# **EDMN 605**

## **Christian Leadership**

\*Note: All content provided in the professor's notes, course chart and course syllabus are based on the professor's opinion and may vary from professor to professor & student to student. All content may be changed without notice. This information is for the purpose to provide analysis but is not binding in any form.

> Course Syllabi Course Charts Professor's Notes

#### EDMN 605 – Christian Leadership Professor's notes\* As of July 21, 2007

#### \*Note: All content is based on the professor's opinion and may vary from professor to professor & student to student. All content may be changed without notice. This information is for the purpose to provide analysis but is not binding in any form.

From a Scale 1-10 (1 = low demands; 5 = moderate demands; 10 = very demanding), How would you rate the overall level of difficulty of this course?

Level of demand = 6 I believe this course could be taken with one or two other courses within an 8-week format.

### From a Scale 1-10 (1 = low demands; 5 = moderate demands; 10 = very demanding), How would you rate the level of the reading requirements in this course?

Level of demand = 3This course requires only one text and is supplemented with 19 course lessons developed by the original author of this course.

### From a Scale 1-10 (1 = low demands; 5 = moderate demands; 10 = very demanding), How would you rate the level of the lecture requirements in this course?

Level of demand = 3 The lectures are provided in the above referenced course lessons. These written lectures cover 19 lessons.

### From a Scale 1-10 (1 = low demands; 5 = moderate demands; 10 = very demanding), How would you rate the level of the online exam requirements in this course?

Level of demand = 5 In this course, six online tests will be administered. One objective test and one essay test will be administered after modules 2, 5, and 7.

### From a Scale 1-10 (1 = low demands; 5 = moderate demands; 10 = very demanding), How would you rate the level of the discussion board requirements in this course?

Level of demand = 3

This course contains three online Graded–Discussion Boards. There are time-sensitive requirements for each discussion board (meaning, the student must post within particular assigned weeks of the course) but the requirements are clearly stated and defined.

From a Scale 1-10 (1 = low demands; 5 = moderate demands; 10 = very demanding), How would you rate the level of the written paper requirements in this course?

Level of demand = 7 This course requires six practical written assignments and one major traditional research paper.

#### **Additional comments:**

This course has provided numerous students with timely and profitable suggestions for real-life and real-time experiences in their ministries.

#### **Course Chart**

\*Note: All content is based on the professor's opinion and may vary from professor to professor & student to student. All content may be changed without notice. This information is for the purpose to provide analysis but is not binding in any form. Textbook: *Team Leadership in Christian Ministry* 

MODULE	LESSON	READING ASSIGNMENTS
1	1. Introduction to Leadership	Chs. 1 & 6
	2. Spiritual Leadership	Chs. 2–5
	3. Time Management	pp. 114–116
	Assignment 1 (Personal Goals) Assignment 2 (Weekly Schedule)	
2	4. Leadership Styles	
	5. Hazards of Leadership	
	6. Leadership of Small Groups	Chs. 9–10
	Discussion Board (Leadership and Management) Test 1 / Essay Test 2 (Lessons 1–6)	
3	7. Introduction to Planning	Chs. 16–17
	8. Short-Term Planning	
	Discussion Board (Planning)	

4	9. Long-Range Planning				
	10. Planning for Change	Ch. 12			
5	Assignment 3 (Significant Change Paper)				
	11. Introduction to Organizing	Chs. 7 & 18			
	12. The Work of Organizing	Chs. 23 & 25			
	13. Conflict Management	Ch. 11			
	Assignment 4 (Conflict Situation) Test 3 / Essay Test 4 (Lessons 7–13)				
	14. Guiding Through Decision-Making	Ch. 8			
	15. Guiding with Communication	Ch. 24			
	16. Guiding by Motivating	Ch. 13			
	Assignment 5 (Major Decision Essay) Assignment 6 (Self-Evaluation Essay)				
MODULE	LESSON	Reading Assignments			
	17. Selecting and Enlisting Leaders	Ch. 19; Appendix B			
7	18. Training and Retaining Staff	Chs. 14–15, 19–21			
	19. Controlling	Ch. 22			
	Test 5 / Essay Test 6 (Lessons 14–19)				
8	Discussion Board (Research)				
0	Research Paper				

### Syllabus

#### LIBERTY UNIVERSITY DISTANCE LEARNING PROGRAM Liberty Baptist Theological Seminary

#### EDMN 605 Christian Leadership

#### \*Note: All content is based on the professor's opinion and may vary from professor to professor & student to student. All content may be changed without notice. This information is for the purpose to provide analysis but is not binding in any form.

