

**Assemblies of God Theological Seminary  
SOUTHEASTERN COLLEGE BRANCH CAMPUS  
1000 Longfellow Blvd.  
Lakeland, Florida  
October 15-19, 2001**

**PTHB 535 PASTORAL MINISTRY**

**Dr. Wayne H. Lee**

**Fall 2001**

**COURSE SYLLABUS**

**COURSE DESCRIPTION**

A consideration of the pastor's work in the local congregation, including a study of one's role in serving and leading the congregation in worship to God and service to others. Attention is given to specific duties such as the preparation for and conduction of weddings, funerals, and baptismal services.

**OBJECTIVE**

When this course has been successfully completed, the student will be able to:

1. Understand the purposes and functions of the church from a biblical and practical perspective.
2. Identify one's personal calling, gifts, passions, personality, and the roles to be used in pastoral ministry.
3. Define one's personal theology and philosophy of ministry in the local church.
4. Explore, understand, and analyze the fifteen (15) major functions of the local church.
5. Evaluate the fifteen (15) major functions in a particular local church and propose essential improvements.

**REQUIRED TEXTS**

Dr. Lee's Pastoral Ministry Notes will be provided for the student.

Each student will be asked to read an additional 1300 pages in any of the following texts:

1. Anderson, Leith. Leadership That Works: Hope and Direction for Church and Parachurch Leaders in Today's Complex World. Minneapolis: Bethany House, 1999.
2. Callahan, Kennon L. Twelve Keys to an Effective Church. San Francisco, CA: Harper & Row, 1983.
3. Shawchuck, Norman and Roger Heuser. Leading the Congregation. Nashville, TN: Abingdon Press, 1993.
4. Westing, Harold J. Create and Celebrate Your Church's Uniqueness. Grand Rapids, MI: Kregel Resources, 1993.
5. Gibbs, Eddie. Church Next: Quantum Changes in How We Do Ministry. Downers Grove, IL: InterVarsity Press, 2000.

6. Block, Peter. Stewardship: Choosing Service Over Self-Interest. San Francisco, CA: Berrett-Koehler Publishers, 1996.

## **REQUIREMENTS**

1. **Attendance.** Each student is expected to attend all classes.
2. **Pre-session reading.** Each student is asked to read texts by Anderson, Gibbs, and Westing before the first session of class.
3. **Projects** (Post Session).
  - A. Students are asked to analyze in their particular local ministry the fifteen (15) major functions of church life. It will be important to note weaknesses and strengths as well as mention corrective measures. The paper should be 16 to 20 double-spaced, typed pages using proper format. Please evaluate and comment on each fifteen (15) functions individually.
  - B. Each student is asked to develop a two-year improvement strategy for local church ministry incorporating the fifteen (15) vital functions of church life processed through the four quadrants of ministry noted in class. Incorporating the 1300 pages of additional required reading is essential. The paper should be 16 to 20 double-spaced, typed pages using proper format.
4. **Testing.** There will be four quizzes offered from Dr. Lee's Pastoral Ministry Notes at the beginning of each day.
  - Monday: None
  - Tuesday: Vital Functions 1 – 4
  - Wednesday: Vital Functions 5 – 8
  - Thursday: Vital Functions 9 – 11
  - Friday: Vital Functions 12 – 15

## **GRADING CRITERIA FOR CLASSROOM**

1. Reading quizzes (four quizzes @ 50 points each)	200 points
2. Post-session reading	250 points
3. Post-session project	
Evaluation of Fifteen Vital Functions of Church Life	250 points
4. Post-session project	
Two-year strategy for local church ministry	250 points
5. Class Attendance	<u>50 points</u>
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Total	1000 points

**Grading Criteria for Pastoral Resourcing Group**

1. Reading 1300 pages	200 points
2. Listening to 16 audio tapes	100 points
3. Evaluation of the local church (16 – 20 pages)	200 points
4. Two-year strategy for local church ministry	200 points
5. Attendance in 14 of the 16 (3 hour) sessions	<u>300 points</u>
Total	1000 points

**GRADING SCALE**

940 – 1000 =	A
860 – 939 =	B
740 – 859 =	C
660 – 739 =	D
659 – BELOW =	F

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

**BIBLIOGRAPHY**

(Note: Do not read books that you have read before or that you are using for another class.)

