



Educational Ministerial Institute

COURSE SYLLABUS

Academic Year: 3rd YEAR / 2nd SEMESTER

CODE: MS-105

Course: INTRO TO MINISTRY

Book: Church Administration

- Author Robert Welch

Church Administration Effective Leadership for Ministry

- Author Charles A. Tidwell

Church Administration Handbook

- Author Bruce P. Powers

(Teacher may choose one of these books)

Weekly Participation: Determined by Teacher – 20%

First Test: Determined by Teacher – 10%

Mid Term: Determined by Teacher – 20%

Final Exam: Determined by Teacher – 40%

Special Paper / Project: Determined by Teacher – 10%

Description of Course:

This course provides a comprehensive study of **church administration**, focusing on the practical, organizational, and leadership skills necessary to manage a local church effectively. Students will explore biblical principles of leadership, organizational structure, governance, financial stewardship, and ministry coordination. Emphasis will be placed on creating systems and processes that enable the church to fulfill its mission while maintaining order, accountability, and spiritual integrity.

The course is designed to equip current and future church leaders with the tools to oversee ministry operations, manage resources responsibly, and lead staff and volunteers effectively. Students will also examine real-world case studies and best practices in church governance and administration.

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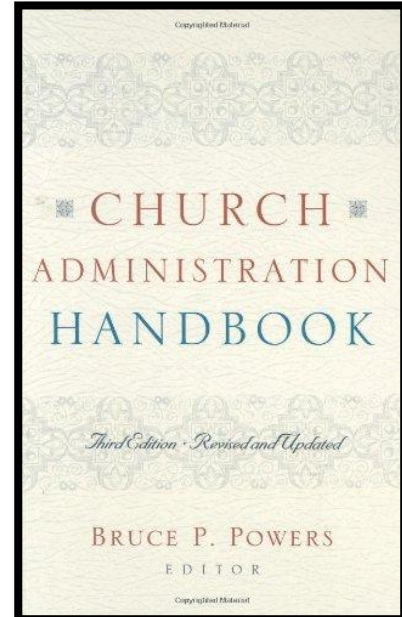
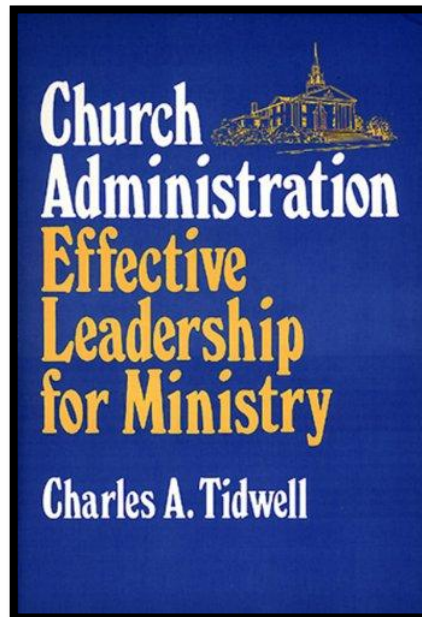
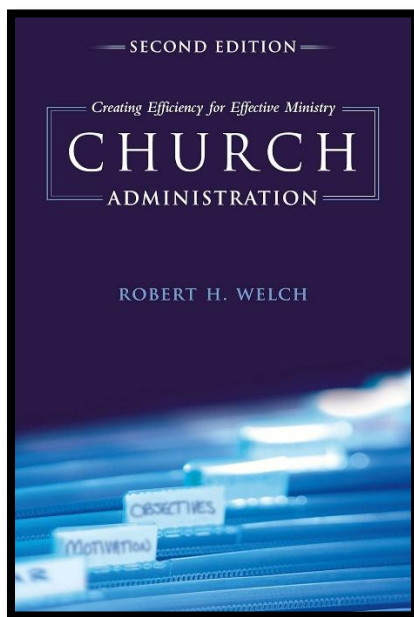
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COURSE AGENDA:

Note: The detailed course agenda will be determined and outlined by the teacher.