

ADVANCE Ministry Preparation
Sponsored by Gateway Seminary



The Chinese Baptist School of Church Leadership
華人浸信會教會領袖學院

CLE 1310 Ministry Leadership and Administration
CLE 1310 事工領導與管理

Cantonese/Mandarin

粵語 / 華語

3 Credit Hours

3 學分

12-week online course

12 周在線課程

About 4 hours of recorded video lectures and online interaction each week

每周約 4 小時的講座視頻和在線互動

Choice of Cantonese or Mandarin Video Lectures

自選粵語或華語視頻講座

Assignments may be submitted in Chinese or English

作業可以中文或英文提交

COURSE DESCRIPTION

課程簡介

An introduction to the basic principles and methods of church management and polity. Unique aspects of biblical leadership and administration will be applied to the ministries and functions of a local church. Attention will also be given to leading parachurch organizations and denominational agencies. Current resources and techniques will be examined.

介紹教會管理和體政的基本原則和方法。聖經領導和管理的獨特方面應用於地方教會的事工和職能。注意領導教會組織和宗派機構。認識今日的資源和技術。

COURSE OBJECTIVES

課程目的

Upon completion of this course, the student will demonstrate: 成功完成本課程後，學生應該能夠更好地：

1. Understanding of the biblical, personal, and experiential foundations of being a Christian leader. 了解成為基督徒領袖的聖經、個人和經驗基礎。
2. Ability to develop relationships and value relational leadership. 發展關係和重視關係領導的能力。
3. Ability to build teams for ministry design and implementation to reach and teach persons to follow Christ. 有能力為事工的設計和實施建立團隊，以接觸和教導人們跟隨基督。
4. Understanding of the importance of delegation. 了解授權的重要性。
5. Knowledge of and ability to implement strategic planning. 了解和執行戰略規劃的能力。
6. Understanding of leadership principles for multi-cultural and cross-cultural ministries within and outside the church. 了解教會內外多元文化和跨文化事工的領導原則。
7. Ability to manage human resources. 管理人力資源的能力。
8. Ability to manage physical and financial resources. 管理物質和財務資源的能力。
9. Ability to develop organizational structure, including development of policies and procedures. 制定組織結構的能力，包括制定政策和程序。
10. Ability to use church programming to support church growth. 能夠使用教會計劃來支持教會成長。

REQUIRED TEXTBOOK 必備課本

Anthony, Michael J. and James Estep, Jr. *Management Essentials for Christian Ministries* (基督教事工管理重點). Nashville: B&H, 2005.

Malphurs, Aubrey and Steve Stroope. *Money Matters in the Church: A Practical Guide for Leaders* (教會中的金錢很重要：領袖實用指南). Grand Rapids: Baker Books, 2007.

Malphurs, Aubrey. *Advanced Strategic Planning: A 21st Century Model for Church and Ministry Leaders* (高階策略規劃：教會與事工領袖的 21 世紀模式). 3rd ed. Grand Rapids: Baker Books, 2013.

Other Chinese Texts 其他中文教科書

聖靈領導的教會管理, 蕭壽華著, 宣道出版社, 2002

教會管理, 唐佑之著, 真理基金會有限公司出版, 2005

教會行政管理學, 蘇文隆著, 中華福音神學院出版, 1985

像樣的教會管理, 劉忠明, 盧龍光合著, 新加坡福音証主協會出版, 2015

GRADING

評分

Over the course of the semester, the following evaluation exercises will be used to determine the level of mastery of course content achieved by each class participant:
在本學期的課程中，將使用以下評估練習來確定每個班級參與者對課程內容的掌握程度：

- 1. Class attendance and participation 課堂出勤率和參與 (10%)**
Each student is expected to attend class faithfully. Attendance is considered vitally important. If a student must be absent, he or she must get class notes from another student. One absence will be excused. Two absences will reduce the final grade, and more than two will result in failing the course. 每個學生都應該忠實地上課。出席被認為是至關重要的。如果一個學生必須缺席，他或她必須從另一個學生那裡得到課堂筆記。缺席一次將被原諒。兩次缺席將降低最終成績，兩次以上將導致課程不及格。
- 2. Reading 閱讀 (20%)**
Read the required textbook. After reading each assigned reading, write a short reading report of no more than 300 words. 讀完每期課本閱讀之後，寫一個不超於 300 字的簡短讀後報告。
- 3. Reflection Paper 反思論文 (15%)**
Students will write a 2-page reflection on the principles of administration they have learned and how they will implement them in their lives and ministries. 學生將就他們所學的管理原則以及他們將如何在他們的生活和事工中實施這些原則寫一篇 2 頁的反思。
- 4. Ministry Event Project 事工活動項目 (20%)**
Students will develop a ministry event that includes elements of working with leaders, followers, and situational development (e.g. discovery Bible study, church

