

**American Baptist Churches of New York State  
Lay Study Program**

**CHURCH ADMINISTRATION**

**A Brief Course Description**

This course is designed as an introduction to the basic functions of Christian leadership and oversight of the organizational aspects of an American Baptist church. The course will be divided into two main sections: 1) An overview of leadership development in an American Baptist context, 2) The everyday “nuts and bolts” of leading a church in which a variety of tasks of administration will be explored

**Expected Outcomes**

- Students will understand the theological and Biblical foundation for the organizational and administrative aspects of congregational life.
- Students will understand the difference between being an institution versus being a movement of God and the role that church administration has in the work of the Holy Spirit.
- Students will learn the basic “nuts and bolts” of everyday church administrative tasks including: Office management, organizing for mission and outreach, church finances, church property, volunteer recruitment and personnel issues, and working with the various committees and boards.
- Students will learn some basic skills on conflict resolution.
- Students will learn that the spiritual life of the congregation and the organizational health of the congregation are not mutually exclusive.

**Class Expectations**

- Students will read the assigned readings and participate in class discussions.
- Students taking the course for credit will attend at least eight out of ten classes.
- Students taking the course for credit will either hand in a written paper or a video/audio project by the end of the semester. This paper/project must be cleared with the instructor.

The expectation is there will be 20 hours of class time. The course is usually set up as ten classes which are two hours long. A short break may be included in the middle of the class time. Classes may be designed to include a variety of learning experiences, including but not limited to: interactive lectures, presentations, and group discussions. Modifications to this structure may be done at the discretion of the instructor.

**Suggested Resources**

Church Administration Handbook, 3<sup>rd</sup> Ed.: Revised and Updated by Bruce Powers. Academic Books, 2008.

Church Administration and Finance Manual by Otto Crumroy, Stan Kukawka, and Frank Witman. Morehouse Publishing, 1998.