A. Ministry

Allen, Roland & Gordon Borrer. Worship: Rediscovering the Missing Jewel.

Barna, George. User Friendly Church.

Baxter, Richard. The Reformed Pastor.

Dobson, Ed, Wayne Gordon, and Loius McBurney. Standing Fast: Ministry in an Unfriendly World.

Dobson, Ed. Starting a Seeker Sensitive Service.

Getz, Gene A. Sharpening the Focus of the Church.

Hansen, David. The Art of Pastoring: Ministry Without All the Answers.

Hayford, Jack W. The Church on the Way.

Hendricks, William D. Exit Interviews.

Henry, Jack A. Basic Budgeting for Churches.

Larson, Bruce & Ralph Osborne. The Emerging Church.

Peterson, Eugene H. The Contemplative Pastor: Returning to the Art of Spiritual Direction.

Pierce, T. Burton. Ministerial Ethics: A Guide for Spirit-Filled Leaders.

Richards, Lawrence O. A New Face for the Church.

Richards, L.O. & Gib Martin. A Theology of Personal Ministry.

Seagler, Franklin M. Understanding, Preparing for, and Practicing Christian Worship.

Snyder, Howard A. The Community of the King.

Snyder, Howard A. The Problem of Wine Skins.

Spader, Dann and Gary Mayes. Growing a Healthy Church.

Tidball, Derek, J. Skill Shepherd: An Introduction to Pastoral Theology.

Wemp, C. Sumner. The Guide to Practical Pastoring.

#### B. Leadership/Administration

Anthony, Michael J. Effective Church Board: A Handbook for Mentoring and Training Servant Leaders.

Barna, George. Marketing the Church.

Barrs, Jerram. Shepherds and Sheep: A Biblical View of Leading & Following.

Bennis, Warren & Burt Nanus. Leaders: The Strategies For Taking Charge.

Biehl, Bob & Ted W. Engstrom. Increasing Your Boardroom Confidence.

Brown, Steven W. 13 Fatal Errors Managers Make and How You Can Avoid Them.

Callahan, Kennon L. Twelve Keys to an Effective Church.

Callahan, Kennon L. Effective Church Leadership: Building on the Twelve Keys.

Chaffee, Paul. Accountable Leadership: Resources for Worshipping Communities.

Clinton, J. Robert. The Making of a Leader.

Covey, Stephen R. Principle-Centered Leadership.

Covey, Stephen R. The Seven Habits of Highly Effective People.

Dale, Robert K. Creative Leadership Series: Surviving Difficult Church Members.

Drucker, Peter F. The Effective Executive.

Eims, Leroy. Be A Motivational Leader.

Eims, Leroy. Be the Leader You Were Meant To Be.

Engstrom, Ted W. The Making of a Christian.

Engstrom, Ted W. & Robert C. Larson. Seizing the Torch: Leadership for a New Generation.

Gangel, Kenneth O. Competent to Lead.

Hyde, Douglas. Dedication and Leadership.

Iverson, Dick. Team Ministry.

Johnson, Douglas. Creative Leadership Series: The Care and Feeding of Volunteers.

Kiser, Wayne. Promotions Strategies for the Local Church.

Luecke, David S. & Samuel Southard. Pastoral Administration: Integrating Ministry and Management in the Church.

Maxwell, John C. Developing the Leaders Around You: How to Help Others Reach Their Full Potential.

Maxwell, John C. Developing the Leader Within.