picnic, retreat, conference, work day at church, youth lock in, vacation Bible school, new member/student fellowship, etc.). Students will write a 2-page paper outlining the plan, strategy, goals, budget, and organization elements of the event. 學生將開展一項事工活動，其中包括與領導者、追隨者和情境發展（例如聖經學習、教會野餐、退修、會議、教會工作日、青年鎖定營、假期聖經學校、新成員/學生團契等等）。學生將撰寫一份 2 頁的規劃報告，概述活動的計劃、戰略、目標、預算和組織要素。

5. **Mid-Term Exam 中期考試 (15%)**

The mid-term exam will cover materials from sessions 1-6 including lectures on Planning. 期中考試將涵蓋第 1-6 課的材料，包括關於規劃的講座。

6. **Final Exam 期末考試 (20%)**

The final exam will cover materials from sessions 6-12 including lectures on Planning Implementation, Organizing, Staffing, Directing, and Evaluating. 期末考試將涵蓋第 6-12 節課的材料，包括關於規劃執行、組織、人員配備、指導和評估的講座。

Semester Grades

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|----------------------------------|------|
| Participation 參與 | 10% |
| Reading 閱讀 | 20% |
| Reflection 反思 | 15% |
| Ministry Event Project 事工活動項目 | 20% |
| Mid-term Exam 期中考試 | 15% |
| Final 期末考試 | 20% |
| Total 合計 | 100% |

GRADING SCALE

評分等級

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|-----------|-----------|
| A | A- |
| 94-100 | 90-93 |
| B+ | B- |
| 87-89 | 80-83 |
| C+ | C- |
| 77-79 | 70-73 |
| D+ | D- |
| 67-69 | 60-63 |
| F | |
| 0-59 | |

LECTURES AND ASSIGNMENTS

課程編排與閱讀任務

| Session # 會議 # | Lectures & Assignments 講座和作業 | Readings 課本閱讀 | Assignments due 到期作業 |
|--|---|--|---|
| 1 | Introduction to Course 課程介紹 | Management Essentials: Intro, chapters 1-2 管理重點 1-2 章 | |
| Online Video & Exercise 在線視頻 和練習 | Overview of Administration Biblical foundations 管理概述聖經基礎 | Money Matters: chapter 1 金錢很重要 1 章 | Management Essentials: Intro, chapters 1-2 Money Matters: chapter 1 book report 管理重點 1-2 章 金錢很重要 1 章 閱讀報告 |
| 2 | Planning: preparation 規劃準備 | Management Essentials: chapter 3 管理重點 3 章 | Management Essentials: chapter 3 book report 管理重點 3 章閱 讀報告 |
| Online Video & Exercise 在線視頻 和練習 | Planning: preparation 規劃準備 | Strategic Planning: chapters 1-3 策略規劃 1-3 章 | Strategic Planning: chapters 1-3 book report 策略規劃 1-3 章 閱讀報告 |
| 3 | Planning: development 規劃發展 | Management Essentials: chapters 4-5 管理重點 4-5 章 | Management Essentials: chapters 4-5 book report 管理重點 4-5 章 閱讀報告 |
| Online Video & Exercise | Planning: development 規劃發展 | Management Essentials: chapters 6, 8 | Management Essentials: chapters 6, 8 book report |

