

MINISTERIAL LEADERSHIP AND ADMINISTRATION – SYLLABUS

INSTRUCTOR: Tina M. Hunt

address - 804 East 7th St, Ashland OH 44805

telephone – 567-203-8872

e-mail – tmh4957@gmail.com

DATES & TIMES: (All Fridays) February 20, March 6 and 20, 2026; 9:30am to 3:30 pm. Class will meet both in-person and via Zoom

LOCATION: Northern Ohio District CoB, District Office

1107 East Main Street, Ashland, OH 44805

PURPOSE: This course will discuss the leadership role of the pastor within the local church, as well as, explain the various administrative tasks that are required to be kept. This course also explains the structure and polity of the Church of the Brethren.

OBJECTIVES: By the end of this unit, the student will:

- A. Be able to define the different areas of congregation life and how the pastor relates to each of these areas.
- B. Be familiar with the way the Brethren are organized for ministry at the local, district, and denominational level, and with the way Brethren work together with other Christian communities. This would include familiarity with the most current polity manual.
- C. Be familiar with at least one process or program of congregational self-study and goal-setting.
- D. Be able to demonstrate skills in conducting a meeting and/or leading a group in planning and executing a task.
- E. Be able to discuss the issue of conflict and ways of dealing with conflict in the church, and to assess how he or she personally responds to conflict.
- F. Be able to articulate an understanding of stewardship that is both biblically rooted and informed by current denominational stewardship efforts.

REQUIRED TEXTS:

1. The Bible
2. *Managing the Ministry: A Practical Guide to Church Administration*, Jody Dean, 2024, B&H Academic, \$19.37, 192 pages.
3. *The 10 Key Roles of a Pastor, Proven Practices for Balancing the Demands of Leading Your Church*, Gary L. McIntosh, 2021, Baker Books, \$9.55, 198 pages.
4. *Manual of Organization and Polity*, Church of the Brethren, 2018, follow this link; www.brethren.org/ac/ppg/ Read overview & all 7 chapters [FREE & 178 pages].

MINISTERIAL LEADERSHIP AND ADMINISTRATION – SYLLABUS (*continued*)

GENERAL COURSE REQUIREMENTS:

- attendance at all classes
- engaged participation in all class activities
- complete reading assignments as scheduled
- complete the writing assignments to be submitted as scheduled
- complete a reading log documenting all reading done for this class

In case of a participant needs to miss a class (due to illness or scheduling), to receive credit for the class the participant will need to watch the class recording (all classes are recorded off Zoom). Additionally, they will have to choose three (3) points of class discussion to react to and share their reaction in a paper.

If a participant has to miss more than one class (2) they will not receive credit for the course and will be required to retake the course.

1. OUR FIRST CLASS (February 20, 2026)

In our first class, we will discuss local church administration and leadership styles. Bring your local congregation's constitution with you to class.

b. reading assignment #1 The 10 Key Roles of a Pastor (McIntosh) p. 9-62 (Intro through chapter 3), and Managing the Ministry (Dean) Part One.

c. writing assignment #1 Describe your leadership style as if you were presenting that information to a church search committee that is considering you for position of lead pastor of their church

2. OUR SECOND CLASS March 6, 2026)

In our second class, we will discuss administration on the District and General Church levels. We will spend time becoming familiar with the *Manual of Organization and Polity* (so have your copy or access to the Manual for class discussion).

b. reading assignment #2 The 10 Key Roles of a Pastor (McIntosh) p. 63-130 (chapters 4-6), and Managing the Ministry (Dean) Part Two.

c. writing assignment #2 Create a calendar month (any month of the year) of pastoral activities (as you either imagine them or have experienced them) and describe how you prioritize your activities and report that to your congregation.

3. OUR THIRD CLASS (March 20, 2026)

In our third class, we will discuss Leading in the Local Church and take part in a panel discussion.

b. reading assignment #3 The Key Roles of a Pastor (McIntosh) p. 131-189 (chapters 7-11), and Managing the Ministry (Dean) Part Threee.

c. writing assignment #3 Drawing from what you know about your own personality and information gleaned from McIntosh's book, which leadership hats do you wear well and where do you see need for growth. How will you address these growth issues?

Reading Log: Document all text, articles, and research related reading. Due at third session.

Plagiarism Position as stated in BBI Handbook:

This course complies with the Brethren Academy and BBI Policy on Citation Style and Plagiarism as described below: Integrity is central to life in community. In the Christian academic community, integrity means giving proper credit to people for the ideas and information we receive from them. It also means that the work we submit and represent as our own is really work we ourselves have done.

The Church of the Brethren 2008 Annual Conference Ethics in Ministry Paper (2008) Part III Code of Ethics for Ministerial Leaders states: 'I will give credit for all sources quoted or extensively paraphrased in sermons and prepared papers. I will honor all copyrights' (p. 8, Letter M). Plagiarism is using the work of other people without giving them credit, whether in written assignments, oral reports and sermons.

The consequences for plagiarism will vary according to the extent of the offense. These may range from rewriting the assignment, non-crediting the assignment, or non-crediting the course.

Format for all written assignments:

- Papers must be typed utilizing Times New Roman, Calibri, Arial, or Optima font, 12pt, and double spaced.
- Indent the start of all paragraphs.
- Note all sources within the body of the paper and in a resource/bibliography.
- Any exceptions to this needs to be cleared with the faculty.\