Maxwell, John C. The Winning Attitude: Your Key to Personal Success.

McCarty, Doran. Leading the Small Church.

McCormack, Mark H. What They Don't Teach you at Harvard Business School.

Miller, Calvin. The Empowered Leader: 10 Keys to Servant Leadership.

Powers, Bruce P., ed. Church Administration Handbook.

Sanders, J. Oswald. Spiritual Leadership.

Smith, Fred. Learning to Lead.

Stevens, R. Paul. Liberating the Laity.

Tidwell, Charles A. Church Administration: Effective Leadership for Ministry.

Wagner, C. Peter. Leading your Church to Growth.

Westing, Harold J. Multiple Church Staff Handbook.

C. The Minister and His/Her Personal Life

Anderson, Leith. Winning the Values War in a Changing Culture: Thirteen Distinct Values that Mark a Follower of Jesus Christ.

Blackburn, Bill & Deana. Stress Points in Marriage.

Bratcher, Edward B. The Walk-on-Water Syndrome.

Demarary, Donald E. Watch out for Burnout.

Faulkner, Brooks R. Burnout in Ministry.

Harbaugh, Gary L. Pastor as Person.

Hart, Archibald D. Coping with Depression in the Ministry and Other Helping Professions.

Hart, Archibald D. Feeling Free.

Hoekema, Anthony A. The Christian Looks at Himself.

Hulme, William E. Managing Stress in Ministry.

London, H.B., Jr. & Neil B. Wiseman. Pastors at Risk: Help for Pastors, Hope for the Church.

London, H.B., Jr. & Neil B. Wiseman. The Heart of a Great Pastor: How to Grow Strong and Thrive Wherever God Has Planted You.

MacDonald, Gordon. Ordering Your Private World.

MacDonald, Gordon. Rebuilding Your Broken World.

Needham, David C. Birthright.

Phillips, Randy, ed. Seven Promises of a Promise Keeper.

Rawlins, Clive L. William Barclay: The Authorized Bibliography.

Stowell, Joseph M. Perilous Pursuits.

Warlick, Harold C. How to be a Minister and a Human Being.

#### D. Preaching

Braga, James. How to Prepare Bible Messages.

Baumann, J. Daniel. An Introduction to Contemporary Preaching.

Bodey, Richard Allen. If I Had Only One Sermon to Preach: Nineteen Preachers Reveal What Motivates Them.

Brown, H.C. Jr., H. Gordon Clinard, Jesse J. Northcutt, Al Fasol. Steps to the Sermon: An Eight-Step Plan for Preaching with Confidence.

Chapell, Bryan. Christ-Centered Preaching: Redeeming the Expository Sermon.

Davis, H. Grady. Design for Preaching.

Eslinger, Richard L. A New Hearing.

Fasol, Al. A Complete Guide to Sermon Delivery.

Greidanus, Sidney. The Modern Preacher and the Ancient Text.

Howard, J. Grant. Creativity in Preaching.

Liefeld, Walter L. New Testament Exposition.

Long, Thomas G. and Cornelius Plantinga, Jr. A Chorus of Witnesses: Model Sermons for Today's Preacher.

Miller, Calvin. Marketplace Preaching: How to Return the Sermon to Where it Belongs.

Nash, Tom. The Christian Communicator's Handbook: A Guide to Help You Make the Message Plan.

Perry, Lloyd M. A Manual for Biblical Preaching.

Richard, Ramesh. Scripture Sculpture: A Do-It-Yourself Manual for Biblical Preaching.

Robinson, Haddon W. Biblical Sermons.

Street, R. Alan. The Effective Invitation.

Sweazey, George E. Preaching the Good News.

Wardlaw, Don M., ed. Preaching Biblically.

Wilson, Paul Scott. The Practice of Preaching.

#### E. Counseling

Adams, Jay E. Competent to Counsel.

Adams, Jay E. The Christian Counselor's Manual.

