

CHMN539  
**CHURCH GROWTH AND EQUIPPING LEADER**  
Spring 2021

*Erlo Braun*

This course is designed for pastors who are interested in mobilizing church member for evangelism. The course prepares participants in the theology and practice of ministry and shares practical principles to share the gospel successfully

**CLASS & CONTACT INFORMATION**

<b>Class location:</b>	Columbia Union - ZOOM Class. See information in Learninghub
<b>Class meeting dates:</b>	March 14 – 18.
<b>Class meeting times:</b>	Sun—6-9:00 pm; Mon-Thur—10 am to 1 pm <a href="#">Hora de Michigan</a>
<b>Course Website:</b>	<a href="https://learninghub.andrews.edu/">https://learninghub.andrews.edu/</a>
<b>Instructor Tel.:</b>	+55 11 99976 8500 Brazil
<b>Instructor Email:</b>	<a href="mailto:erlo.braun@gmail.com">erlo.braun@gmail.com</a> ; <a href="mailto:erlo.braun@ucb.org.br">erlo.braun@ucb.org.br</a>
<b>Office hours:</b>	

**COURSE PREREQUISITES**

**Criteria for Grades**

- |   |            |
|---|------------|
| • Pre-intensive reading report                    | 30 Points  |
| • Group presentation during the intensive program | 10 points  |
| • Post-intensive project report (20 pages)        | 60 Points  |
| • Total:  | 100 Points |

**Prerequisites:**

1. Reading report—500 pages (30 hours minimum) from the books listed below. Submit a three-page evaluation of the material read indicating the number of hours and pages read from the required reading. The report should be submitted electronically on the LearningHub and to the professor's email in a MSWord document by the *first day of class*.
2. *Late submission penalties.* Pre-intensive assignments are due the first day of class (**March 14,2021**). Late submissions of these assignments are penalized with a 5-point deduction, each.

**During the intensive:**

- Course participants will be organized in small groups during the first day of class to discuss and research on a ministerial challenge or issue. Time will be allowed during the week for this task.
- The findings will be presented to peers using Power Point technology during the last day of class
- The presentation should take no more than 30 minutes and the Power Point slides should be shared with all classmates.
- Each participant will grade group members with a 1-10 scale taking into account a) Contents, b) organization of the material, and c) delivery. The points will count towards the final grade of the

### **Post-Intensive Requirements**

1. Students will have 3 months after the beginning of the intensive to complete a 20-page research project based on topics unveiled during the intensive.
2. The report will have the following sections: 1) Title page. 2)Table of Contents. 3)Introduction. 4)Theoretical foundations about the topic—content should be biblical and should integrate current literature on the subjects, a minimum of 15 sources from the past 10 years. 5)Description of the project—including implementation plans or implementation narrative—if the project is implemented. 6)Conclusion.7) Reference list.
3. A detailed outline of the final research project should be prepared by students, during the intensive, and presented to the professor for approval.
4. The project will be graded following the criteria of the “Rubric for Assessing Research Projects”—Below. The report should follow Andrews University Standards for Written Work.
5. This report is **due on June 14,2021**
6. Late submission of this assignment is penalized with a 10-point deduction.

## **COURSE MATERIALS**

### **Required Reading:**

- Allen, David (2018). *Getting Things Done*. New York, NY. Penguin Books. 311 pages
- Mcchesney, C.; Covey, S.; Huling, J. *The 4 Disciplines of Execution: Achieving Your Wildly Important Goals*. [S.L]:Free Press, 2012. 350 pages
- Braun, Erlo. (2018) *Plantación urbana: el evangelio invadiendo las ciudades (Spanish Edition)* Kindle Edition. 120 pages