#### **REQUIRED TEXTBOOK**

Gangel, Kenneth O. *Team Leadership in Christian Ministry*. Chicago: Moody Press, 1997. ISBN: 0802490166

#### **COURSE DESCRIPTION**

This course examines the functions or tasks of leadership: planning, organizing, directing, staffing, and controlling. A unit is included on time management and personal planning for the Christian worker. The emphasis is to improve leadership abilities of the students and to prepare them to develop leadership in others.

#### I. RATIONALE

Leadership can be developed. This course seeks to improve leaders and to train them so they can improve others. Every seminary student will become a leader and a developer of other leaders. This course will help to improve one's leadership and management skills. Church workers must excel at enlisting and developing lay leaders, and this course will give training in these areas. This course is required for M.R.E. students.

#### II. PREREQUISITES

None

#### **III.** COURSE OBJECTIVES

A. General Objectives

The student should:

1. Recognize the important place that leadership has in church growth.

- 2. Formulate a personal style of leadership.
- 3. Increase in ability to plan, lead, organize, and control.
- B. Cognitive Objectives

The student should:

- 1. Identify biblical principles of leadership.
- 2. Recognize various methods of leading.
- 3. Demonstrate an ability to evaluate and improve organizational structures.
- 4. Classify various styles of leadership and select the appropriate one to use in a given situation.
- 5. Acquire knowledge of the management process.
- 6. Apply principles of time management to his personal life.
- 7. Produce a plan for selecting and enlisting lay leaders.
- 8. Formulate a program for training lay leaders.

#### IV. MATERIALS FOR LEARNING

- A. Internet access and Microsoft Word
- B. Textbook
- C. Lesson Outlines
- D. Bible

#### V. COURSE REQUIREMENTS AND ASSIGNMENTS

- A. Textbook readings no report or log is required; content should be reflected (and noted in the assignments and assessments
- B. Discussion Boards (3)
- C. Written assignments (6)
- D. Research paper
- E. Tests (6)

#### V. EVALUATION AND GRADING

All assignments and assessments are worth 100 points total scoring, but they are weighted according to the scale below.

A. Weight

<b>Discussion Board</b>	Module 2 – Leadership & Management	6%
<b>Discussion Board</b>	Module 3 – Planning	6%

Discussion Board Module 8 – Research		<u>6%</u>
	Total	18%
Written Assignment	Module 1 Assignment 1 – Personal Goals	7%
Written Assignment	Module 1 Assignment 2 – Weekly Schedule	
Written Assignment	Module 4 Assignment 3 – Significant Change Paper	7%
Written Assignment Module 5 Assignment 4 – Conflict Situation		7%
Written Assignment	Module 6 Assignment 5 – Major Decision Essay	7%
Writing Assignment Module 6 Assignment 6 – Self-Evaluation Essay		<u>7%</u>
	Total	42%
Research Paper	Module 8	10%
Tests	Module 2 Test 1 – Lessons 1–6	5%
Tests	Module 2 Essay Test 2 – Lessons 1–6	5%
Tests	Module 5 Test 3 – Lessons 7–13	5%
Tests	Module 5 Essay Test 4 – Lessons 7–13	5%
Tests	Module 7 Test 5 - Lessons 14–19	5%
Tests	Module 7 Essay Test 6 – Lessons 14–19	<u>5%</u>
	Total	30%
Grand Total		100%

B. Scale

A = 95 - 100	B = 88 - 94	C = 82 - 87	D = 75 - 81	F = 0 - 74

#### VI. COURSE BIBLIOGRAPHY

Adams, Arthur M. *Effective Leadership for Today's Church*. Philadelphia: Westminster Press, 1978.

Allen, Roland. The Case for Voluntary Clergy. London: Eyre and Spottiswoode, 1930.

Ammerman, Nancy, et al. *Studying Congregations: A New Handbook*. Nashville: Abingdon Press, 1998.