Anderson, Neil T. The Bondage Breaker.

Anderson, Neil. T. Victory Over Darkness.

Anderson, Neil T. & Dave Park. The Bondage Breaker, Youth Edition.

Buchanan, Ducan. The Counseling of Jesus.

Clinebell, Howard J. Basic Types of Pastoral Counseling

Collins, Gary R. Christian Counseling.

Collins, Gary R. Helping People Grow.

Collins, Gary R. Living and Growing Together.

Collins, Gary R. Vol. 1 Innovative Approaches to Counseling.

Collins, Gary R. Vol. 2 Counseling Christian Workers.

Collins, Gary R. The Rebuilding of Psychology.

Crabb, Lawrence J. Basic Principles of Biblical Counseling.

Crabb, Lawrence J. Effective Biblical Counseling.

Narramore, Clyde M. The Psychology of Counseling.

Nouwen, Henri. The Wounded Healer.

Oates, Wayne E. & Kirk H. Neeley. Where to Go for Help.

Worthington, Everett L. How to Help the Hurting.

Worthington, Everett L. When Someone Asks for Help.

Wright, H. Norman. Marital Counseling.

Wright, H. Norman. Premarital Counseling.

Wright, H. Norman. Training Christians to Counsel.

#### F. Church and Society

Anderson, J. Kerby. Signs of Warnings, Signs of Hope.

Anderson, Leith. Dying for Change.

Anderson, Leith. A Church For the 21<sup>st</sup> Century: Bringing Change to Your Church to Meet the Challenges of a Changing Society.

Bakke, Ray. The Urban Christian.

Barna, George. Baby Busters: The Disillusioned Generation.

Barna, George. Church Marketing: Breaking Ground for Harvest.

Barna, George. The Frog in the Kettle.

Barna, George. The Invisible Generation: Baby Busters.

Brekenridge, James & Lillian. What Color is Your God? Multicultural Education in the Church.

- Chandler, Russell. Racing Toward 2001: The Forces Shaping America's Religious Future.
- Cogswell, James A. The Church and the Rural Poor.
- Ellison, Craig, ed. The Urban Mission.
- Frenchack, David & Keyes, eds. Metro-Ministry: Ways and Means for the Urban Church.
- Gallagher, John. Jesus Doesn't Live in Brooklyn.
- George, Carl F. Prepare Your Church for the Future.
- MacDonald, Gordon. Forging a Real World Faith.
- Martin, Glen and Gary McIntosh. The Issachar Factor: Understanding Trends That Confront Your Church and Designing a Strategy for Success.
- Martin, William J. The Church in Mission.
- Moberg, David O. Inasmuch.
- Mooneyham, W. Stanley. What Do You Say to a Hungry World?
- Perkins, John. Let Justice Roll Down.
- Perkins, John. With Justice For All.
- Roof, Wade Clark. A Generation of Seekers: the Spiritual Journeys of the Baby Boom Generation.
- Shawchuch, Norman; Philip Kotler; Bruce Wrenn; and Gustave Rath. Marketing for Congregations: Choosing to Serve People More Effectively.
- Shelley, Bruce and Marshall Shelley. The Consumer Church: Can Evangelicals Win the World Without Losing Their Souls?
- Sider, Ronald J. Rich Christians in an Age of Hunger.
- Silvoso, ed. That None Should Perish: How to Reach Entire Cities for Christ Through Prayer Evangelism.

Simon, Arthur. Bread for the World.

Stott, John R.W. Christian Mission in the Modern World.

Stott, John R.W. Involvement: Being a Responsible Christian in a Non-Christian Society. Vol. I

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Stroble, Lee. Inside the Mind of Unchurched Harry and Mary.

Tillapaugh, Frank R. The Church Unleashed.

Warren, Roland. Studying Your Community.

**SPECIFIC DATA**

Syllabus prepared by Wayne Lee, July 2001.