

**ASSEMBLIES OF GOD THEOLOGICAL SEMINARY**  
**Southeastern College Branch Campus**  
**1000 Longfellow Blvd.**  
**Lakeland, Florida**  
**August 25 – December 8, 2003**

**PTH 545 MINISTRY DEVELOPMENT SEMINAR**  
**(3 credit hours)**

**Wayne H. Lee, D.Min.**  
**Sherry Lee, M.A.**

**Fall 2003**

**COURSE SYLLABUS**

**COURSE DESCRIPTION**

The Ministry Development Seminar is a semester long learning experience for the participants in the Masters of Arts in Christian Ministries (MACM) degree program designed to integrate the spiritual, psychological, and professional dimensions of their lives and ministries. *(Must be taken before the completion of 15 hours in the degree program).*

**COURSE OBJECTIVES**

Upon completion of this course, the participants should be able to:

1. Demonstrate an understanding of personal leadership style, leadership effectiveness, individual style, personality, and ministry gifts.
2. Articulate a personal ministry plan and a strategy for personal and professional growth and effectiveness.
3. Identify the building blocks of personal interior spiritual life development and design a plan for future growth in one's life journey as a leader.
4. Demonstrate awareness of the components of the healthy self, as well as the indicators for issues which lead to an unhealthy self.
5. Articulate a theology and philosophy of ministry.
6. Explain the philosophy, content, and process of the MACM program.

## **REQUIRED TEXTBOOKS**

Bugbee, Bruce, Don Cousins, and Bill Hybels. *Network*. Grand Rapids, MI: Zondervan Publishing House 1994.

Ministries Development Seminar Assessment Notebook (available from the Ministries Development Department, Southeastern College). Price \$56.00

Malphurs, Aubrey. Maximizing Your Effectiveness: How to Discover and Develop Your Divine Design. Grand Rapids: Baker Book, 1995.

McIntosh, Gary L., and Samuel D. Rima, Sr. Overcoming the Dark Side of Leadership: The Paradox of Personal Dysfunction. Grand Rapids, MI: Baker Book House, 1997.

## **COURSE METHODOLOGY**

Lectures, readings, small group activities, writing assignments, and assessment instruments will be utilized to achieve the course objectives.

## **COURSE TOPICS**

**August 25, 2003** – Professor: Dr. Wayne H. Lee

1. Course syllabus and requirements
2. The Divine Design II
3. The personal and professional development of a minister and overview

**September 8, 2003** – Professor: Sherry Lee

4. The interior life of the minister
5. The personal spirituality of the minister and Spiritual Journey assessment

**September 15, 2003** – Professor: Dr. Wayne H. Lee

6. A Theology and Philosophy of Ministry
  7. Character Qualities and Character Qualities Assessment
- Book Report Due! *Maximizing Your Effectiveness***

**September 22, 2003** – Professor: Sherry Lee

8. Learning Styles and assessments
9. Two Natural Gifts and Talents Inventories (Appendix E & F in Malphurs)

**September 29, 2003** – Professor: Dr. Wayne H. Lee

10. The theology of leadership in the ministry
11. Ministry roles and assessments
12. Leadership Role Indicator (Appendix D in Malphurs)
13. Personal Style Assessment (Network)

**October 6, 2003** – Professor: Sherry Lee

14. The personality of the minister (MBTI and handouts)
15. Temperament Indicators I and II (Appendix B & C in Malphurs)

**October 13, 2003** – Professor: Dr. Wayne H. Lee

16. Spiritual gifts and assessments (Lee)
17. Spiritual Gifts Inventory (Appendix A in Malphurs)
18. Spiritual Gifts (Network)
19. Ministry passion and assessment (Network)

**October 20, 2003** – Professor: Sherry Lee

- The Darkside of Leadership* and assessments in text (Part I)
20. The Compulsive Leader Assessment
  21. The Narcissistic Leader Assessment
  22. The Paranoid Leader Assessment

**Book Report Due! *The Darkside of Leadership***

**October 27, 2003** – Professor: Dr. Wayne H. Lee

23. Leadership Traits
24. Ministry skills and assessments

**November 3, 2003** – Professor: Sherry Lee

- The Darkside of Leadership* and assessments in text (Part II)
26. The Codependent Leader Assessment
  27. The Passive-Aggressive Leader Assessment
  28. Self-differentiation

**November 10, 2003** – Professor: Dr. Wayne H. Lee

29. Personal mission/vision of the minister
30. Training Model
31. Knowledge Assessment
32. Mentoring Assessment

**November 17, 2003** – Professor: Sherry Lee

33. Leadership Styles Assessment
34. Team Work assessment

**November 24, 2003** – Professor: Dr. Wayne H. Lee

35. Love Language Assessment

36. The Leadership Process  
Evangelism Style Assessment

**December 1, 2003** – Professor: Sherry Lee

37. Conflict Management Assessment

**December 8, 2003** – Professor: Dr. Wayne H. Lee

38. Divine Authority Assessment  
39. Personal ministry training plan  
40. Writing plan for MACM  
41. Library and research orientation for MACM  
**Autobiography Due at 5:00 p.m.**

\*Assessments are offered in the Ministries Development Seminar Assessment Notebook

### **COURSE REQUIREMENTS**

1. Attendance and participation at each class session is required. Any absence over two evening sessions will result in a deduction of 10 points per class session.
2. Read the textbook(s) and complete the textbook report form for each book.  
***Maximizing Your Effectiveness* – Due September 15, 2003**  
***Overcoming the Dark Side of Leadership* – Due October 20, 2003**
3. Participate in various discussion, exercises, and assessment activities. The student is expected to complete all assessments. All assessments completed will yield 400 points.
4. Write an autobiography and ministry profile which contains the following items:
  - a. Personal: a personal, family and spiritual life autobiography containing personal history such as conversion experience, baptism in the Holy Spirit, calling, initial ministry, gifts, weaknesses and strengths, challenges, celebrations, setbacks or growth and developments, etc.
  - b. Ministry: description of history of ministry, current ministry setting, self evaluation and statement of goals for the program and long term ministry. Include reflections, plans, and conclusions received from the assessments and topics discussed in class. How are you going to work on these goals? What steps do you need to take in order to accomplish your goals?
  - c. Personal and Spiritual Growth Plan: from the information and assessments gathered from this seminar, develop a two-year personal and spiritual growth development plan. Include the specific action steps you will initiate to achieve your goals.

