

# Course Prospectus

## For THL 326 Christian Service and Leadership

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## Overview

The purpose of this course is to assist you in developing your leadership skill set for Christian leadership and service in the context of a local Living Church of God congregation, in your family and in your community. The Scriptures plainly reveal that Christians are called to become servant leaders capable of serving others now and in the future.

Down through the ages God has been concerned with developing leaders. He spent decades working with Abraham and Sarah, with Isaac and Rebekah, with Jacob and Joseph and many others. When Moses needed leaders, he was advised to select “able men” who feared God and were individuals of character (Exodus 18:21). Jesus called and trained twelve disciples and then seventy others who were sent out to preach the gospel (Luke 9:1-2; 10:1). When the early church needed leaders, they chose individuals “of good reputation, full of the Holy Spirit and wisdom” (Acts 6:3). Jesus told His disciples, “The harvest is truly great, but the laborers are few; pray the Lord of the harvest to send out laborers into His harvest” — and beware of wolves who seek to devour the flock (Luke 10:2-3).



The creation of this online course is in a high definition television studio for online delivery.

The Apostle Paul advised Titus to “appoint elders in every city” (Titus 1:5). Paul gratefully acknowledged the assistance that other men and women provided for the preaching of the gospel and serving the church (Romans 16:3-16). The Bible lists important qualities that aspiring Christian leaders need to develop—knowledge, balance, experience, good character, sober-minded, able to teach, hospitable, humble, gentle, peaceable and easily entreated (1 Timothy 3:1-13; James 3:17-18). A strong leader must also be “holding fast the faithful word as he has been taught” and “be able, by sound doctrine, both to exhort and convict those who contradict” (Titus 1:9). The design of this course is to help you grow as a leader and to help others develop leadership qualities that God can use in the church, in families, in communities and in His Kingdom.

## Course description

This course deals with the theory and practice of servant leadership in the setting of the Christian family, the church congregation and the community. Topics include leadership foundations, skills, and issues. Upon completion, students should be able to demonstrate knowledge and understanding of the basic principles and practices of servant leadership and display the qualities of a servant leader in a congregational setting.

## Prerequisites and corequisites

THL 226 Christian Leadership or consent of instructor.

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### **Course credit**

Three (3) semester credit hours.

### **Instructional objectives**

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On successful completion of this course, a student should be able to:

1. Discuss servant leadership and show knowledge of the elements of successful leadership in the context of Christian living;
2. Discuss the basic skills related to healthy decision-making which will enable the student to make health-enhancing choices and engage in health-enhancing activities to improve his or her quality of life;
3. Define, develop and demonstrate the skills in a Christian leadership skill set;
4. Make clear and convincing oral presentations to individuals or groups, clarify information as needed, and facilitate an open exchange of ideas;
5. Discuss multiple issues applicable to assisting and counseling and demonstrate basic techniques of biblically-based counseling;
6. Identify and apply risk management and ethical issues, contractual procedures and the torts of concern in church decision-making situations and praxis;
7. Identify and explain planning, budgeting, governance and leadership issues in the context of a local congregation;
8. Demonstrate teamwork, team leadership and the skills necessary for leading church activities for various age groups;
9. Define key terms.

### **Your instructor**

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The instructor of record for this course is Dr. Michael P. Germano. Dr. Germano brings over forty years of professional experience in educational leadership, teaching, corporate and business law, entrepreneurship, and institutional advancement initiatives to the LU presidency. He is a member of the California State Bar and was admitted to practice in the federal district courts of Southern California and East Texas. He taught business law at West Coast University (Los Angeles) and at Ambassador University (Big Sandy, Texas). Affiliated with Ambassador University (formerly Ambassador College) since 1959, he served as chief academic officer at two of its campuses. He left Ambassador as a professor emeritus in 1997 and completed a master's degree in archaeology/anthropology at Texas A&M in 2000. He then left retirement to serve several years as the chief academic officer at Haywood Community College at Clyde, North Carolina. He is a member of the California State Bar. Ordained in 1983, Dr. Germano is an elder in the Living Church of God.



To contact him on course details and issues please use the email program in the e-learning system (Populi) or [mgermano@livinguniv.com](mailto:mgermano@livinguniv.com). When you send an email to this address you normally should

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have a response within twenty-four hours. Please feel free to contact him by telephone. His telephone number is 704-708-2291.

### **Students with disabilities**

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The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please inform your instructor by email (on the course "Info" page, click on the instructor's name and then select "Send Email").

### **Technology access**

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This course requires web access and an established email account. The Adobe Acrobat Reader is necessary to view documents that are PDF files. One can download the reader free at <http://www.adobe.com/products/acrobat/readstep2.html>.