### **Recommended:**

4. Ferguson, David (2007). *Hero Maker: Five Essential Practices for Leaders to Multiply Leaders*. Grand Rapids. Zondervan. 295 pages.
5. Lopes, Derson. (2015) *Project Management for All*. Kindle Edition. 131 pages.
6. Knight, George. (2006). *Organizing Church for Growth*. Review and Herald. 380 pages.
7. Mancini, David. (2018). *God Dreams*. New York. B&H Books. 320 pages
8. Malphus, Aubrey. (2002). *Advanced Strategic Planning: A new model for church ministry*. Baker Book House. 280 pages
9. Warren, R. (2010) *The Purpose Driven® Church: Growth Without Compromising Your Mission*. Zondervan. 410 pages
10. White, Ellen G.(2009) *Christian Service*. CreateSpace Independent Publishing Platform. 196 pages.

The instructor reserves the right to revise the syllabus for the benefit of the learning process with appropriate notification to the students.

## COURSE OVERVIEW

Course topics and assignments have been selected to contribute to learning and evaluating these Course Learning Outcomes (CLOs) as follows:

### **Program Learning Outcomes (PO):**

1. Trains church members for evangelism.
2. Empowers church members for leadership.
3. Is capable of reaching specific social groups.
4. Enable Pastors to Promote Growth
5. Motivate Pastors to start Missionary Local Schools.

### **Student Learning Outcomes (SLO) The student:**

1. Biblically perspective of Leadership
2. To lead in different contexts
3. Planning their activities and get things done on ministry
4. Challenging church to grow.
5. Applying Servant Leadership

Month	Date	Class Topic	Assignments Due
<b>March 14,2021</b>		Complete <b>30 hours of reading</b> from the Required and Recommended book list, above	<b>March 14</b> <ul style="list-style-type: none"> <li>• First day of class</li> <li>• Late reports—6 point deduction</li> </ul>
<b>Mar</b>	14	<ul style="list-style-type: none"> <li>• General information about the course</li> <li>• Review of course requirements</li> <li>• Creation of small groups to foster collective learning during the course</li> <li>• <b>(SLO 1)</b></li> </ul>	<i>Devotional.</i> Daily small group discussion and collaborative learning sessions on the subject
<b>Mar</b>	15	<b>Productivity Ministry</b> <ul style="list-style-type: none"> <li>• Missional Leadership</li> <li>• Productivity at Ministry</li> <li>• Self-Development</li> <li>• <b>(SLO 2).</b></li> </ul>	<i>Devotional.</i> Daily small group discussion and collaborative learning sessions on the subject
<b>Mar</b>	16	<b>Church Planning for Growth</b> <ul style="list-style-type: none"> <li>• Church Planning</li> <li>• Execution and Accountability Systems</li> <li>• Empowering People</li> <li>• Missional Leadership</li> <li>• Church Planting Strategy</li> <li>• <b>(SLO 3)</b></li> </ul>	<i>Devotional.</i> Daily small group discussion and collaborative learning sessions on the subject
<b>Mar</b>	17	<b>Church as Missionary School</b> <ul style="list-style-type: none"> <li>• How to prepare the training program</li> <li>• Subjects to Study</li> <li>• Organizing a Training Journey</li> <li>• <b>(SLO 4)</b></li> </ul>	<i>Devotional.</i> Daily small group discussion and collaborative learning sessions on the subject
<b>Mar</b>	18	<b>Church Mobilization</b> <ul style="list-style-type: none"> <li>• Mobilization</li> <li>• Authority vs. Power Leadership</li> <li>• Leading New Generation</li> <li>• <b>(SLO 5)</b></li> </ul>	<i>Devotional.</i> Daily small group discussion and collaborative learning. Small group presentations based on collaborative learning during the week. Presentations are graded by peers from a 1-10 point scale. <b>(10 points)</b> of the final grade).
<b>June</b>	14		<b>Final project is due today (June 14, 21).</b> Email an electronic MSW 20-page final research paper before midnight to: <a href="mailto:erlo.braun@gmail.com">erlo.braun@gmail.com</a> ; <a href="mailto:erlo.braun@ucb.org.br">erlo.braun@ucb.org.br</a>

<b>July</b>	14	Late assignments receive no more than a <b>B</b> by midnight on this day ( <b>July 14, 2021</b> ).
<b>Aug</b>	14	Late assignments receive no more than a <b>C</b> by midnight this day ( <b>Aug 14, 2021</b> ).
<b>Sep</b>	4	<i>172 days from the first day of class.</i> Students who have not completed all intensive requirements by <b>Sep 04, 2021</b> will receive a DN and will need to repeat the class.