- d. This writing should include insights from readings, class presentations, activities, and personal reflection. **This paper is due December 8, 2003 at 5:00 pm.** It should be in MLA format, double-spaced, and 20-25 pages in length.

**CLASS AND ASSESSMENT PROCEDURE:**

The student completing this course will be assessed based upon the following criteria:

1.	Reading, book reports, etc.	100
2.	Complete the assessments provided by the professors	400
3.	Attendance, class presentations and participation	100
4.	Personal and Ministry Autobiography and Assessment Paper	<u>400</u>
		Total 1000

**NOTE: Late work turned in after the specified due date as listed in the syllabus will result in point deductions for each 24 hour period according to the following:**

**\*Reading Reports – 10 point deduction**

**\*Autobiography – 50 point deduction**

**Extensions will be granted by the professor only in extreme emergencies and will carry a grade penalty.**

**All coursework is due by December 16, 2003.**

**NOTE: Work received after the session due date specified in this syllabus will result in a change of grade fee (\$15.00) being charged, even when an extension has been granted by the instructor.**

## **BIBLIOGRAPHY**

- Anderson, James D. and Ezra Jones. *The Management of Ministry*. San Francisco: Harper & Row, 1978.
- Anderson, Ray S. *Theological Foundations for Ministry*. Grand Rapids, MI: Eerdmans Publishing Company: 1979
- Anthony, Michael J. *Foundations of Ministry*. Grand Rapids, MI: Baker Books, 1992.
- Barker, Joel Arthur. *Paradigms: The Business of Discovering the Future*. New York: Harper Collins, 1992.
- Bolich, Gregory G. *Authority And The Church*. Washington DC: University Press of America, 1982.
- Bridges, William. *Transitions*. Reading, Massachusetts: Addison Wesley Publishing Company, 1980.
- Callahan, Kennon L. *Effective Church Leadership Building on the Twelve Keys*. New York: Harper & Row, 1990.
- Covey, Stephen R., Merrill, Roger & Merrill Rebecca. *First Things First*. New York: Simon & Schuster, 1994.
- Damazio, Frank. *The Making Of A Leader*. Portland, Oregon: Bible Temple Publishing, 1988.
- Elmore, Tim. *Mentoring*. Atlanta, GA: EQUIP, 1998.
- Gangel, Kenneth O. *Team Leadership in Christian Ministry*. Chicago, IL: Moody Press, 1997.
- Getz, Gene. *Sharpening the Focus of the Church*. Wheaton, IL: Moody Bible Institute, 1987.
- Kallestad, Walt. *The Everyday, Anytime Guide To Christian Leadership*. Minneapolis: Augsburg Fortress, 1994.
- Kettler, Christian D. & Speidell, Todd H. *Incarnational Ministry*. Colorado Springs: Helmers & Howard, 1990.
- London, H.B. Jr. and Wiseman, Neil B., *Pastors At Risk*. Wheaton, IL: Victor Books, 1993.
- Mattson, Ralph T. *Visions of Grandeur*. Chicago: Moody Press, 1994.

Maxwell, John C. *The Success Journey*. Nashville, Tennessee: Thomas Nelson Publishers, 1997.

McBurney, Louis. *Every Pastor Needs A Pastor*. Waco, TX: Word., 1977.

McCarty, Doran. *Leading The Small Church*. Nashville, Tennessee: Broadman Press, 1991.

Murren, Doug. *Leader Shift*. Ventura, California: Regal Books, 1994.

Ogden, Greg. *The New Reformation*. Grand Rapids, Michigan: Zondervan Publishing House, 1990.

Steers, Richard M., Porter, Lyman W. & Bigley, Gregory A. *Motivation and Leadership at Work*. New York: McGraw Hill, 1996.

Stowell, Joseph M. *Shepherding The Church*. Chicago: Moody Press, 1997.

Thomas, John C. *Ministry & Theology*. Cleveland, Tennessee: Pathway, 1996.

Tidwell, Charles A. *Church Administration Effective Leadership for Ministry*. Nashville, Tennessee: Broadman Press, 1985.

Wall, Bob, Solum, Robert S. & Sobol, Mark R. *The Visionary Leader*. Rocklin, CA: Prima Publishing, 1992.

Whitehead, James D. and Evelyn E. Whitehead. *Method in Ministry Theological Reflection and Christian Ministry, Rev. Ed.* Kansas City, MO: 1995.

Zuck, Roy B. *Vital Ministry Issues*. Grand Rapids, MI: 1994.

### **SPECIFIC DATA**

You may reach the professors for this course in the following manner:

Dr. Wayne Lee: 863-667-5042 or

Email - [whlee@secollege.edu](mailto:whlee@secollege.edu)

[sblee@secollege.edu](mailto:sblee@secollege.edu)

Syllabus prepared by Wayne & Sherry Lee on November 1, 2002, revised August 22, 2003.