

**Assemblies of God Theological Seminary  
SOUTHEASTERN COLLEGE BRANCH CAMPUS  
1000 Longfellow Boulevard  
Lakeland, FL 33801  
June 3-7, 2002**

**PTHB 625 EFFECTIVE LEADERSHIP  
3 Credits**

**Mark Rutland, PhD**

**Spring 2002**

**COURSE SYLLABUS**

**COURSE DESCRIPTION**

This course focuses on the dynamics of leading healthy, growing churches and ministries. Participants will examine the comprehensive role that communication plays in leadership. Students will learn how to communicate clearly and purposefully. The course will cover motivating workers, directing staff and volunteers, speech planning and construction, and how to use the varied tools of leadership to accomplish a unified purpose.

**COURSE OBJECTIVES**

1. To identify principles of leadership from the Bible.
2. To enable pastors, evangelists, and church leaders to deal effectively with frustrations and bring together the disparate elements of leadership.
3. To teach leadership and management techniques that will assist them in attaining measurable goals.
4. To enable students to create and follow through on a plan of leadership and communication.
5. To develop a plan for training others in leadership skills.
6. To learn to set goals, prioritize, strategize and build a leadership plan.
7. To identify and establish communication infrastructure

**TEXTBOOKS**

Phillips, Donald T. *Lincoln on Leadership*. New York: Warner Books, 1992.

Maxwell, John. *The 21 Irrefutable Laws of Leadership*. Nashville, Tennessee: Thomas Nelson, 1998.

Covey, Stephen. *The Seven Habits of Highly Effective People*. New York: Simon & Schuster, 1990.

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**Mark Rutland**

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### **COURSE OUTLINE**

- A. Leadership Introduction & Definition
- B. Character & Spirituality
- C. Vision & Values
- D. Relationships, Motivation, and Communication
- E. Leadership Styles
- F. Leadership Skills

### **METHODOLOGY**

- 1. Class Lecture and group interaction
- 2. Question and Answer
- 3. Group Discussion
- 4. Reading Assignments
- 5. Evaluation of biblical and contemporary leadership literature
- 6. Class participation in scenario and role play

### **COURSE REQUIREMENTS**

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

- 1. Read the textbooks prior to beginning of first class.
- 2. Be prepared to discuss each leadership style in class.
- 3. Find another book on leadership, read it, give a book report (minimum of three pages), including personal reflections on the book and a full bibliographic citation (MLA format).

#### **B. Session**

- 1. Contribute to the classroom discussion.
- 2. Participate in classroom simulation exercises.
- 3. Share insights from textbooks assignments.
- 4. Each evening, keep a reflection journal of your reaction to the topics discussed in class that day.

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

- 1. Leadership Analysis: Choosing a well-known “leader” in your discipline, write a six-page paper analyzing his (her) leadership using five of Lincoln’s principles. Try to include some of your subject’s specific actions, quotations, etc. Your paper must conclude with a concise “statement of leadership analysis” of your subject’s strengths and weaknesses and rating them on a scale of one (poor) to ten (excellent).

**Due date: July 15, 2002 (Postmark by this date)**

2. Final Project: A Six Months Plan for Leadership or an alternative option approved by professor in writing prior to the end of class session. Due Date: September 6, 2002 (Postmark by this date) Briefly describe the situation, including its particular strengths and challenges. Your plan should include the goal, the strategy, a plan of communication; whatever calendars (time lines) you deem necessary, specific management issues involved and a way to analyze your plan's success or failure. Length is not as significant as attention to detail, creativity, and thoroughness.

**Mail ALL post-session work to:**

Dr. Mark Rutland  
Southeastern College  
1000 Longfellow Boulevard  
Lakeland, FL 33801

### **CLASS AND GRADING PROCEDURE**

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

1.	Class Participation	10%
2.	Book Report, Minimum of three pages	10%
3.	Leadership Analysis	30%
4.	Final project	50%

**Note:** The participant will be charged a \$15 change of grade fee if work is turned in after the due date stipulated on the syllabus AND the grade will be lowered even if permission has been granted by the instructor.

### **IX. BIBLIOGRAPHY**

Belasco, James A. *Teaching the Elephant to Dance*. New York: Plume, Penguin Group, 1991. (NIL)

Biehl, Bobb, & Ted W. Engstrom. *Boardroom Confidence*. Sisters, Oregon: Questar Publishers, Inc., 1988. (BV652.B53 1988)

Clinton, Dr. Robert J. *Making of a Leader*. Colorado Springs: NavPress, 1988. (NIL)

Covey, Stephen R. *The 7 Habits of Highly Effective People*. New York: Simon & Schuster (A Fireside Book), 1989. (BF 637.58C68 1989)

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\_\_\_\_\_. *Principle-Centered Leadership*. New York: Simon & Schuster (A Fireside Book), 1990. (BF 637.58 C67 1991b)

Crosby, Philip B. *Leading: The Art of Becoming an Executive*. New York: McGraw-Hill Publishing Company, 1990. (NIL)

\_\_\_\_\_. *Running Things*. New York: McGraw-Hill Publishing Company, 1986. (HD 57.7.C76 1986)

\_\_\_\_\_. *Quality is Free*. New York: McGraw-Hill Publishing Company, 1979. (TS 156.7 C76 1979)

De Bono, Edward. *Serious Creativity*. New York: Harper Business, 1992. (on order)

DePree, Max. *Leadership is an Art*. New York: Doubleday, 1989. (HD 57.7.D46 1990a)

Haggai, John. *Lead On! Leadership That Endures in a Changing World*. Waco: Word Books, 1986. (NIL)

Luecke, Richard. *Scuttle Your Ships Before Advancing*. New York: Oxford University Press, 1994. (HD 30.5.L83 1995)

Maxwell, John C. *The 21 Irrefutable Laws of Leadership*. Nashville, Thomas Nelson Publishers, 1998. (HD 57.7 M 3937 1998)

Mayer, Jeffrey C. *If You Haven't Got the Time to Do it Right, When Will You Find the Time to Do It Over?* New York: Simon and Schuster, 1990. (on order)

McCarthy, Kevin W. *The On-Purpose Person: Making Sense of Your Life*. Colorado Springs: Pinion Press, 1992. (BJ 16111.2M368 1992)

Peters, Roger. *Practical Intelligence*. New York: Harper & Row, 1987. (NIL)

Sanders, J. Oswald. *Spiritual Leadership*. Chicago: Moody Press, 1967, 1980. (BV 652.1.53)

Youssef, Michael. *The Leadership Style of Jesus*. USA: Scripture Press, Second Printing, 1986. (NIL)

\*Note: NIL means *Not in Library*

**SPECIFIC DATA**

Syllabus prepared by Mark Rutland, March 2002.