

## WESTERN SEMINARY SACRAMENTO

### **Managing Youth Ministry** **YMS 503MN: 2 credit hours**

**Les Christie**

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### **Syllabus - Spring 2010**

#### **COURSE SCHEDULE**

Tuesday, January 5 (8 a.m. – 5 p.m.)
Wednesday, January 6 (8 a.m. – 5 p.m.)
Thursday, January 7 (8 a.m. – 12 noon)

#### **COURSE DESCRIPTION**

Specific competencies for leadership and management of youth ministry will be imparted, including the tasks of organizing, equipping, training, program assessment, staff relationships and personnel evaluation. Specific emphasis will be given to developing a growing and multiplying ministry.

"Managing Youth Ministry" will also equip the student to evaluate youth ministry context both inside and outside of the church, assessing the real needs and cultural trends that impact the nature of ministry in any setting. The assessment principles should apply cross-culturally. You will acquire specific competencies for leadership and management of youth ministry including the tasks of equipping, training, keeping and dismissing volunteers. You will receive tools in program assessment, staff relationships, and personal evaluation. The class will include lecture, discussion, small group interaction, and video.

#### **COURSE OBJECTIVES**

##### **General**

Upon successful completion of this course the student should:

- Understand the key elements of recruiting, training, retaining and dismissing volunteer youth workers.
- Demonstrate a working knowledge of the basic management models of youth ministry and be able to justify his/her use of a particular model both theologically and pragmatically.
- Understand the importance of balance between ministry involvement and family life and take appropriate measures to protect both.
- Be able to measure the effectiveness of a youth ministry.

- Understand the basic elements which make up a youth ministry and personal budget
- Be able to tap into the creativity that exists in all of us

### **Specific**

Upon successful completion of this course the student should:

- Be familiar with the possible questions that may be asked during a job interview.
- Be familiar with the possible questions you may want to ask during a job interview.
- Be familiar with a number of practical ways to raise money through fundraisers.
- Be able to provide a year's budget for a balanced youth program and demonstrate a working knowledge of several means of funding the budget.
- See the value of long term youth ministry.
- Be familiar with the major biblical texts that deal with volunteers.
- Be able to recognize the signs of burnout in ministry and know the appropriate measures to take in preventing and recovering from ministerial burnout.
- To develop competent listening skills and other interpersonal ministry skills - through understanding and practicing the characteristics of a good volunteer recruiter.
- To develop a plan for lifelong learning - through the development of an organizational structure and volunteer team.
- To be aware of risk management techniques.
- Know how to deal with tragedy in youth ministry.

### **Applied Theology-Ministry Competencies**

- To know and apply Scripture responsibly - especially as it pertains to theological and philosophical understanding and framework for carrying out youth ministry.
- To develop theologically sound critical reasoning, strategic thinking, and problem solving skills for ministry - through the reading of the textbooks, watching the videos and participation in class discussion with respect to volunteers, time management, and working in a staff.

### **TEXTBOOKS**

*Please support your seminary by using the following link for all your Amazon purchases – a minimum of 4% comes to Western Seminary.* Click [here](#) to order texts and other products.

### **Pick your favorite 5 titles as required reading**

- Black, Wesley. 2000. *An Introduction to youth ministry*. Nashville, TN: Broadman & Holman Publishers. (ISBN# 0-8054-1869-5)
- Buckingham, Marcus. 1999. *First, break at the rules*. Simon and Shuster. (ISBN# 0-684-85286-1)
- Bugbee, Bruce, and Don Cousins, and Bill Hybels. 1994. *Network leaders guide*. Grand Rapids, Mich.: Zondervan. (ISBN# 0310257948)
- Calhoun, Mike. And Mel Walker. 2006. *Pushing the limits: unleashing the potential of student ministry*. Nelson Books, Thomas Nelson Publishers.

