

Master of Church  
Administration  
(Independent Directed  
Studies)



## PRACTICAL PASTORAL MINISTRIES SERIES

## MASTER OF CHURCH ADMINISTRATION (INDEPENDENT DIRECTED STUDIES)

### *Procedure for Admission*

STEP ONE: Complete On line Admission Examination

STEP TWO: Submit On line Application

STEP THREE: Select Tuition Options

### *Admission Standards*

#### Full Admission:

- Any student earning an bachelor degree with a minimum of 3.0 GPA
- Any student earning seventy (80%) or more on the college bible knowledge admission exam

#### Provisional Admission:

- Any student admitted with less than a 3.0 undergraduate GPA
- Any student earning less than seventy (80%) on the college bible knowledge admission exam
- After successfully completing one (1) semester of academic work of six (6) or more semester credits, provisional admissions are automatically granted Full Admission

The Master of Church Administration is a professional degree beyond the bachelor of arts or equivalent, designed to equip the students for service as: A pastor, an educational director or administrator in the local church. A missionary in the area of religious education. A teacher or administrator in a Christian school.

This is a two-year program, primarily related to specialized ministry in religious education, requiring thirty (45) semester credits.

### Course Requirements

Each student in the Master of Church Administration program must complete the 45 semester hours of course specified.

### Course Evaluation.

Praxis courses required you to prepare a curriculum guide for each practical course of study including test and answer keys. Grades are based on the quality of the course design. Also, up to six-semester credits are allowed when you teach an undergraduate course rather than Independent Directed Studies (IDS).

Total: 45 Semester Hours (\$4,950.00)

## CURRICULUM

### *Year One*

#### **FIRST SEMESTER**

FREE - Pre-Admission's Bible Knowledge Exam (Master)	
BIBL 534 - The Pentateuch	3
MINI 531 - Church Administration/Finance	3
ADMI 530 - Group Communications	3
<b>Total</b>	<b>9</b>

#### **SECOND SEMESTER**

BIBL 532 - The Historical Books	3
BIBL 630 - Biblical Hermeneutics	3
PRAXIS 630 - The Church On The Web	3
<b>Total</b>	<b>9</b>

#### **THIRD SEMESTER**

BIBL 536 - The Four Gospels	3
BLAN 530 - Greek I	3
PRAXIS 630 - How To Handle Conflicts	3
<b>Total</b>	<b>9</b>

### *Year Two*

#### **FIRST SEMESTER**

BIBL 538- Eschatology	3
CEDU 530 - Christian Apologetics	3
MINI 530 - Ascension Gifts	3
<b>Total</b>	<b>9</b>

#### **SECOND SEMESTER**

RELI 530 - Biblical Interpretation	3
COUN 530 - Nouthetic Counseling	3
PRAXIS 636 - Foundations of Faith	3
<b>Total</b>	<b>9</b>

TOTAL 45

<http://futureed4u.org/Login.html>

## COURSE DESCRIPTIONS

First Semester

### ***BIB 534 – The Pentateuch***

The course design offers a textbook commentary, often on a verse-by-verse basis, on each of the five books, plus a general introduction to the Pentateuch as a whole.

References:

- Holy Bible: The New Open Bible, Study Edition, King James Version, 1611

Books:

- #7778 Special Mail Order: **Author:** L. Thomas Holdcroft, **Title:** *The Pentateuch*, **Publisher:** CeeTeC Publishers, **Pub. Date:** 2002 **Format:** Paperback, **ISBN:** 0-9680580-0-0, 298 + vi pp pages, **Price:** Including Taxes, Shipping & Handling: \$17.00

### ***MINI 531 – Church Administration/Finance***

Just as Noah cried out for 120 years, "it's going to rain," we who understand must cry out that the IRS is coming and we must protect our churches and our pastors. This course offers specialized training and enrichment for church business managers, pastors, and others responsible for administration in local church congregations, church agencies and institutions with emphasis in promoting church management and tax compliance.

Books:

#7778 Special Mail Order: **Author:** Dr Marilyn Rahming, **Title:** *Church Administration with Emphasis in Finance* **Publisher:** Self, **Format:** 3 Ring Binders (CD-ROM) **Pub. Date:** 2002 **Price:** \$85.00

Second Semester

### ***BIB 532 – Historical Books***

The course design offers a new upgraded and expanded edition of this well-known volume. It deals with the twelve books of the Bible from Joshua through Ester, and intended as a textbook, a commentary, a reference source, or a study manual.

Reference

Holy Bible: The New Open Bible, Study Edition, King James Version, 1611

Text Book

- #7779 Special Mail Order: **Author:** L. Thomas Holdcroft, **Title:** *The Historical Books*, **Publisher:** CeeTeC Publishers, **Pub. Date:** 2000 **Format:** Paperback, **ISBN:** 0-9680580-3-5, 298 + vi pp pages, **Price:** Including Taxes, Shipping & Handling: \$17.00