Arn, Win. The Church Growth Ratio Book. Pasadena, CA: Church Growth, 1987.

Arnold, John D., and Tompkins, Bert. *How to Make the Right Decisions*. Milford, MI: Mott Media, 1982.

- Atkinson, John W. An Introduction to Motivation. Princeton, NJ: Van Nostrand, Co., 1964.
- Augsburger, David W. When Caring Is Not Enough: Resolving Conflicts Through Fair Fighting. Scottdale, PA: Herald Press, 1983.

. Caring Enough to Confront. Glendale, CA: Regal Books, 1973.

- Baker, R. D.; Brown, Truman; and Dale, Robert. *Reviving the Plateaued Church*. Nashville: Convention Press, 1991.
- Bandy, Thomas. *Moving Off the Map: Field Guide to Changing the Congregation*. Nashville: Abingdon Press, 1999.
- Bannon, William J., and Donovan, Suzanne. Volunteers and Ministry: A Manual for Developing Parish Volunteers. New York: Paulist Press, 1983.
- Barna, George. The Frog in the Kettle. Ventura, CA: Regal Books, 1990.
- Bellows, Roger M. Creative Leadership. Englewood Cliffs, NJ: Prentice Hall, 1959.
- Benjamin, D.; Durkin, J.; and Iverson, P. *The Master Builder*. Lake Tahoe: Christian Equippers International, 1985.
- Benjamin, Paul. The Equipping Ministry. Cincinnati: Standard Publishing Co., 1978.
- Bingham, Robert E. *Traps to Avoid in Good Administration*. Nashville: Broadman Press, 1979.
- Bliss, Edward C. Getting Things Done. New York: Bantam Books, 1976.
- Bogardus, Emory S. Leaders and Leadership. New York: Appleton-Century Co., 1934.
- Bossart, Donald E. Creative Conflict in Religious Education and Church Administration. Birmingham, AL: Religious Education Press, 1980.
- Boulding, Kenneth E. *Conflict and Defense: A General Theory*. New York: Harper and Row, 1968.
- Bower, Robert K. *Administering Christian Education*. Grand Rapids: Wm. B. Eerdmans Publishing Co., 1964.
- Broholm, Richard R. *Strategic Planning for Church Organizations*. Valley Forge, PA: Judson Press, 1969.

Brown, J. Truman. *Church Planning a Year at a Time*. Nashville: Convention Press, 1984.

\_\_\_\_\_. *Planning for the Next Five Years in a Southern Baptist Church*. Nashville: Convention Press, 1989.

- Brown, J. Truman, and Allen, Jere. *Church and Community Diagnosis Workbook*. Nashville: Convention Press, 1986.
- Brown, Lowell E. Sunday School Standards. Ventura, CA: Gospel Light, 1986.
- Brown, Milon. Effective Supervision. New York: The MacMillan Co., 1956.
- Bruce, Alexander B. *The Training of the Twelve*. Grand Rapids: Kregel Publications, 1975.
- Callahan, Kennon L. *Twelve Keys to an Effective Church*. San Francisco: Harper and Row, 1987.

\_\_\_\_\_. *Effective Church Leadership: Building on the Twelve Keys.* San Francisco: Harper and Row, 1990.

- Carnahan, Roy E. *Creative Pastoral Management*. Kansas City: Beacon Hill Press, 1976.
- Carroll, Jackson W., and Dudley, Carl S., eds. *Handbook for Congregational Studies*. Nashville: Abingdon Press, 1986.
- Chartier, Jan. *Developing Leadership in the Teaching Church*. Valley Forge: Judson Press, 1985.
- Christie, Les. *How to Recruit and Train Volunteer Youth Workers*. Grand Rapids: Zondervan, 1992.
- Chung, Kae, and Megginson, Leon. *Organizational Behavior*. New York: Harper and Row, 1981.
- Cobble, James F., and Hammer, Richard R. *Selecting and Screening Church Workers*. Matthews, NC: Christian Ministries Resources, 1996.
- Cook, William H. Success, Motivation, and the Scriptures. Nashville: Broadman Press, 1974.
- Cox, William R. *Ideas for Training Sunday School Leaders*. Nashville: Sunday School Board of the Southern Baptist Convention, 1971.

