

ASSEMBLIES OF GOD THEOLOGICAL SEMINARY
PTH 535 The Pastoral Ministry

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FALL 2004

COURSE SYLLABUS

COURSE DESCRIPTION

A consideration of the pastor's work in the local congregation, including a study of the biblical models relating to pastoral ministry. Emphasis will be given to the various roles and expectations facing pastors today. Also, the various duties and responsibilities will be explored including such things as the preparation for conducting weddings, funerals, water baptism, baby dedications, and congregational business meetings.

COURSE OBJECTIVES

Upon completion of the course requirements, each participant should have accomplished the following objectives:

Knowledge

1. Development of a biblical theology for pastoral ministry and familiarity with its textual basis.
2. An understanding of the role of the Holy Spirit in the guidance and empowering of the pastor.
3. Sound theoretical comprehension of the leadership, administrative, and liturgical functions of the pastor.

Attitudes

1. The cultivation of a shepherd's heart for the people who are to be served.
2. A growing faith that God provides all the gifts and resources conscientious pastors need to successfully complete their calling.
3. A conviction that God's work in the world supersedes the narrow confines of one's particular post of service.

Skills

1. Ability to articulate in written documents a comprehensive program for church leadership and administration.
2. Incipient leadership skills to administer a comprehensive church program.
3. Accomplished performance of the basic liturgical duties of the pastoral office.

TEXTBOOKS

Required

Berkley, James D. *Leadership Handbook of Preaching and Worship*. Paperback ed. Grand Rapids: Baker, 1997.

Prime, Derek and Alistair Begg. *On Being a Pastor: Understanding our Calling and Work*. Chicago: Moody, 2004.

Recommended

Trask, Thomas E., Wayde I, Goodall, and Zenas J. Bicket, eds. *The Pentecostal Pastor: A Mandate for the 21st Century*. Springfield, MO: Gospel Publishing House, 1997.

BASIC OUTLINE

Introduction to the Course

- I I. A Biblical Theology of Pastoral Ministry
- II. Creativity and Change in Transformational Leadership
- III. The Pastor as Leader and Administrator
- IV. The Pastor as Liturgical Leader
- V. The Pastor as Shepherd
- VI. The Pastor in Transition

METHODOLOGY

This course will utilize a wide variety of learning methods and approaches including lectures, class discussion, small group interaction, case studies, special guests, and audio/video presentations to help facilitate the learning process.

COURSE REQUIREMENTS

1. **Reading Requirements.** A minimum of **1,000 pages** of reading is required from the required texts and supplementary documents and research materials. The threshold reading requirement (not to be understood as automatic qualification) for an “A” grade will be **1,200 pages**. A reading report in a form to be provided by the professor is to be submitted in typewritten form on **Monday, Dec. 13**.
2. **Liturgical Rites.** Each member of the class, working in a team, will be expected to become expert on one liturgical rite, develop an extensive bibliography on that rite, lead the class in an actual or simulated observance of that rite, and present a group paper (with each student’s contribution identified for individual grades) describing the planning and execution of the rite. The paper is **due** at the **class session immediately afterward** with copies distributed to the entire class as a future resource. Teams will be formed and presentation dates negotiated early in the semester.
3. **Attendance at one or more class field trips** may be required to practice certain rites, as water baptism or others. Arrangements and dates will be announced well in advance. Penalties may be assessed for non-attendance.

4. **Internet Research Assignment.** Using *only* the Internet, locate and research a number of helpful web sites that relate to the work of pastoral ministry. These web sites may focus on pastoral issues such as leadership, pastoral counseling, organizational management, church and culture, etc. Compile a list of all the useful sites you have located/browsed and then prepare a three-page description and critique of three (3) of the best sites you find into a written report that includes the entire list (Total: 9-10 pages double-spaced) due on **Monday, Oct. 4**. Grade determination will be on the value of the site/s for ministry, demonstrated knowledge of site features, and perceptive critique of the sites.