- Carnegie, Dale. 1937. *How to win friends and influence people*. Pocket. (ISBN# 0671723650)
- Chow, David. 2003. *No More Lone rangers*. Loveland, CO: Group Publishing Inc. (ISBN# 076442419X)
- Christie, Les. 1992. *How to recruit and train volunteer youth workers*. Grand Rapids, Mich.: Zondervan. (ISBN# 0310351510)
- Clark, Chap and Kara E. Powell. 2006. *Deep ministry in a shallow world*. Grand Rapids, Mich.: Zondervan.
- Clonca, John. 1999. *Inviting volunteers to minister*. Cincinnati, Ohio: Standard Publishing. (ISBN# 078409475)
- Collins, Jim. 2001. *Good to great*. HarperCollins. (ISBN# 0066620996)
- Covey, Stephen. 1990. *The 7 habits of highly effective people*. Free press. (ISBN# 0671708635)
- Crabtree, Jack. 1998. *Better Safe Than Sued*. Loveland, CO: Group Publishing Inc. (ISBN# 0764420534)
- Dean, Kendra Creasy. 2004. *Practicing passion: Youth and the quest for a passionate church*. Grand Rapids, Mich.: Wm. B. Eerdmans Publishing Co.
- Dunn, Richard R. 2001. *Shaping the Spiritual Life of Students: A Guide For Youth Workers, Pastors, Teachers & Campus Ministers*. Downers Grove, IL: InterVarsity Press. (ISBN# 0830822844)
- Fields, Doug. 1993. *Help! I'm a volunteer youth worker*. Grand Rapids, Mich.: Zondervan. (ISBN# 0310575516)
- Fields, Doug. 2005. *Help! I'm a student leader*, Grand rapids, Mich.: Zondervan. (ISBN# 0310259614)
- Fields, Doug. 2006. *What matters most: When no is better than yes*. Grand Rapids, Mich.: Zondervan.
- Fulenwider, Ray. 1997. *The servant driven church*. Joplin, Mo.: College Press. (ISBN# 0899007937)
- Gladwell, Malcolm. 2002. *The tipping point*. Back bay books. (ISBN# 0316346624)
- Hersey, Paul. 1997. *The situational leader*. Center for leadership. (ISBN# 0931619017)
- Johnson, Spencer. 1998. *Who moved my cheese?* Putnam. (ISBN# 0399144463)
- Larson, Ellen E. 1994. *Recruiting: help and hope for finding volunteers*. Cincinnati, Ohio: Standard Publishing. (ISBN# 0784702322)
- Maxwell, John C. 1993. *The winning attitude*. Nashville: Thomas Nelson. (ISBN# 0785275355)
- Maxwell, John. 1995. *Developing the leaders around you*. Nashville, Tenn.: Thomas Nelson. (ISBN# 0785261508)
- Maxwell, John. 1997. *Becoming a person of influence*. Nashville, Tenn.: Thomas Nelson. (ISBN# 0785271007)
- Maxwell, John. 1998. *The 21 irrefutable laws of leadership*. Nashville, Tenn.: Thomas Nelson. (ISBN# 0785274316)
- McLuen, Dennis. 1995. *Equipped to serve*. Grand Rapids, Mich.: Zondervan.
- Johnston, Kurt. 2001. *Controlled chaos, making sense of junior high ministry*. Cincinnati, Ohio: Empowered Youth Products, Standard Publishing. (ISBN# 0784712549)

- Olson, Ginny and Diane Elliot and Mike Work. 2001. *Youth ministry management tools*. Grand Rapids, Mich.: Zondervan. (ISBN# 0310235960)
- Parrott, Leslie. 1991. *Motivating volunteers in the local church*. Kansas City, Kans.: Beacon Hill Press. (ISBN# 083411415)
- Roehlkepartain, Eugene C. 2000. *Strategic youth ministry*. Loveland, CO: Group. (ISBN# 0764421891)
- Sande, Ken. *The Peacemaker*. Grand rapids: Baker Books. 1997. (ISBN# 0801064856)
- Strommen, Merton and Karen E. Jones and Dave Rahn. 2001. *Youth ministry that transforms*. Grand Rapids, Mich.: Zondervan. (ISBN# 031023820X)
- White, Jeff. 2004. *Holy wow: Boost your youth ministry creativity*. Loveland, CO: Group. (ISBN# 0764426672)
- Woodruff, Mike. 2000. *Managing youth ministry chaos*. Loveland, CO: Group. (ISBN# 0764421433)
- Yaconelli, Mark. 2007. *Growing souls: Experiments in contemplative youth ministry*. Grand Rapids, Mich.: Zondervan.