- Crabb, Lawrence J., and Allender, Dan B. *Encouragement: The Key to Caring*. Grand Rapids: Zondervan, 1984.
- Creative Leadership for Christian Growth (3 one-year media kits). Elgin, IL: David Cook, 1984.

Dale, Robert D. To Dream Again. Nashville: Broadman Press, 1981.

\_\_\_\_\_. Pastoral Leadership. Nashville: Abingdon Press, 1986.

\_\_\_\_\_. *Sharing Ministry with Volunteer Leaders*. Nashville: Convention Press, 1986.

. *Keeping the Dream Alive*. Nashville: Broadman Press, 1988.

Dayton, Edward R., and Engstrom, Theodore W. *Strategy for Living*. Glendale, CA: Regal Books, 1976.

\_\_\_\_\_. Strategy for Leadership. Old Tappan, NJ: Fleming H. Revell Co., 1979.

- DeVille, Jard. Pastor's Handbook on Interpersonal Relationships: Keys to Successful Leadership. Grand Rapids: Baker Books, 1986.
- Dickson, Elaine. Say No, Say Yes to Change. Nashville: Broadman Press, 1982.
- Dittes, James E. *When the People Say No: Conflict and the Call to Ministry*. San Francisco: Harper and Row, 1979.
- Douglas, Stephen B. *Managing Yourself*. San Bernardino, CA: Campus Crusade for Christ, 1978.
- Douglas, Stephen B.; Cook, Bruce; and Hendricks, Howard. *Ministry of Management*. San Bernardino, CA: Campus Crusade for Christ, 1981.
- Drucker, Peter. Concept of Corporation. Boston: Harvard Business School Press, 1998.
- Dudley, Carl S., et al. *Carriers of Faith: Lessons from Congregational Studies*. Louisville, KY: Westminister, 1991.
- Dunnam, Maxie D.; Herbertson, Gary J.; and Shostrom, Everett L. *The Manipulator and the Church*. Nashville: Abingdon Press, 1968.
- Easum, William. *The Complete Ministry Audit: How to Measure 20 Principles for Growth*. Nashville: Abingdon Press, 1996.
- Edgemon, Roy T., and Criscoe, Arthur H. *A Biblical Model for Training Leaders*. Nashville: Convention Press, 1985.

Eims, Leroy. Be a Motivational Leader. Wheaton: Victor Books, 1981.

- Engel, James F. What's Gone Wrong with the Harvest? Grand Rapids: Eerdman, 1975.
- Engstrom, Theodore W. *The Making of a Christian Leader*. Grand Rapids: Zondervan Publishing House, 1976.

\_\_\_\_\_. Your Gift of Administration. Nashville: Thomas Nelson Publishers, 1983.

- \_\_\_\_\_. "Ministry Planning and Goal Setting for the Local Church." Lynchburg, VA: Church Growth Institute, 1958.
  - A resource packet containing video tapes, leader's guide, and workbook.
- Engstrom, Theodore W., and Dayton, Edward R. *The Art of Management for Christian Leaders*. Waco, TX: Word Books, 1976.
- Engstrom, Theodore W., and Mackenzie, R. Alec. *Managing Your Time*. Grand Rapids: Zondervan Publishing House, 1967.
- Everding, H. Edward. *Decision Making and the Bible*. Valley Forge, PA: Judson Press, 1975.
- Ferguson, Sinclair B. *Discovering God's Will*. Carlisle, PA: Banner of Truth Trust, 1981.
- Fidler, James A. *Our Church Plans for Leadership Education*. Valley Forge: Judson Press, 1962.
- Flynn, Leslie B. Great Church Fights. Wheaton: Victor Press, 1977.
- Flynn, Leslie, and Flynn, Bernice. God's Will—You Can Know It. Wheaton: Victor Press, 1979.
- Frazee, Randy. *The Comeback Congregation: New Life for a Troubled Ministry*. Nashville: Abingdon Press, 1995.
- Freeman, Larry, and Taylor, E. K. *How to Pick Leaders*. New York: Funk and Wagnalls, 1950.
- Friesen, Garry. *Decision Making and the Will of God: A Biblical Alternative to the Traditional View.* Portland, OR: Multnomah Press, 1980.
- Frost, Joyce Hocker, and Wilmot, William. *Interpersonal Conflict*. Dubuque, IA: Wm. C. Brown, 1978.