5. **Administrative Project.** Each student is expected to become familiar with at least one church administration software package. The Seminary provides Parsons' *Membership Plus [Version 7.0]* and *Fund Accounting Plus [Version 7.0]* in the Computer Lab. Using these programs, or other credible software as needed (e.g. *Excel, Access, etc.*), prepare and submit a packet of basic church documents that must include, but not necessarily be limited to, such items as (1) a church membership roster with names and addresses (for simplicity and brevity, you may enter only one family cohort to illustrate), (2) an annual budget, (3) a monthly financial report, (4) an agenda and (5) minutes for a monthly board meeting, and (6) an agenda and (7) minutes for an annual church meeting. These may be actual documents developed/adapted in/from a local church context and used with permission [understanding that their quality will be graded!], or they may be simulated. For manageability, the church size may be set at 100 persons. Class members may assist each other but may not submit duplicate documents. Due date: **Monday, Oct. 25**.

6. **Examination.** A final exam will be administered on **Monday, Dec. 13**.

GRADING PROCEDURE

Internet Research Assignment	25%
Liturgical Paper	25%
Administrative Project	25%
Final Exam	25%
[Participation Grade]	[10%]

Late papers may be penalized at the rate of one movement within the letter grade per calendar day. Grades will be averaged using the following scale: F=1; D-=2; D=3; D+=4; C-=5; C=6; C+=7; B-=8; B=9; B+=10; A-=11; A=12. The professor reserves the right to allocate 10 percent of the grade based on superior/inferior class/group participation.

SELECTED BIBLIOGRAPHY

Abingdon Preaching Annual [annual editions; various editors]. Nashville: Abingdon, --.

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- Bonhoeffer, Dietrich. *Life Together*. London: SCM Press, 1970.
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- Carter, Kenneth H., Jr. *The Gifted Pastor: Finding and Using Your Spiritual Gifts*. Nashville: Abingdon, 2001.
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- Dobson, Ed; Wayne Gordon; and Louis McBurney. *Stand Fast: Ministry in an Unfriendly World*. Sisters, Oregon: Multnomah Books, 1994.
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- Hunter, George. *A Church for the Unchurched*. Nashville: Abingdon Press, 1996.
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- Lawrence, Bill. *Effective Pastoring: Giving Vision, Direction, and Care to Your Church*. Nashville: Word, 1999.
- Phillips, Richard D. *The Heart of an Executive: Lessons on Leadership from the Life of King David*. New York: Doubleday/Galilee, 1999.
- Powers, Bruce P., ed. *Church Administration Handbook*. Rev. ed. Nashville: Broadman & Holman, 1997.
- Sanders, J. Oswald. *Spiritual Leadership*. Chicago: Moody Bible Institute, 1987.
- Soder, Roger. *The Language of Leadership*. San Francisco: Jossey-Bass, 2001.
- Stowell, Joseph M. *Shepherding the Church into the 21st Century*. Wheaton: Victor Books, 1994.
- Tidball, Derek. *Skillful Shepherds: Explorations in Pastoral Theology*. Revised ed. Leicester, UK: Apollos/InterVarsity, 1997.
- Wagner, C. Peter. *Your Spiritual Gifts Can Help Your Church Grow*. Rev. ed. Ventura, CA: Regal, 1994.
- Warren, Rick. *The Purpose-Driven Church*. Grand Rapids: Zondervan, 1995.

Minister's Service Books

- Batts, Sidney F. *The Protestant Wedding Sourcebook: A complete Guide for Developing Your Own Service*. Louisville: Westminster/John Knox, 1993. BV/835/.B348
- Biddle, Perry H., Jr. *A Hospital Visitation Manual*. Grand Rapids: Eerdmans, 1988.
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 _____. *Abingdon Funeral Manual*. Nashville: Abingdon, 1991. BV/199/.F8/B47
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- Blair, Robert. *The Minister's Funderal Handbook: A Complete Guide to Professional and Compassionate Leadership*. Grand Rapids: Baker, 1990. BV/199/.F8/B61
- Buxton, Clyne W. *Minister's Service Manual*. Cleveland, TN: Pathway, 1985. BV/4016/.B897
- Cadenhead, Al, Jr. *The Minister's Manual for Funerals*. Nashville: Broadman, 1988.
 BV/199/.F8/C33
- Christensen, James L. *The Minister's Marriage Handbook*. Old Tappan, NJ: Revell, 1974.
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SPECIFIC DATA

Syllabus prepared by Edgar R. Lee, June 2004.