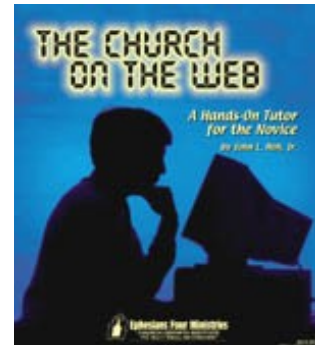
## PRACTICAL THEOLOGY COURSES

**PRAXIS 630 - THE CHURCH ON THE WEB**, Author JOHN L. HOH, JR.

### Description

Feel like a dummy when it comes to web sites? Find easy step-by-step instruction for developing your own church web site in *The Church on the Web: A Hands-on Tutor for the Novice!* This user-friendly guide introduces the mechanics of building a web site and the art of good design and layout. It leads you through the steps of recruiting help from within your church to planning, developing, and maintaining an effective church web site—and often with low or no cost involved! Use this manual to:

Discover the reasons to create a web site. •Identify what you need to create and maintain a site. •Understand the language of the web. •Learn what those Internet terms mean. •Determine what you want on your web site. •Discover where to find FREE and low-cost resources. •Learn how to fit it all together and make it work.



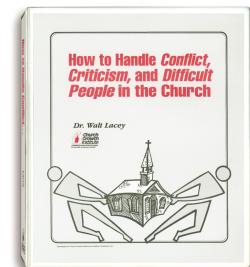
Includes: 109-page manual with instruction, worksheets, HTML quick reference guide, web site examples, and disk of planning aids. All reproducible for use within your ministry. Price \$44.95

Online Resources: [http://www.futureed4u.org/our\\_services.html](http://www.futureed4u.org/our_services.html) The course completion will include a LIVE CHURCH WEBSITE (Click Do It Yourself! Website). Additional expenses include \$99.00 annual hosting fee, up to \$45.00 church domain name registration in addition to tuition & fees.

Up to 6 Semester Credit

**PRAXIS 632 - HOW TO HANDLE CONFLICT, CRITICISM, & DIFFICULT PEOPLE IN THE CHURCH**, Author WALT LACEY

Description Every pastor and church leader must interact with people—inevitably facing conflict, criticism, and difficult people. This resource provides audio instruction to help you learn how to deal with these situations. Identify five common misconceptions in communication, underlying causes of conflict and criticism, coping with confrontation, twelve common troublesome personalities, how to make sure you are in control, handling overly aggressive people, and how to take care of yourself. Get helpful tips on working out anger, plus suggested readings and Scripture references.



Includes: workbook and 6 audiocassettes. Price \$54.95

Up to 6 Semester Credit

**PRAXIS 634 - DEACONS: GROWING IN COMMITMENT AND CHARACTER**, Authors Jim Henry

Description: Train your deacons to make a difference as they grow in commitment and character and help do the work of the ministry. Use these six lessons full of insights in your monthly deacons meeting, a deacon's retreat or weekend workshop, new deacon orientation, or for a weekly training series.



Topics address: The Deacon and His Wisdom (being a God-wise man in a street-smart world) • The Deacon and His Walk (exercising discretion to maintain respect) • The Deacon and His Word (standing tall for the deep truths of God) • The Deacon and His Wealth (handling God's provision—God' way), The Deacon and His Wife (providing love and care for your greatest asset) • The Deacon and His Watch (steadying the ship in the storms of conflict). Involve your deacons in healthy discussion and interaction using real-life case studies and biblical training. Use the 12 Micro Messages included for ongoing deacon's training.

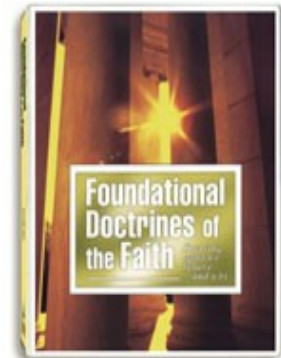
Includes: 6 lessons and 12 micro messages on VHS, DVD, and audio CD; workbook and facilitator guide; promo kit of camera-ready ads and clip art; instruction guide for planning and implementation; reproducible Certificate of Achievement.

Price \$99.95

Up to 6 Semester Credit

**PRAXIS 636 - FOUNDATIONAL DOCTRINES OF THE FAITH** Author Elmer Towns

Description: How many Christians do you know who really understand the foundational doctrines of the Christian faith? *Foundational Doctrines of the Faith* will help Christians know and understand the basic, foundational doctrines of Christian faith so they can stand strong against the winds of false doctrine and securely state their position to those who question their faith. Eight major doctrines are discussed in eight separate lessons: WHAT WE BELIEVE ABOUT THE BIBLE, GOD, CHRIST, THE HOLY SPIRIT, PEOPLE, SALVATION, THE CHURCH, ESCHATOLOGY (END TIMES).



Includes: 110-page textbook, planning agenda, teaching aids, promotional materials, and 3 audiocassettes of lessons taught by Dr. Towns. Price \$99.95

Up to 6 Semester Credit

**PRO. 700 – PORTFOLIO/ MASTER THESIS**

Ministry portfolios started out as a PRAXIS syllabus designed to document the practical theology of ministry. In the Graduate School of Theology and/or for students who might benefit from this experience, portfolios have become widely used in Gulf Coast College & Seminary curriculum planning. In part, this has been due to the continuing debate about quality in ministry training, but it has also been in response to the need to address the problem of defining, recognizing and evaluating good ministry training. Up to 6 Semester Credit

Memo: Six credits may be earned when the practical theological course is actually implemented in a local church. Credits earned must be approved by your faculty advisor before enrolling in the course.