- Gaither, Gloria. *Decisions: A Christian Approach to Making Right Choices*. Waco: Word Books, 1982.
- Gangel, Kenneth O. *Building Leaders for Church Education*. Chicago: Moody Press, 1981.

. Feeding and Leading. Wheaton: Victor Books, 1989.

- Gangel, Kenneth O., and Canine, Samuel. *Communication and Conflict Management*. Nashville: Broadman, 1992.
- Gellerman, Saul W. *Management by Motivation*. New York: American Management Assoc., 1968.
- Given, William B. *Bottom-up Management: People Working Together*. New York: Harper, 1949.
- Habecker, Eugene B. Leading with a Follower's Heart. Wheaton: Victor Books, 1990.
- Haiman, Franklyn S. *Group Leadership and Democratic Action*. New York: Houghton Mifflin Co., 1951.
- Halverson, Delia. How to Train Volunteer Teachers. Nashville: Abingdon Press, 1991.
- Halverstadt, Hugh H. Managing Church Conflict. Louisville, KY: Westminister, 1992.
- Harper, Michael. Let My People Grow: Ministry and Leadership in the Church. Plainfield, NJ: Logos International, 1977.
- Harrison, E. Frank. *The Managerial Decision-Making Process*. Boston: Houghton Mifflin Co., 1981.
- Hendrix, John, ed. On Becoming a Group. Nashville: Broadman, 1969.
- Hendrix, Olan. *Management for the Christian Worker*. Libertyville, IL: Quill Publications, 1976.
- Hersey, Paul, and Blanchard, Ken. *Management of Organizational Behavior*. Englewood Cliffs, NJ: Prentice Hall, 1982.
- Heusser, D. B. Helping Church Workers Succeed: The Enlistment and Support of Volunteers. Valley Forge: Judson Press, 1980.
- Hilt, James. *How to Have a Better Relationship with Anybody: A Biblical Approach.* Chicago: Moody Press, 1984.

- Hind, James F. The Heart and Soul of Effective Management: Christian Approaches to Managing and Motivating People. Wheaton, IL: Victor Books, 1989.
- Hoge, Dean R. *Division in the Protestant House*. Philadelphia: Westminister Press, 1976.
- Hoge, Dean R.; Carroll, Jackson; and Scheets, Francis. Patterns of Parish Leadership: Cost and Effectiveness in Four Denominations. Kansas City, MO: Sheed and Ward, 1988.
- Holley, Robert. Potential Leader Training Guide. Nashville: Convention Press, 1986.
- Howe, E. Margaret. *Women and Church Leadership*. Grand Rapids: Zondervan Publishing House, 1982.
- Huber, Evelyn. *Enlist, Train, and Support Church Leaders*. Valley Forge: Judson Press, 1975.
- Hudson, Jill M. Evaluating Ministry: Principles and Process for Clergy and Congregations. Bethesda, MD: The Alban Institute, 1992.
- Hummel, Charles. Tyranny of the Urgent. Downer's Grove, IL: InterVarsity, 1967.
- Hutcheson, Richard G., Jr. Wheel Within the Wheel. Atlanta: John Knox Press, 1979.
- Huttenlocker, Keith. Conflict and Caring: Preventing, Managing, and Resolving Conflict in the Church. Grand Rapids: Zondervan, 1988.
- Jackson, Neil. Doing the Impossible. Nashville: Broadman Press, 1985.
- Johnson, Douglas. *The Care and Feeding of Volunteers*. Nashville: Abingdon Press, 1978.
  - . Empowering Lay Volunteers. Nashville: Abingdon Press, 1991.
- Johnson, Luke T. *Decision-Making in the Church: A Biblical Model*. Philadelphia: Fortress Press, 1983.
- Jung, John. Understanding Human Motivation: A Cognitive Approach. New York: MacMillan Publishing Co., 1978.
- Killinski, Kenneth K., and Wofford, Jerry. *Organization and Leadership in the Local Church*. Grand Rapids: Zondervan Publishing House, 1973.

