



INTERNATIONAL APOSTOLIC BIBLE COLLEGE

West Texas District

- **SYLLABUS:** Church Administration

- **INSTRUCTOR:** M.Ed. April Marioni

- **RECOMMENDED BIBLIOGRAPHY:**

Zaragoza, Misael. Church Administration. Rancho Cucamonga: Secretary of Christian Education, 2009.

- **SUMILLA:**

This course will be presented in several lessons that deal with basic principles and skills for planning and managing the church effectively. It also gives an overview of the meaning of management. This course addresses each of the areas that need to be administrated in the church (personal, economic and structural).

- **COURSE OBJECTIVES:**

1. To understand fundamental principles of Management.
2. To apply what you have learned in this course in your daily life.
3. To understand that we are stewards of God's kingdom.

- **COURSE OUTLINE:**

- 4 hours of reading and preparation of a summary of the official textbook, before class.
- 4 hours of intensive classroom instruction.
- 4 hours of Post-Class Homework.

- **CLASS EVALUATION:**

The final grade of the course will be the result of the following evaluation scheme:

20% Punctuality and Attendance.

20% Class Participation.

30% Preliminary homework/Classwork.

30% Final homework.