**ATTENDANCE**

Regular attendance is required at all classes and other academic appointments. When the total number of absences exceeds 10% of the total course appointments, the teacher may assign a failing grade. Merely being absent from campus does not exempt the student from this policy. Absences recorded because of late registration, suspension, and early/late vacation leaves are not excused. The class work missed may be made up only if the teacher allows. Three tardies are equal to one absence.

**TIME EXPECTATIONS FOR THE COURSE**

**US Credit-Hour Regulations**

For every semester credit, the Andrews University credit hour definition requires that:

- **Courses for professional masters’ degrees (e.g. MDiv)** include 15 instructor contact hours and 30 hours of independent learning activities.
- **Courses for academic masters’ (e.g. MA [Religion]) and all doctoral degrees** include 15 instructor contact hours, and 45 hours of independent learning activities.

**The calculation of hours is based on the study skills of the average well-prepared graduate student.** Students weak in these skills: 1) may require more time and should consider taking fewer classes each semester; and 2) can find skill development assistance through the Seminary Study and Research Skills Colloquia, the AU Writing Center, and AU Student Success office.

In order to achieve the outcomes of this course, learning time will be distributed as follows:

		<b>Professional Masters' Programs</b>	
		2 Credits	3 Credits
<b>Instructor Contact Hours</b>	<b>Face to Face Instructional Time</b>		<b>45 hrs</b>
<b>Independent Learning Activities</b>	<b>Name of Assignment #1 Pre-Intensive Reading</b>		<b>30 hrs</b>
	<b>Name of Assignment #2 20-page project/paper</b>		<b>60 hrs</b>
<b>Total Hours:</b>			<b>135 hrs</b>

*Note.* In order to make grading fair for everyone, grades will be assigned on the basis of the above requirements alone. No individual arrangements will be made for those requesting last minute grade adjustment or extra credit.

### **Submission of Assignments**

Assignments are to be turned in on Learning Hub before the dates indicated in the Course Overview-- Above.

### **Late Submissions**

Because student assignments are an essential part of class activities, assignments turned in after the time they are due will be worth a maximum of 50 of possible points%--for this course, see penalties posted on the *Course Overview Table*. Any requests for extra time on an assignment must be made in advance with the professor. Such requests should be a rarity and should be accompanied by a valid reason why the work could not be done by the date due.

## ABOUT YOUR INSTRUCTOR

*Erlo Braun (DMin)* is currently the President of the Central Conference in Sao Paulo, Brazil. During his doctoral project he planted 72 churches in Sao Paulo, one of the largest urban concentrations in the world. Since the completion of his doctoral degree, he has planted nearly 30 more churches in one of the rural communities of Sao Paulo. He served as The Kings Herald Quartet (Brazilian Version) singer, Treasurer President at The Voice of Prophecy, Church Pastor, Secretary and President at Sao Paulo East Conference.

## OTHER COURSE-RELATED POLICIES

### **Academic Integrity**

The Seminary expects its students to exhibit rigorous moral integrity appropriate to ministry leaders representing Jesus Christ. Complete honesty in academic matters is a vital component of such integrity. Any breach of academic integrity in this class is subject to discipline. Consequences may include receipt of a reduced or failing grade, suspension or dismissal from the course, suspension or dismissal from the program, expulsion from the university, or degree cancellation. Disciplinary action may be retroactive if academic dishonesty becomes apparent after the student leaves the course, program or university. A record of academic integrity violations is maintained by the University Student Academic Integrity Council. Repeated and/or flagrant offenses will be referred to an Academic Integrity Panel for recommendations on further penalties.

