

# ADMINISTRATION

## Syllabus - SECOND SEMESTER 2023

- **Course Description**

“God is a God of order. Everything connected with heaven is in perfect order; subjection and thorough discipline mark the movements of the angelic host. Success can only attend order and harmonious action. God requires order and system in His work now no less than in the days of Israel. All who are working for Him are to labor intelligently, not in a careless, haphazard manner. He would have His work done with faith and exactness, that He may place the seal of His approval upon it.”—*Patriarchs and Prophets*, p. 376.

“System and order are manifest in all the works of God throughout the universe.” —*Testimonies to Ministers and Gospel Workers*, p. 26.

- **Requirements**

**1. Active Class Participation** (10% of the final grade)

**2. Two Book Review** (20% of the final grade)

*Christian Leadership*, E. G. White

*Principles for Christian Leaders*, E. G. White

**3. Final exam in class** (40% of the final grade)

**4. Textbooks:**

Bible

IMS, *Church Manual*

**5. Textbook for Final Essay** (30% of the final grade)

*Christian Service*, E. G. White

- **Class Calendar**

AUGUST	8.00-8.50 am	9.00-9.50 am
<b>First Week</b>		
Tue. 01	1. Introduction	2. The church, first part
Wed. 02	3 Officers and organization, the second part	4. Committees, the third part
Thur. 03	<b><u>Practical</u></b>	<b><u>Practical</u></b>
Fri. 04	Personal study	Personal study
<b>Second Week</b>		
Mon.07	5. Field <b><u>Book Review</u></b>	6. Union

	<i>Christian Leadership</i> , E. G. White	
Tue.08	7. Division	8. General Conference, first part
Wed.09	9. General Conference, second part	10. Means for spreading the Gospel
Thur. 10	<b><u>Practical</u></b>	<b><u>Practical</u></b>
Fr. 11	<b><u>Tutorial</u></b>	<b><u>Quiz</u></b>
<b>Third Week</b>		
Mon. 14	11. Church Affiliation, first part	12. Church Affiliation, second part
Tue. 15	13. The Ministry	14. Worship
Wed. 16	15. Other Services	16. Two Memorials of Paradise
Thur. 17	<b><u>Practical</u></b>	<b><u>Practical</u></b>
Fr.18	<b><u>Tutorial</u></b>	<b><u>Book Review</u></b> <i>Principles for Christian Leaders</i> , E. G. White
<b>Fourth Week</b>		
Mon. 21	17. Love to the World, first part	18. Love to the World, second part
Tue. 22	Revision	Revision
Wed. 23	<b><u>Practical</u></b>	<b><u>Practical</u></b>
Thur. 24	<b><u>Final Exam</u></b> <b><u>Final Essay</u></b>	

- **Teacher Information – Tutorials**

Tutoring is available Monday - Thursday during the following times: 1:00 p.m. - 2:00 p.m.

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*For God is not the author of confusion,  
but of peace, as in all churches of the saints.  
Let all things be done decently and in order.*

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1 Corinthians 14:33, 40

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