- Laird, Donald A., and Laird, Eleanor C. *The Techniques of Delegating*. New York: McGraw-Hill, 1957.
- Larson, Ellen E. *Recruiting: Help and Hope for Finding Volunteers*. Cincinnati, OH: Standard Publishing, 1994.

Larson, Bruce, et al. Groups that Work. Grand Rapids: Zondervan, 1967.

Leas, Speed B. Church Fights. Philadelphia: Westminister Press, 1977.

\_\_\_\_\_. *Time Management*. Nashville: Abingdon Press, 1978.

\_\_\_\_\_. *Leadership and Conflict*. Nashville: Abingdon Press, 1982.

- Leas, Speed, and Kittleaus, Paul. *Church Fights: Managing Conflict in the Church.* Philadelphia: Westminister Press, 1973.
- Lewis, G. Douglas. *Resolving Church Conflicts: A Case Study Approach*. New York: Harper and Row, 1981.
- Lindner, Eileen, ed. Yearbook of American and Canadian Churches. Nashville: Abingdon Press, 2000.
- Litwin, George H., and Stringer, Robert. *Motivation and Organizational Climate*. Harvard University Press, 1968.

Lutzer, Erwin W. Failure: The Back Door to Success. Chicago: Moody Press, 1975.

MacArthur, John. God's Will Is Not Lost. Wheaton: Scripture Press, 1976.

\_\_\_\_\_\_. "If God's Will is So Important, Why Can't I Find It?" 2 cassette tapes.
 Panorama City, CA: Master's Communication, 1980.
 \_\_\_\_\_\_. Found: God's Will. Wheaton: Scripture Press, 1983.

- MacKenzie, R. Alec. *New Time Management Methods for You and Your Staff.* Chicago: The Dartnell Corp., 1975.
- Malpurs, Aubrey. *Advanced Strategic Planning: A New Model for Ministry*. Grand Rapids: Baker Books, 2001.

\_\_\_\_\_. Developing a Vision for Ministry in the 21st Century. Grand Rapids: Baker Books, 2001

Marshall, Frank, and Hatcher, Carole. *Church Visioning Workbook*. Bethesda, MD: The Alban Institute, 1995.

- Marshall, Howard, and Towner, Phillip. *A Critical and Exegetical Commentary on the Pastoral Epistles: The International Critical Commentary.* Edinburgh: T & T Clark, 1999.
- Maslow, Abraham. *Motivation and Personality*. New York: Harper and Row Publishers, 1954.
- Maxwell, John. *Developing the Leaders Around You*. Nashville: Thomas Nelson Publishers, 1995.

McCausland, David C. Open to Change. Wheaton, IL: Victor Books, 1981.

McClelland, David C. *The Achievement Motive*. New York: Appleton-Century-Croft, 1953.

. Power: The Inner Experience. New York: Irvington Publishers, 1975.

- McDonald, Gordon. Ordering Your Private World. New York: Oliver Nelson Books, 1985.
- McDonough, Reginald M. *Working with Volunteer Leaders in the Church*. Nashville: Broadman Press, 1976.

\_\_\_\_\_, comp. *Leading Your Church in Long-Range Planning*. Nashville: Convention Press, 1989.

- . Keys to Effective Motivation. Nashville: Broadman Press, 1979.
- McGinnis, Allan L. Bringing Out the Best in People. Minneapolis: Augsburg, 1985.
- McIntosh, Gary. Look Back, Leap Forward: Building Your Church on the Values of the Past. Grand Rapids: Baker Books, 2001.
- McKenzie, Leon. *Decision Making in Your Parish*. West Mystic, CN: Twenty-Third, 1980.
- McKibben, Frank M. *Guiding Workers in Christian Education*. Nashville: Abingdon Press, 1953.
- McLaughlin, Raymond. *Communication for the Church*. Grand Rapids: Zondervan, 1968.
- McSwain, Larry L., and Treadwell, William C., Jr. *Conflict Ministry in the Church*. Nashville: Broadman Press, 1981.

Means, James E. Leadership in Christian Ministry. Grand Rapids: Baker Books, 1989.