### **Course evaluation**

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Student input is welcome for improving this course. Making suggestions by email is helpful. Our goal in this course is to facilitate the successful achievement of all instructional objectives by all students. At the end of the course students have the opportunity of assessing the course. We want to make e-learning courses as effective as we can. By completing the assessment, you can earn 30 points toward your final grade. We may also ask some other questions concerning a student's experience in distance learning to help us improve our program. We appreciate students letting us know how we can improve our products and services for them and other distance learners.

### **Textbooks**

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Students may order their books through the University Bookstore which is located on our main website. Living University is a participant in the Amazon Services LLC Associates Program. Be aware that the books used or referred to in this course are commercial publications. They represent the views and ideas of their authors, editors, and publishers. Living University does not endorse these texts nor vouch for their accuracy. We simply employ them in helping you master the content of the course.

### **Required Textbook**

There is no required textbook for this course. You will have downloadable readings and other materials included in each lesson.

### **Optional Books**

None.

## **Icebreaker assignment**

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To officially begin this course you must complete an icebreaker assignment by which you introduce yourself to your classmates through posting a short autobiography on the course Discussion Forum. A student can earn 30 points by posting the Icebreaker assignment on time. These points could make the difference between an A or a B, or passing or not passing this course.

- The icebreaker assignment must be submitted not later than the eighth day of classes.
- Post your biography as a reply to the "Icebreaker" topic on the lesson "Welcome and Overview" Discussion Forum.
- Please read and comment on at least two other bios by the due date in order to get credit.
- Full credit for this assignment will only be given if all three of the above requirements are met.

Do NOT create a NEW discussion. Simply tell the class about yourself and your goals. This is not the place for a profession of faith, or the details your conversion experience, or problems you have had with previous fellowships, as that information is more of a private nature. Here you inform your classmates what you would like them to know about you. As we have people from all over the world enrolled in this course, each autobiography will help us know, understand and appreciate each other.

## **Course requirements and grades**

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### **Due dates and extensions**

Submit assignments on or before the due date. Students must complete the course by the last official day of instruction as set forth in the academic calendar.

### **Reading assignments**

Reading assignments are integrated into the lesson pages at the course website.

### **Writing assignments**

Any writing assignments in this course should follow the MLA style as set forth in *Writing Research Papers: A Complete Guide* by Lester & Lester. Please cite your sources and use quotation marks where needed. The Files feature on an Assignment Submission page lets you submit your work so your instructor can have it handy for download, review, and grading.

### **Study tips**

Distance learning emphasizes self-motivation. The instructor functions as a facilitator with the student as the driving force in mastering course content. Students are encouraged not to put off completing their readings and assignments. While there are many different learning styles, the following strategy should serve the needs of most students.

- Look over assigned readings.
- Read the assigned readings making notes before viewing the assigned lecture.

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- Define terms in the lesson as needed. The exams will specifically test basic terminology. Students should develop their biblical and theology vocabulary as they proceed lesson by lesson.
- As students view lectures, they should complete their notes.
- Complete the answers for the lesson writing assignment.
- Participate in the lesson discussion.
- Each week students should review notes, geographical terms and locations, and the words they defined.
- If a student has a question, ask. Questions should arise in the teaching-learning process. By bringing questions to our attention, students not only acquire assistance but they also maintain the interaction necessary in higher education. To submit a question just click on the instructor's name on the course "Info" page and send your question by email through the Populi system.

### **Quizzes and examinations**

There are nine (9) quizzes in this course. Each will consist of 20 questions or less and be closed book.

There are three online exams in this course of no more than 100 objective questions each. The first exam is open book and open notes to give you a sense of a test in this discipline. Exams 2-3 are closed book and closed-notes. **Exam 3 is a proctored exam** to be taken online. A proctored exam is one that is overseen by an impartial individual (called a proctor) who monitors or supervises a student while he or she is taking an exam. The proctor ensures the security and integrity of the exam process for all involved.

Students have several choices for completing this proctored exam:

1. A student can come to campus for an exam. The instructor will establish a specific campus classroom, date and time for the student to come to LU and complete the exam with the instructor or his or her representative.
2. A student can utilize a Living Church of God church officer (i.e. elder, deacon, deaconess, adult/youth leader, etc.). Be sure to politely ask the individual and if he or she consents to be the proctor for you.
3. A student can use ProctorU online. ProctorU is a service that LU faculty may utilize for proctoring online exams. ProctorU allows students to conveniently and securely complete assigned exams using almost any web cam. With a computer and approved web cam, a student can take online exams at home, at work, or almost anywhere they have Internet access. ProctorU connects students directly to their proctor via web cam so they can both see and talk to one another. ProctorU can also monitor the student's computer while they complete the exam. Students pay ProctorU directly for this service. LU does not reimburse students for proctoring fees. To view a demo video on how this service works, or to sign up and schedule testing appointments, the Living University portal is located at [www.proctoru.com/portal/livinguniv](http://www.proctoru.com/portal/livinguniv).

