

Bachelor of Church Administration

Preparing Faithful Administrators and Ministry Leaders for Effective Church and Organizational Management

Program Overview

The Bachelor of Church Administration at Jefferson International University of Baptist (JIUB) is a comprehensive four-year undergraduate degree designed to prepare students for administrative, operational, and leadership roles within churches, ministries, mission organizations, and faith-based institutions. The program combines biblical principles, organizational leadership, financial stewardship, governance, strategic planning, and ministry management to equip graduates with the knowledge and skills necessary to support and strengthen church operations.

As churches and Christian organizations continue to grow and expand their ministries, there is an increasing need for competent administrators who can manage resources effectively while maintaining biblical integrity and Christian values. This program develops professionals who understand both the spiritual mission and the practical administration required for successful ministry.

Students will gain expertise in church governance, financial management, human resources, organizational communication, volunteer coordination, project management, policy development, and ministry operations. Through academic study, practical training, and ministry experiences, graduates are prepared to serve churches and Christian organizations with excellence, accountability, and servant leadership.

Program Highlights

- Christ-Centered Administrative Leadership
- Strong Biblical and Theological Foundation
- Church Governance and Organizational Management
- Financial Stewardship and Budget Administration
- Strategic Planning and Ministry Development
- Human Resource and Volunteer Management
- Church Operations and Systems Administration
- Leadership Ethics and Accountability
- Practical Ministry Experience and Internship Opportunities
- Pathway to Graduate and Seminary Studies

Program Learning Outcomes

Upon successful completion of the program, graduates will be able to:

- Apply biblical principles to church administration and organizational leadership.
 - Develop and implement effective administrative systems for churches and ministries.
 - Manage church finances with integrity, accountability, and transparency.
 - Coordinate volunteers, ministry teams, and church programs effectively.
 - Design policies and procedures that support ministry goals and compliance requirements.
 - Utilize strategic planning methods to promote organizational growth and sustainability.
 - Communicate effectively with church leaders, staff, congregations, and community stakeholders.
 - Demonstrate ethical leadership and responsible stewardship in ministry administration.
 - Manage projects, events, and operational functions within faith-based organizations.
 - Conduct organizational assessments and implement continuous improvement strategies.
-

Career Opportunities

Graduates of the Bachelor of Church Administration program may pursue careers as:

- Church Administrator
 - Executive Church Administrator
 - Ministry Operations Manager
 - Church Office Manager
 - Nonprofit Administrator
 - Faith-Based Organization Manager
 - Church Finance Administrator
 - Volunteer Coordinator
 - Ministry Program Director
 - Church Communications Coordinator
 - Community Outreach Administrator
 - Missions Administration Coordinator
 - Christian Nonprofit Executive Assistant
 - Church Development Officer
-

Program Duration

Duration: 4 Years (8 Semesters)

Level: Undergraduate

Degree Awarded: Bachelor of Church Administration (B.C.A.)

Semester-Wise Academic Structure

Semester I

- Introduction to Church Administration
- Foundations of Christian Faith
- Old Testament Survey I
- English Composition and Communication
- Information Technology Fundamentals
- Christian Spiritual Formation

Semester II

- Old Testament Survey II
- New Testament Survey I
- Principles of Church Leadership
- Christian Ethics and Stewardship
- Academic Research and Writing Skills
- Introduction to Ministry

Semester III

- New Testament Survey II
- Church History I
- Organizational Communication
- Principles of Management
- Evangelism and Discipleship
- Leadership Development

Semester IV

- Church History II
- Biblical Interpretation (Hermeneutics)
- Human Resource Management
- Volunteer and Team Coordination
- Public Speaking and Ministry Communication
- Church Governance and Policy Development

Semester V

- Financial Stewardship and Church Budgeting

- Church Operations Management
- Ministry Administration
- Organizational Behavior
- Legal and Ethical Issues in Ministry
- Community Outreach Administration

Semester VI

- Strategic Planning and Church Development
- Project Management for Ministries
- Nonprofit and Faith-Based Organization Management
- Church Information Systems
- Christian Counseling Foundations
- Research Methodology

Semester VII

- Advanced Church Administration
- Risk Management and Compliance
- Fundraising and Resource Development
- Event Planning and Ministry Coordination
- Internship / Practicum I
- Elective Course

Semester VIII

- Strategic Leadership for Church Administration
- Contemporary Issues in Church Management
- Internship / Practicum II
- Senior Research Project or Thesis
- Capstone Ministry Administration Project
- Church Growth and Organizational Development

Undergraduate Admission Requirements

Applicants seeking admission into the Bachelor of Church Administration program must submit the following:

Required Documents

- Completed Admission Application Form
- Government-Issued Photo Identification

- Official High School Transcript or Equivalent Qualification
- Latest Academic Transcript or Grade Report
- Passport-Size Photograph
- Character Reference Letter
- Church Recommendation, Pastoral Reference, or Ministry Endorsement
- Personal Statement or Statement of Purpose
- Statement of Faith Agreement
- Proof of English Proficiency (if applicable)
- Any Additional Documents Requested by the Admissions Office

Eligibility Requirements

- Successful completion of secondary/high school education or an equivalent qualification recognized by the University.
 - Demonstrated commitment to Christian values and ethical conduct.
 - Ability to meet academic and language requirements established by the University.
-

Why Study Church Administration at JIUB?

The Bachelor of Church Administration at Jefferson International University of Baptist prepares students to become highly effective administrators who serve behind the scenes while helping ministries thrive. Through a combination of biblical wisdom, leadership training, financial stewardship, and organizational management, students gain the skills needed to support pastors, ministry leaders, congregations, and faith-based organizations.

Graduates are equipped to provide strong administrative leadership that enhances ministry effectiveness, promotes accountability, and advances the mission of the Church in today's rapidly changing world.

Program Motto

"Equipping Faithful Stewards and Administrative Leaders for Excellence in Church and Ministry Service."