- Mead, Daniel L., and Allen, Darrel J. *Ministry by Objectives*. Wheaton, IL: Evangelical Teacher Training Association, 1978.
- Mickey, Paul, and Wilson, Robert. *Conflict and Resolution*. Nashville: Abingdon Press, 1974.
- Migliore, R. Henry. *Strategic Planning for Ministry and Church Growth*. Tulsa, OK: Harrison House, 1988.
- Migliore, R. Henry; Stevens, Robert; and Loudon, David. *Church and Ministry Strategic Planning from Concept to Success.* New York: The Haworth Press, 1994.
- Miller, John M. *The Contentious Community: Constructive Conflict in the Church*. Philadelphia: Westminister, 1978.
- Milhouse, Paul W. *Enlisting and Developing Church Leaders*. Anderson, IN: The Warner Press, 1946.
- *The Ministry of Volunteers: A Guidebook for Churches.* Saint Louis: United Church of Christ, 1979.
- Nicholas, Ron, coordinator. *Good Things Come in Small Groups*. Downers Grove, IL: InterVarsity Press, 1985.
- Oswald, Roy M., and Friedrich, Robert E., Jr. *Discerning Your Congregation's Future:* A Strategic and Spiritual Approach. Bethesda, MD: The Alban Institute, 1996.
- Parrott, Leslie. Building Today's Church. Grand Rapids: Baker Book House, 1973.
- Parsons, George D., and Leas, Speed B. *Understanding Your Congregation as a System*. Bethesda, MD: The Alban Institute.

Congregational Systems Inventory forms are available for church staff and lay leaders to complete.

- Pastor X. How to Murder a Minister. Old Tappan, NJ: Revell, 1972.
- Pendorf, James G., and Lundquist, Helmer C. *Church Organization: A Manual for Effective Local Church Administration.* Wilton, CT: Morehouse-Barlow, 1977.
- Perry, Lloyd M., and Peterson, Gilbert A. Churches in Crisis. Chicago: Moody Press, 1981.
- Perry, Lloyd M., and Shawchuck, Norman. *Revitalizing the 20<sup>th</sup> Century Church*. Chicago: Moody Press, 1982.

- Porter, Doug. "The Charismatic Leader." M.A. Thesis, Liberty Baptist Theological Seminary, Lynchburg, VA, 1982.
- Quick, Thomas L. The Quick Motivation Method. New York: St. Martin Press, 1980.
- Richards, Lawrence O., and Hoeldtke, Clyde. *A Theology of Church Leadership*. Grand Rapids: Zondervan Publishing House, 1980.
- Richards, Lawrence O., and Martin, Gib. *A Theology of Personal Ministry*. Grand Rapids: Zondervan Publishing House, 1981.
- Roadcup, David. *Recruiting, Training, and Developing Volunteer Youth Workers.* Cincinnati, OH: Standard Publishing, 1987.
- Robertson, A. T. *Word Pictures in the New Testament*. Nashville: Broadman Press, 1930.
- Robinson, Haddon. Decision-Making by the Book. Wheaton: Victor Books, 1990.
- Ruger, Rodney K. "Defining the Proper Role of the Pastor as Motivator in the Local Church." D.Min Dissertation, Fuller Seminary, 1985.
- Rusbuldt, Richard, et al. *Key Steps in Local Church Planning*. Valley Forge, PA: Judson Press, 1980.

Rush, Myron. Management: A Biblical Approach. Wheaton, IL: Victor Books, 1983.

. *Richer Relationships*. Wheaton, IL: Victor Books, 1983.

. The New Leader. Wheaton, IL: Victor Books, 1987.

- Ryrie, Charles Caldwell. *The Role of Women in the Church*. Chicago: Moody Press, 1958.
- Saarinen, Martin F. *The Life Cycle of a Congregation*. Washington, DC: The Alban Institute, 1985.

Sanders, J. Oswald. Spiritual Leadership. Chicago: Moody Press, 1967.

- Schaller, Lyle E. Parish Planning. Nashville: Abingdon Press, 1971.
- . The Change Agent. Nashville: Abingdon Press, 1972.
- . The Decision Makers. Nashville: Abingdon Press, 1974.
- . Survival Tactics in a Parish. Nashville: Abingdon Press, 1977.

\_\_\_\_\_. *Effective Church Planning*. Nashville: Abingdon Press, 1979.

\_\_\_\_\_. *Getting Things Done*. Nashville: Abingdon, 1986.

