@gmail.com

COURSE SCHEDULE

CLASS	DATE	CLASS TOPIC	ASSIGNMENT DUE
1	Jan. 12	Class Introduction Ministry Development Process Theology of Discipleship / Education Understanding Ministry Philosophy	<input type="checkbox"/> Powers: preface and Ch. 1, 2, 11, 12
2	Jan. 19	Discipleship Philosophy Volunteer Philosophy	<input type="checkbox"/> Theology of Discipleship Paper Due <input type="checkbox"/> Powers Ch. 6, 14-15
3	Jan. 26	Developing Objectives & Planning Organizing Your Ministry Budgeting for Ministry Leading Effective Meetings	<input type="checkbox"/> Powers Ch. 7-8, 5, 10 <input type="checkbox"/> Philosophy of Ministry Brochure Due
4	Feb. 2	Developing Pre-school Ministry Developing Elementary Ministry	<input type="checkbox"/> Powers Ch. 9 <input type="checkbox"/> Hendricks Forward, Preface, Ch. 1-6



PED402 Education Ministry Administration

Spring 2012 Class Syllabus

5	Feb. 9	Developing Family Ministry Developing Student Ministry	<input type="checkbox"/> Hendricks Ch.7-12
6	Feb. 16	Developing Adult Ministry Developing Senior's Ministry	<input type="checkbox"/> Hendricks Ch. 13-17
7	Feb. 23	Developing Men's Ministry Developing Women's Ministry	<input type="checkbox"/> Hendricks Ch. 18-22
8	Mar. 1	Understanding the Change Process Proposing & Presenting Change	<input type="checkbox"/> Yearly Ministry Calendar Due
9	Mar. 8	Program Presentations	<input type="checkbox"/> Program Presentations Due
10	Mar. 15	Program Presentations	<input type="checkbox"/> Program Presentations Due
	Mar. 22	NO CLASS – LAB WEEK	
11	Mar. 29	Qualitative & Quantitative Evaluation Developing & Utilizing Surveys	<input type="checkbox"/> Powers Ch. 3-4, 11, 13 <input type="checkbox"/> Ministry Evaluation Plan Due