## **COURSE REQUIREMENTS**

### **Reading**

Read five books (totaling 1,500+ pages) from the recommended book list. If you have other books you would like to substitute please obtain permission from Les Christie first.

Type a two page (double-spaced, one-inch margin, 12pt. type, white 8.5 x 11 papers, no cover, and staple in upper left hand corner) response to each of the required texts. I'm not merely looking for a restatement of each book, but rather an analysis and personal statement on how each book has affected you. Answer the following questions in your response papers:

- What new ideas did you receive from your reading?
- How have you struggled or been challenged because of your reading?
- What did you disagree with in this reading?
- What will you incorporate into your ministry?

**All five book responses are due on Monday, February 22, 2010.**

### **Take-Home Assignment**

Plan a youth ministry event that is at least 48 hours long and is located at least one hour from the town in which your ministry is located. Include the following in the plan:

- Purpose
- Goals
- Biblical justification
- Schedule (includes main components such as speaker, music, activities and who is responsible for the different parts of the event)
- Registration forms
- Liability/release forms
- Transportation
- Food

- Housing
- Things to bring list

**Take-home assignment mailed to Les Christie by Monday, March 8, 2010.**

## **GRADING**

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
99- 100%	95- 98%	93- 94%	91- 92%	88- 90%	86- 87%	84- 85%	81- 83%	79- 80%	77- 78%	74- 76%	70- 73%

Grading will be based on total points accumulated.

Total points possible 1,000 points.

- Book response # 1                   125 points
- Book response # 2                   125 points
- Book response # 3                   125 points
- Book response # 4                   125 points
- Book response # 5                   125 points
- Class participation                 125 points
- Take home assignment             250 points

## **STANDARDS FOR WRITTEN WORK (MLA)**

Papers must be written to a near-thesis standard. That is, minimum format standards must be met, as defined below. English grammar, idiom, and spelling must be up to graduate level. Always include a strong introduction paragraph (declare what you intend to show the reader) and conclusion paragraph. Qualities valued include clarity, succinctness, and precision.

This course employs the MLA (Modern Language Association) style guide. The basic elements are:

- Double-spacing, except for block quotes
- Single space block quotes
- Page numbers appear at the upper right on every text page
- Use footnotes or parenthetical citations.
- Footnotes and parenthetical references follow standard format.

Helpful web sites on MLA style include:

<http://owl.english.purdue.edu/owl/>

<http://www.cws.illinois.edu/workshop/writers/citation/>

[These websites are expanded and pasted into Western Seminary’s “How to Write a Research Paper” located at <http://www.westernseminary.edu/papers/Faculty/WGuideNu.doc> ]

A good website with footnote/bibliography entries is:

<http://writing.wisc.edu/Handbook/Documentation.html>

For assignments that require the use of non-course texts and include a bibliography, of the resources mentioned in the bibliography for your project/paper, two must be from a physical library. Note the physical location of each book as an addendum to each bibliographical entry.

All work must reflect master's level use of the English language. Plagiarism will result in failure of assignment.

## COURSE OUTLINE AND SCHEDULE

Date	Topic
January 5 (8 a.m. – 5 p.m.)	<ul style="list-style-type: none"><li>• Importance Of Youth Ministry</li><li>• Developing A Management Philosophy of Youth Ministry</li><li>• Getting The Job (Resumes, interviewing skills)</li><li>• How To Organize Your Youth Ministry (Time Management)</li></ul>
January 6 (8 a.m. – 5 p.m.)	<ul style="list-style-type: none"><li>• Youth Ministry and Personal Budgets</li><li>• How To Recruit, Train, Retain and Dismiss Adult Volunteers In Youth Ministry</li><li>• Team Building</li><li>• Risk Management, Playing Safe, Legal Liabilities</li><li>• How To Deal With Tragedy</li></ul>
January 7 (8 a.m. – 12 noon)	<ul style="list-style-type: none"><li>• How To Do Fund Raisers</li><li>• Staying And Leaving In Youth Ministry</li><li>• Measuring Your Effectiveness</li><li>• Tapping Into and Releasing the Creativity in you and Your Team</li></ul>

## CLASS POLICIES

**Cover page:** To safeguard confidentiality, provide a title page as a cover for all assignments. Include your student mailbox number in the upper right corner of the cover page.

