

**ASSEMBLIES OF GOD THEOLOGICAL SEMINARY**  
**Springfield, Missouri**  
**February 23-27, 2009**

**PTHM 625 EFFECTIVE LEADERSHIP**  
**3 Credits**

**J. Melvyn (Mel) Ming, D.Min.**

**Spring 2009**

**COURSE SYLLABUS**

**COURSE DESCRIPTION**

This course focuses on the dynamics of leading healthy, growing churches and ministries. Participants will assess and develop skills in major components of leadership including:

1. leadership character and spirituality,
2. vision and vision-casting,
3. relationships and influence,
4. effective leadership styles,
5. key leadership skills, and
6. learning to maximize who God has created us to be.

Current leadership theories and their implications will be evaluated in the light of Scripture.

**COURSE OBJECTIVES**

1. To identify principles of leadership from the Bible.
2. To introduce the student to the growing body of research relating to leadership.
3. To assist the student in analyzing certain key aspects of their own leadership character and identifying areas needing development.
4. To assist the student in developing certain key leadership skills and practices intended to increase their leadership effectiveness.
5. To assist the student in analyzing their leadership style and developing competency at style selection and use.
6. To assist the student in understanding how their spiritual gifts, passions, abilities, personality and experiences can be used by God in leadership.
7. To apply biblical insights and relevant theories of leadership to the Church or Christian organization.
8. To develop a plan for training others in leadership skills.

**TEXTBOOKS**

Bossidy, L., Charan, R., & Burck, C. (2002). *Execution: The Discipline Of Getting Things Done* (1st ed.). New York: Crown Business.

Canfield, J., Hansen, M. V., & Hewitt, L. (2000). *The Power Of Focus*. Deerfield Beach, Fla.: Health Communications.

Charan, R., Drotter, S. J., & Noel, J. L. (2001). *The Leadership Pipeline: How To Build The Leadership-Powered Company*. San Francisco: Jossey-Bass.

Hybels, B. (2002). *Courageous Leadership*. Grand Rapids, MI: Zondervan.

Stanley, A. (2003). *The Next Generation Leader: 5 Essentials For Those Who Will Shape The Future*. Sisters, Ore.: Multnomah.

NOTE: If you have previously read any textbook, you are required to re-read it so that all class participants will have a common background in these texts for discussion.

Student Resources Notebook. To be purchased the first day of class.

## **COURSE OUTLINE**

- A. Leadership Introduction & Definition
- B. Character & Spiritual Formation (Values)
  - 1. Credibility
  - 2. Integrity & Authenticity
- C. Mission, Vision & Focus
  - 1. Vision
  - 2. Vision Casting & Communication
- D. Influence
  - 1. Relationships
  - 2. Listening
- E. Leadership Style
  - 1. Leadership grid
  - 2. Leadership styles
  - 3. Situational leadership
  - 4. Diagnostic test (LBDQ, T-P, LBDQ 12, LEAD, TBA, Role Efficiency Scale, and others)

- F. Leadership Effectiveness Skill Development
  - 1. Contribution Management
  - 2. Making Strength Productive
  - 3. First Things First
  - 4. Time Management
  - 5. Decision Making & Leading Meetings
  - 6. Other Key Leadership Skills
  - 7. Leadership Development Programs & Processes
  
- G. Leadership S.H.A.P.E.
  - 1. Spiritual Gifts
  - 2. Heart (Passion)
  - 3. Abilities
  - 4. Personality
  - 5. Experiences
  
- H. Execution
  
- I. Developing Leaders
  
- J. Leadership Research

## **METHODOLOGY**

- 1. Class lecture and group interaction
- 2. Use of leadership assessment tools
- 3. Personal research and reflection
- 4. Evaluation of biblical and contemporary leadership literature
- 5. Video presentations

## **COURSE REQUIREMENTS**

### **A. Pre-Session**

Read the textbooks and complete a report for each text which includes:

- 1) Your name and the date on the first page.
- 2) A clear, **signed** statement that you have read the book in its entirety as the first item of each report.
- 3) Two typed pages or less containing your answers to the following questions:
  - (1) What insight from the book will be the most helpful to you in ministry? Why?
  - (2) What idea(s) in the book do you struggle with? Why?
  - (3) What results do you believe would occur following the implementation of this philosophy in the typical Pentecostal/charismatic church? Why?

Stanley Due: Monday

Canfield Due: Tuesday

Hybels Due: Wednesday

Charan Due: Thursday

Bossidy Due: Friday

### **B. Session**

1. Analyze specific biblical leaders.
2. Complete several leadership self tests.
3. Complete a self analysis paper.
4. Contribute to the classroom discussion.
5. Participate in classroom simulation exercises.
6. Share insights from textbook assignments.

### **C. Post-Session**

Mail ALL post-session work to:

Dr. J. Melvyn Ming  
Northwest Ministry Network  
35131 SE Douglas Street,  
Suite 200  
Snoqualmie, WA 98065

Project Option A:

Prepare a 1 1/2 to 3 hour leadership skill training curriculum for potential or present ministry leaders. NOTE: This project must focus on one of the following **“leadership skills.”**

- Priorities: Setting and keeping them
- Asking questions
- Listening
- Effective Decision Making
- Collaborative Problem Solving
- Developing interpersonal skill

Project should include:

- 1) Complete and comprehensive leader notes
- 2) Complete participant’s notes
- 3) Copies of all handouts, visuals, etc.
- 4) Clearly stated measurable outcome objectives for each session

Project Option B:

Design a strategy & program for a local church of under 200 attendees; for discovering leaders, helping them discover their SHAPE, equipping them for ministry and supporting and encouraging them.

Project should include:

- 1) Complete and comprehensive leader guide
- 2) Tools & instruments that will be used
- 3) Complete leader’s notes for any training
- 4) Complete participant’s notes for training and SHAPE discovery
- 5) Copies of all visuals, etc.
- 6) Clearly stated measurable outcome

Project Option C:

Prepare a 1 1/2 to 3 hour leadership training curriculum for ministers & church leaders. NOTE: This project must focus on **one** of the following skills.

- Vision Casting
- Increasing Personal Influence
- Conflict Resolution
- Systems Thinking
- Critical & Creative Thinking

Project should include:

- 1) Complete and comprehensive leader notes
- 2) Complete participant’s notes
- 3) Copies of all handouts, visuals, etc.
- 4) Clearly stated measurable outcome objectives for each session

**DUE DATE:** \_\_\_\_\_

**CLASS AND GRADING PROCEDURE**

1. Course grades will be given based on completed work as follows:

Pre-session requirements	25%
Session attendance and requirements	25%
Post-session project	50%

**NOTE #1:** A \$30.00 fee will be charged to the student's account for every grade change even if the instructor has approved an extension for completing the work. Any exception to the policy will be made by the registrar.

2. All in session assignments are due at the beginning of the class on the assigned date.
3. All major assignments are to be typed and represent quality graduate level work.
4. **All papers** should have the student's name, class name, and session dates on the front page and be stapled once or placed in a 3 ring binder. NO other covers, binders or spines are acceptable.