| 在線視頻和練習 | | 管理重點 6, 8 章 | 管理重點 6, 8 閱讀報告 |
|------------------------------------|----------------------------------|--|--|
| 4 | Planning: development 規劃發展 | Strategic Planning: chapters 4-6 策略規劃 4-6 章 | Strategic Planning: chapters 4-6 book report 策略規劃 4-6 章 閱讀報告 |
| 5 | Planning: implementation 規劃執行 | Strategic Planning: chapters 7-8 策略規劃 7-8 章 | Strategic Planning: chapters 7-8 book report 策略規劃 7-8 章 閱讀報告 |
| Online Video & Exercise 在線視頻和練習 | Planning: implementation 規劃執行 | Strategic Planning: chapter 9 策略規劃 9 章 | Strategic Planning: chapter 9 book report 策略規劃 9 章 閱讀報告 |
| 6 | Planning: implementation 規劃執行 | Strategic Planning: chapter 11 策略規劃 11 章 | Strategic Planning: chapter 11 book report 策略規劃 11 章 閱讀報告 |
| Online Video & Exercise 在線視頻和練習 | Staffing 人員配備 | Strategic Planning: chapter 10 策略規劃 10 章 | Strategic Planning: chapter 10 book report 策略規劃 10 章 閱讀報告 |
| 7 | Planning: implementation 規劃執行 | Strategic Planning: chapter 13 策略規劃 13 章 | Mid-term Exam 中期考試 Strategic Planning: chapter 13 book report 策略規劃 13 章 閱讀報告 |
| Online Video & Exercise 在線視頻和練習 | Planning: implementation 規劃執行 | Strategic Planning: chapter 14 策略規劃 14 章 | Strategic Planning: chapter 14 book report 策略規劃 14 章 閱讀報告 |
| 8 | Budget & Finance 預算與財務 | Money Matters: chapters 2-4 金錢很重要 2-4 章 | Money Matters: chapters 2-4 book report |

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| | | | 金錢很重要 2-4 章閱讀報告 |
| Online Video & Exercise 在線視頻 和練習 | Budget & Finance 預算與財務 | Money Matters: chapters 5-6 金錢很重要 5-6 章 | Money Matters: chapters 5-6 book report 金錢很重要 5-6 章 閱讀報告 |
| 9 | Budget & Finance 預算與財務 | Money Matters: chapters 7-8 金錢很重要 7-8 章 | Money Matters: chapters 7-8 book report 金錢很重要 7-8 章閱讀報告 |
| Online Video & Exercise 在線視頻 和練習 | Budget & Finance 預算與財務 | Money Matters: chapters 9-12 Strategic Planning: chapter 12 金錢很重要 9-12 章 策略規劃 12 章 | Money Matters: chapters 9-12 Strategic Planning: chapter 12 book report 金錢很重要 9-12 章 策略規劃 12 章 閱讀報告 |
| 10 | Organizing 組織 | Management Essentials: chapter 9 管理重點 9 章 | Management Essentials: chapter 9 book report 管理重點 9 章 閱讀報告 |
| Online Video & Exercise 在線視頻 和練習 | Organizing 組織 | Management Essentials: chapters 10-13 管理重點 10-13 章 | Management Essentials: chapters 10-13 book report 管理重點 10-13 章閱讀報告 Ministry Event Project DUE 事工活動項目到 期 |
| 11 | Staffing 人員配備 | Management Essentials: chapters 14-15 管理重點 14-15 章 | Management Essentials: chapters 14-15 book report |

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| | | | 管理重點 14-15 章閱讀報告 |
| Online Video & Exercise 在線視頻 和練習 | Staffing 人員配備 | Management Essentials: chapter 16 管理重點 16 章 | Management Essentials: chapter 16 book report 管理重點 16 章 閱讀報告 |
| 12 | Directing 指導 | Management Essentials: chapter 17 管理重點 17 章 | Management Essentials: chapter 17 book report 管理重點 17 章 閱讀報告 |
| Online Video & Exercise 在線視頻 和練習 | Directing 指導 | Management Essentials: chapters 18-21 管理重點 18-21 章 | Management Essentials: chapters 18-21 book report 管理重點 18-21 章閱讀報告 |
| Online Video & Exercise 在線視頻 和練習 | Evaluating 評估 | Management Essentials: chapters 22-23 管理重點 22-23 章 | Management Essentials: chapters 22-23 book report 管理重點 22-23 章閱讀報告 Reflection Paper DUE 反思論文到期 |
| | Final Exam 期末考試 | | |

SELECTED BIBLIOGRAPHY
其他相關書籍

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Baxter, Richard. *The Reformed Pastor*. Unabridged. Merchant Books, 2018 (originally 1662).

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Borek, John. *The Good Book on Leadership*. Nashville: B&H, 2005.

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