Academic Dishonesty includes:

- Plagiarism in which one fails to give credit every time use is made of another person’s ideas or exact words, whether in a formal paper or in submitted notes or assignments. Credit is to be given by use of:
  - Correctly designed and inserted footnotes each time one makes use of another individual’s research and/or ideas; and
  - Quotation marks placed around any exact phrases or sentences (3 or more words) taken from the text or speech of another individual.
- Presenting another’s work as one’s own (e.g., placement exams, homework assignments);
- Using materials during a quiz or examination other than those explicitly allowed by the teacher or program;
- Stealing, accepting, or studying from stolen quizzes or examination materials;
- Copying from another student during a regular or take-home test or quiz;
- Assisting another in acts of academic dishonesty
- Submitting the same work or major portions thereof, without permission from the instructors, to satisfy the requirements of more than one course.

For additional details see: [https://www.andrews.edu/academics/academic\\_integrity.html](https://www.andrews.edu/academics/academic_integrity.html)

**Academic Accommodations**

If you qualify for accommodation under the American Disabilities Act, please see contact Student Success in Nethery Hall 100 ([disabilities@andrews.edu](mailto:disabilities@andrews.edu) or 269-471-6096) as soon as possible so that accommodations can be arranged.

**Use of Electronics**

No recording or streaming is permitted in seminary courses.

Courtesy, respect, and professionalism dictate that laptops and cell phones are to be used only for class-related activities during class time.

**Communications and Updates**

Email is the official form of communication at Andrews University. Students are responsible for checking their Andrews University e-mail, Moodle, and iVue alerts regularly.

**LearningHub Access**

Andrews University Learning Hub hosts this course online. Your Learning Hub username and password are the same as your Andrews username and password. Use the following contact information if you need technical assistance at any time during the course, or to report a problem with Learning Hub.

Username and password assistance	<a href="mailto:helpdesk@andrews.edu">helpdesk@andrews.edu</a>	(269) 471-6016
Technical assistance with Learning Hub	<a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a>	(269) 471-3960



Technical assistance with your Andrews account	<a href="http://andrews.edu/hdchat/chat.php">http://andrews.edu/hdchat/chat.php</a>	
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### **Emergency Protocol**

Andrews University takes the safety of its student seriously. Signs identifying emergency protocol are posted throughout buildings. Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting that specific location. It is important that you follow these instructions and stay with your instructor during any evacuation or sheltering emergency.

*Please Note: The instructor reserves the right to revise the syllabus, with the consensus of the class, at any time during the semester for the benefit of the learning process. The up-to-date Course Description for this course may be found at [www.learninghub.andrews.edu](http://www.learninghub.andrews.edu) .*

## APPENDIX 1: INTERPRETING LETTER GRADES

### **Letter Grades and Percentages**

95-100%	<b>A</b>	80-84%	<b>B</b>	65-69%	<b>C</b>
90-94%	<b>A-</b>	75-79%	<b>B-</b>	60-64%	<b>C-</b>
85-89%	<b>B+</b>	70-74%	<b>C+</b>	55-59%	<b>D</b>
				58-Below	<b>F</b>

### ***THE B GRADE***

The B grade is a sign that you have competently fulfilled all of the requirements stipulated for an assessment or competency evaluation. It is a very good grade and demonstrates a high level of the knowledge, insight, critical competence and professional presentation standards essential for an individual wishing to pursue a career as a professional leader in ministry.

### ***THE A GRADE***

An A grade is given only when a student not only fulfills the criteria for a B grade, but in doing so demonstrates an advanced academic aptitude for content knowledge, critique, synthesis and independent insight, while exhibiting highly developed communication skills and professional publication standards that would allow them to pursue a highly competitive academic career.