\_\_\_\_\_. 44 Questions for Congregational Self-Appraisal. Nashville: Abingdon Press, 1998.

. Choices for Churches. Nashville: Abingdon Press, 1990.

\_\_\_\_\_. Create Your Own Future! Alternatives for the Long-Range Planning Committee. Nashville: Abingdon Press, 1991.

- Schaller, Lyle E., and Tidwell, Charles A. *Creative Church Administration*. Nashville: Abingdon Press, 1975.
- Schaller, Lyle, and Tucker, Edward. Looking in the Mirror: Self-Appraisal in the Local Church. Nashville: Abingdon Press, 1984.

Senter, Mark. The Art of Recruiting Volunteers. Wheaton, IL: Victor Books, 1983.

\_\_\_\_\_. Recruiting Volunteers in the Church. Wheaton, IL: Victor Books, 1990. Shostrom, Everett L. Man, the Manipulator: The Inner Journey from Manipulation to Actualization. Nashville: Abingdon Press, 1967.

- Staton, Knofel. *How to Know the Will of God: Which Way is His Way.* Cincinnati: Standard Publishing, 1979.
- Stevens, R. Paul; Green, Michael; and Williams, Dan. The Equipper's Guide to Every-Member Ministry: Eight Ways Ordinary People Can Do the Work of the Church. Downers Grove, IL: Intervarsity Press, 1992.
- Susek, Ron. *Firestorm: Preventing and Overcoming Church Conflicts*. Grand Rapids: Baker, 1999.
- Swindoll, Charles. God's Will. Portland, OR: Multnomah Press, 1981.
- Tidwell, Charles A. *Church Administration: Effective Leadership for Ministry*. Nashville: Broadman Press, 1985.
- Tead, Ordway. The Art of Leadership. New York: McGraw Hill Book Company, 1935.
- Towns, Elmer. Is the Day of the Denomination Dead? Nashville: Thomas Nelson, 1973.
- Treadwell, William C., and McSwain, Larry L. *Church Organizations Alive!* Nashville: Broadman, 1987.

- Turner, Nathan. *Effective Leadership in Small Groups*. Valley Forge: PA: Judson Press, 1977.
- Uris, Auren. Techniques of Leadership. New York: McGraw-Hill, 1964.
- Vroom, Victor H., and Deci, Edward L. *Management by Motivation*. Harmondsworth: Penguin Books, 1970.
- Wallace, John. Control in Conflict. Nashville: Broadman Press, 1982.
- Walrath, Douglas A. *Leading Churches through Change*. Nashville: Abingdon Press, 1979.
  - . Planning for Your Church. Philadelphia: Westminister Press, 1984.
- Warren, Rick. *The Purpose Driven Church*. Grand Rapids: Zondervan Publishing House, 1995.
- Welsh, Robert. *Church Policies Manual*. Nashville: Broadman Press, 1996.
  Westing, Harold J. *Make Your Sunday School Grow Through Evaluation*. Wheaton, IL: Victor, 1976.
- White, Ernest. The Art of Human Relations. Nashville: Broadman, 1985.
- Wilkes, C. Gene. Jesus on Leadership. Wheaton, IL: Tyndale House, 1998.
- Williamson, David. Group Power. Englewood Cliffs, NJ: Prentice-Hall, 1982.
- Wilson, Marlene. *The Effective Management of Volunteer Programs*. Volunteer Management Assoc., 1976.
  - . How to Mobilize Church Volunteers. Minneapolis: Augsburg, 1983.
- Wiseman, Neil B. Leadership: A Leadership Development Strategy Manual for Church Growth. Kansas City: Beacon Hill Press, 1979.
- Wogaman, J. Phillip. *Making Moral Decisions*. Nashville: Abingdon Press, 1990.
- Wolff, Richard. Man at the Top. Wheaton, IL: Tyndale House Publishers, 1969.
- Woods, C. Jeff. *User Friendly Evaluation: Improving the Work of Pastors and Laity*. Bethesda, MD: The Alban Institute, 1995.
- Wyckoff, D. Campbell. *How to Evaluate Your Christian Education Program.* Philadelphia: Westminster, 1962.

Young, Robert A. The *Development of a Church Manual of Administrative Policies*. Fort Worth, TX: National Association of Church Business Administrators, 1991.