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4. A student can use a college or university testing center. There is usually a fee for this service which students pay directly. LU does not reimburse students for proctoring fees.
5. A student can have an approved proctor. This may be a school official, such as a teacher or registrar, or a librarian who is not related to the student.

All university students should present proper photo identification to their proctor before taking an exam unless the proctor personally knows the student being tested. All exams are online. In order for a proctored exam grade to be recorded, a signed Proctor's Signature Form (PSF) must be sent to LU. There is no PSF required for ProctorU. Otherwise, provide the approved proctor with a copy of the Proctor's Signature Form (PSF) and a stamped envelope with appropriate postage paid, properly addressed to:

Michelle R. Broussard  
Living University  
2301 Crown Centre Drive, Suite A  
Charlotte, NC 28227-7705

## Grading

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A course grade will be determined based on the number of points a student has earned over the semester as follows:

Icebreaker Assignment (30 points)  
Exams (three, each worth 200 points, for a total of 600 points; all three exams are online; the first exam is open book and open notes. **The other two are closed book and closed-notes. Only Exams 3 is a proctored exam.)  
Quizzes (nine, each worth 20 points, for a total of 180 points)  
Discussions (nine, each worth 10 points for a total of 90 points)  
"What I Learned" Essay (70 points)  
Course Evaluation (30 points)  
TOTAL 1000 points**

**You may earn up to 135 extra credit points in this course in nine assignments each worth 15 points. This optional work can raise your grade significantly.**

Grades are in the traditional American style of an A, B, C, D, or F. In distance learning, we believe that the measure of mastery of course subject matter is completion of 80% of the objectives for a course. That means that we want students to earn at least 800 points in this course. If they do not do so then they have not achieved the level of the mastery we would like them to have.

We want this course to be competency-based and so it is possible for the entire class to receive an A or a B. There is no artificial curving of scores in the assignment of grades (if you do not know what that means, do not worry about it). Mastery of the material is what one's goal should be.

Grades, assigned by points, are as follows:

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- A 900-1000 points
- B 800-899 points
- C 700-799 points
- D 600-699 points
- F below 600 points

### **Course calendar**

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#### **Lesson 1 Leadership Foundations**

- Topic 1 Becoming a True Servant Leader
  - Topic 2 Developing the Heart of a Leader
  - Topic 3 Identifying, Owning and Sharing Your Vision
  - Topic 4 Elements of Successful Leadership
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#### **Lesson 2 Your Health, Personality and Character**

- Topic 1 Building Godly Character
  - Topic 2 Developing Godly Courage and Faith
  - Topic 3 Using the Tools of a Leader
  - Topic 4 Staying Healthy
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#### **Lesson 3 Your Leadership Skill Set**

- Topic 1 Establishing a Godly Example and Reputation
  - Topic 2 Marital Leadership
  - Topic 3 Leadership and Responsibility in Family Relations
  - Topic 4 Becoming Teachable Teachers
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#### **Lesson 4 Communicating and Working with Others**

- Topic 1 Becoming a More Effective Communicator
  - Topic 2 Your Approach to Others
  - Topic 3 Building and Maintaining Trust
  - Topic 4 Delegating, Empowering and Team Building
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#### **Lesson 5 Achieving Excellence in Speaking**

- Topic 1 Conversation
  - Topic 2 Small Groups
  - Topic 3 Public Speaking
  - Topic 4 Sermonettes
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#### **Lesson 6 Effective Planning**

- Topic 1 Strategic Planning
  - Topic 2 Budgetary Planning
  - Topic 3 Planning, Organizing and Adminstrating Church Activities
  - Topic 4 Pitfalls and Things to Avoid
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#### **Lesson 7 Assisting and Counseling**

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Topic 1 Teamwork

Topic 2 Team Leadership

Topic 3 Developing the Skills of a Counselor

Topic 4 Wise Counsel

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**Lesson 8 Legal Matters and Concerns in the Church**

Topic 1 Risk Management and Safety

Topic 2 Minimizing Abuse and Assault Risk

Topic 3 Contractual Authority

Topic 4 Confidentiality, Privacy and Defamation

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**Lesson 9 Leadership Issues**

Topic 1 Church Government

Topic 2 Theory and Practice in Church Government

Topic 3 Roles of Elders and Deacons

Topic 4 Issues and Challenges

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