

ASSEMBLIES OF GOD THEOLOGICAL SEMINARY
PTH 535 The Pastoral Ministry

Edgar R. Lee, STD

SPRING 2003

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

Each participant should demonstrate through class activities and course requirements that the following has been accomplished:

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 loving heart for the people who are to be served.
2. A growing faith that God's 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*. Grand Rapids: Baker, 1997.

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.

White, James Emery. *Rethinking the Church: A Challenge to Creative Redesign in an Age of Transition*. Grand Rapids: Baker, 1997.

Recommended

Anderson, Ray S. *The Soul of Ministry: Forming Leaders for God's People*. Louisville, KY: Westminster John Knox Press, 1997.

BASIC OUTLINE

Introduction to the Course

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

I. A Biblical Theology

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 **1,500 pages**. An annotated reading report is to be submitted in typewritten form on **Thursday**,

April 17 with two or three sentences epitomizing the thesis or contribution of each chapter or article reported.

2. **Liturgical Rites.** Each member of the class, working in a team, will be expected to become expert on one liturgical rite, lead the class in an actual or simulated observance of that rite, and present a paper 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. Teams will be formed and presentation dates negotiated early in the semester.
3. **Attendance at class field trips** to practice certain rites as water baptism or others is expected and penalties will be assessed for non-attendance.
4. **Internet Research Assignment.** Using *only* the Internet, research 15 helpful resources 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 one page (15 pages single-spaced total) description and critique of each web site into a written report due on **Thursday, March 6**. Grade determination will be on the basis of value of the site for ministry, demonstrated knowledge of the site features, and critique of the site.
5. **Administrative Project.** Each student is expected to become familiar with a church administration software package and using that, and related software as needed, prepare and submit a packet of basic church documents that must include, but not necessarily be limited to, such items as a church membership roster with names and addresses, an annual budget, a monthly financial report, and one set of agendas and minutes for a board meeting and an annual church meeting. These may be actual documents developed in a local church context and used with permission [understanding that their quality will be graded!], or they may be simulated. For manageability, the simulation size may be set at 100 persons in worship attendance. Class members may assist each other but may not submit duplicate documents. Due date: **Thursday, April 3**.
6. **Examination.** A final exam will be administered on final exam week.

GRADING PROCEDURE

Annotated Reading Report	15%
Internet Research Assignment	15%
Liturgical Paper	15%
Administrative Project	15%
Final Exam	30%
Participation	10%

Late papers may be penalized at the rate of one movement within the letter grade per calendar day. Participation will be determined by class vote on the basis of class attendance, completion

of assigned readings and projects, class and group interaction and constructive involvement in the class and its activities. 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.

SELECTED BIBLIOGRAPHY

- Anderson, Ray S. *Minding God's Business*. Grand Rapids: Wm. B. Eerdmans Publishing Company, 1986.
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- Barna, George. *The Power of Vision*. Ventura, CA: Regal Books, 1992.
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- Bonhoeffer, Dietrich. *Life Together*. London: SCM Press, 1970.
- Callahan, Kennon L. *Effective Church Leadership*. San Francisco: Harper San Francisco, 1990.
- Clinton, J. Robert. *The Making of a Leader*. Colorado Springs, CO: NavPress, 1988.
- Dobson, Ed; Wayne Gordon; and Louis McBurney. *Stand Fast: Ministry in an Unfriendly World*. Sisters, Oregon: Multnomah Books, 1994.
- Engstrom, Ted W. *The Making of a Christian Leader*. Grand Rapids: Zondervan Publishing House, 1976.
- Finzel, Hans. *The Top Ten Mistakes Leaders Make*. Wheaton, IL: Victor Books, 1994.
- Greenslade, Philip. *Leadership, Greatness, and Servanthood*. Minneapolis: Bethany House Publishing, 1984.
- Haggai, John. *Lead On*. Waco, TX: Word Books, 1986.
- Hunter, George. *A Church for the Unchurched*. Nashville: Abingdon Press, 1996.
- _____. *How To Reach Secular People*. Nashville: Abingdon Press, 1992.
- Huron, Roderick E. (compiler). *Christian Minister's Manual*. Cincinnati, OH: Standard Publishing, 1984.
- Jones, E. Ray. *Standard Funeral Manual*. Cincinnati, OH: Standard Publishing, 1991.
- Sanders, J. Oswald. *Spiritual Leadership*. Chicago: Moody Bible Institute, 1987.
- Stowell, Joseph M. *Shepherding the Church into the 21st Century*. Wheaton: Victor Books, 1994.
- Warren, Rick. *The Purpose-Driven Church*. Grand Rapids: Zondervan, 1995.

SPECIFIC DATA

Syllabus prepared by Edgar R. Lee, December 2002.