### ***THE C GRADE***

The C grade differs only from a B grade in that the traits outlined in the B grade above are not consistently applied. However, with diligence and by applying feedback from your lecturer, the academic process can provide opportunity for a student to improve their consistency, and hence, their grade.

### ***THE D GRADE***

The D grade points to a limited level of knowledge, insight, and critique, as well as to inadequate quality of written work. This may be because of a lack of time management on the part of the student, difficulty grasping the concepts being taught, use of English as a second language, or a personal issue that is affecting one's concentration and motivation levels. Again, with diligence, applying feedback from your lecturer, and seeking services offered by the University like the writing lab or the counseling center, the academic process can provide an opportunity for a student to significantly improve their performance.

### ***THE F GRADE***

A failing grade is given when very limited or no demonstrable competency has been observed or when the final assignment is not submitted within the dates indicated in the Course Overview Table.

## ASSIGNMENT RUBRIC

### Rubric for Assessing Project Plans

Student \_\_\_\_\_

Criteria	(5) Exceptional	(4) Proficient	(3) Satisfactory	(2) Emerging	(1) Unsatisfactory	Score
<b>Title Page</b>	Includes: 1) institution's name, 2) title, 3) name of the course, 4) course period, 5) name of the student, 6) date submitted, 7) follows AU Standards for Written work (AUSWW). Has no errors	Misses 1 of the 7 components	Misses 2 of the 7 components	Misses 3 components	Misses more than 3 components	
<b>Introduction</b>	The introduction is engaging, states the main topic and purpose of the paper, and previews the structure of the paper	Introduction states the main topic and purpose of the paper and previews its structure	States the main topic and purpose of the paper, but does not adequately preview its structure	The introduction states the main topic but lacks a purpose and a preview of its structure	There is no clear introduction or main topic and the structure of the paper is missing	
<b>Project Description</b>	Project is described in detail. Protocols to be followed are presented. Specific aspects of the organization, implementation, and evaluation are offered. Meets paper length requirements	Project is well described. Some details regarding protocols, organization, implementation, and evaluation of the project are missing. Meets length	Project is satisfactorily described and meets paper length	Project is poorly described and does not meet number of pages.	The report misses entire sections of the project description. Does not meet paper length.	

<b>Organization</b>	Report provides a table of contents, and is organized using different subhead levels, following AUSWW. Subheadings are exceptionally well-worded and reflect upon the main subject. Exceeds all organizational specifications stated in the syllabus	Table of contents and subheading levels follow AUSWW Standards. Subtitles reflects upon the subject, but wording can be improved.	Paper provides a table of contents and is organized using different subheading level. However, does not follow AU standards of written work	Paper provides first level headings, but headings do not clearly reflect upon the subject. No table of contents. Does not follow all specifications stated in the syllabus and AUSWW	Does not provide a table of contents and is not divided under headings and subheadings. Does not follow organizational specifications stated in the syllabus and AUSWW	
<b>Format/Style</b>	All texts and references follow specifications from AUSWW. Syntax and semantics are outstanding. Models language and style. No errors in punctuation, spelling, and sentence formation	Consistently follows AUSWW with minor flaws. Syntax and semantics are very good. No major errors in style	Consistently follows all AUSWW format. Syntax and semantics are good. Few errors in style	Inconsistently follows some AUSWW. Syntax and semantics are poor	Does not follow AUSWW. Syntax and semantics are deficient	
<b>Conclusion</b>	Conclusion is engaging and provides an outstanding overview of the project and personal reflections on projected implementation. Exceeds expectations	Conclusion restates the purpose, gives a good summary, and provides personal opinions about the outcome	Conclusion restates the purpose and satisfactorily summarizes results Lacks personal reflection on projected implementation	Conclusion attempts to summarize the thrust of the project, but is ambiguous. Lacks personal reflection	Conclusion fails to summarize and to express personal reflection on the project	