**Attendance and Late Assignments:** Students are expected to attend all class meetings. Students who miss class are responsible for missed work. Unexcused absences and tardiness will impact a student's grade. Students who anticipate an absence should discuss it in advance with the instructor. Students who miss two or more classes will not pass the course, without a request for and the completion of additional assignments. Assignments submitted after the due date and time constitutes a drop in the student's letter grade for that assignment.

**Enrichment Students:** Enrichment students are encouraged, but not obligated, to participate in assignments and class discussions. Professors are not obligated to grade participation for these students, but may opt to do so depending on class size.

**Incompletes:** Faculty members determine their own procedures and due dates for the completion of course assignments. The final deadline for submitting all course work is the last day of the semester as noted in the Academic Calendar and in the Sacramento class schedule. In the case of serious illness, family emergency, or similar extenuating circumstances, the instructor may, **if it is initiated by the student**, grant an extension. A 1-3 week extension is typical in all except the most extreme cases, and in all cases the standard decrease of a full letter grade for late work applies. Extensions desired by the student beyond 3 weeks, with prof support, must be approved by the Sacramento Academic Coordinator, with 5 weeks after the end of the course being the longest possible extension for work being due to the prof; for this semester that date is **Saturday, 5/29/10**. (This allows a 6<sup>th</sup> week for the grading of work and a grade change request to be filed.) A temporary notation of “I” (incomplete) is assigned until a final grade can be determined. Under no circumstances may the six-week period (allots 1 week to the prof for grading and grade change petition) be extended except by petition and approval of the Administrative Committee in Portland.

**The Availability of Disability Services at Western Seminary:** Western Seminary is committed to responding to the needs of students with disabilities as outlined in both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Western students are assisted individually as their needs dictate. It is the responsibility of students with disabilities to identify themselves and the nature of the disability. Any student who has a disability should contact the seminary’s Disability (Section 504) Coordinator, Ken Epp, at 503-517-1815/1-877-517-1800, ext. 1815. His office is at the Portland campus. Students at the northern California campuses may contact Carrie Priest (Student Services Coordinator – San José) or PJ Oswald (Director of Student Development – Sacramento), or they may contact Dr. Epp directly. Appropriate forms will be provided and must be submitted to the Disability Coordinator’s office.

## **LIBRARY AND INTERNET RESEARCH – SACRAMENTO**

All class assignments with a research element require library research annotated as such in the bibliography. A minimum of two resources must be from a physical library. Note the physical location of each resource as an addendum to each bibliographical entry.

For complete library information including: hours of operation, interlibrary loan, local library resources, etc., please:

- Visit [www.westernseminary.edu/sacramento](http://www.westernseminary.edu/sacramento)
- Click the link “Library Services” in the right navigation pane.

### **Reserve Collection**

The library carries all required readings for this course.

### **Print Resources**

Use the Western-Arcade Library catalog to find books and other materials. To search the library collection:

- Visit <http://www.westernseminary.edu/Library/SAC> .
- Click the link “Search the Library Collection Online”.

## **Periodical & Research Databases**

As you complete your assignments for this course, don't forget about the resources in the Western research databases. Remember to evaluate and cite your information too. To access the Western research databases:

- Visit <http://www.westernseminary.edu/Library/SAC> .
- Click the link "Research Databases" from the bottom menu.
- Click the link "Ebsco Host Research Databases".
- Log in. [**User ID:** westsem / **Password:** seminary]
- Click the link "EBSCOhost Web".
- Click the database(s) you wish to use. Start with *ATLA Religion Database with ATLASerials*.

To cite your information, consider the following MLA composers:

<http://www.noodletools.com> and <http://www.citationmachine.net>

Western-Arcade Library offers a variety of ministry related software for student use including BibleWorks, Logos Bible Software, and SeminaryLibrary.

## **Course Packs (if applicable)**

To access the course pack(s) for this course:

1. Go to the library homepage: <http://www.westernseminary.edu/Library/SAC>
2. Click the link 'Course Packs'.

## **Reference and Research Contact Information**

David Holifield, M.A., M.L.S. / (916) 488-3720, ext. 7 / [dholfield@westernseminary.edu](mailto:dholfield@westernseminary.edu)