3PT734
PREPARING FOR MINISTRY
LEADERSHIP II
SYLLABUS

REFORMED THEOLOGICAL SEMINARY
CHARLOTTE

FALL 2011

Dr. Rod Culbertson, Jr.
Associate Professor of Practical Theology

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SYLLABUS FOR 3PT734: PREPARING FOR MINISTRY: LEADERSHIP II

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ROD CULBERTSON, JR.
ASSOCIATE PROFESSOR OF PRACTICAL THEOLOGY

COURSE DESCRIPTION: The process and procedures for finding a specific call and entering into a ministry position will be addressed. Attention is given to personal, spiritual and professional development as a leader, development of future leaders, handling normal and extraordinary hindrances to leadership in ministry, vision casting and strategic planning, setting goals, budgeting, and overseeing the church organization.

COURSE OBJECTIVES:

COGNITIVE (KNOW/UNDERSTAND):

1. The student will understand the process for finding a ministry call, including resume’ building, ministerial data compliance and presbytery exam preparation.
2. The student will understand how to apply principles of Biblical leadership to Christian ministry.
3. The student will better understand his/her personal “make up” for leadership roles and will also reevaluate his/her understanding of himself/herself (personality traits, gifts, strengths and weaknesses) and how these traits affect his or her calling to ministry and to the dynamics of ministry.
4. The student will better understand the process involved in change and the means to enact change as a leader.
5. The student will learn basic principles of conflict management and how to deal with difficult people in their church or ministry.
6. The student will learn how to assist in the development of leaders.
7. The student will hopefully learn how to be less stupid as a fledgling leader.
8. The student will learn about the role of the pastor’s wife in the life of church and ministry.
9. The student will better understand vision, mission and organizational dynamics and how to better administrate the church (or ministry) as an organization.

AFFECTIVE (FEEL/MOTIVATION):

1. The student will gain more confidence in leading God’s people and will gain a trust in the Lord for the needs of the Christian leader.
2. The student will grow in confidence regarding his/her philosophy of ministry and how that affects the ministry.
3. The student will build convictions about how to survive in ministry.
4. The student will grow in assurance that God has designed and developed him/her for use in ministry.
5. The student will gain a deeper desire to share leadership and to therefore attempt to develop and train other leaders.
6. The student will build a deeper sense of the need for organization and administration in the ministry.
7. The student will grow in awareness of potential problems in the ministry.

VOLITIONAL (DO/COMPETENCIES):

1. The student will complete the following RTS requirements for graduation: Westminster Shorter Catechism memorization, the RTS Bible exam.
2. The student will complete a ministerial resume’
3. The student will complete a ministerial data form for his or her respective denomination.
4. The student will write or reevaluate his or her personal Philosophy of Ministry statement.
5. The student will review and refine his or her written Philosophy of Ministry statement.
6. The student will participate in a mock Presbytery exam.

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### Course Objectives Related to MDiv* Student Learning Outcomes

<table>
<thead>
<tr>
<th>Articulation (oral &amp; written)</th>
<th>Rubric</th>
<th>Mini-Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broadly understands and articulates knowledge, both oral and written, of essential biblical, theological, historical, and cultural/global information, including details, concepts, and frameworks.</td>
<td>Minimal</td>
<td>Course integrates some biblical concepts related to Christian leadership into the lectures</td>
</tr>
<tr>
<td>Scripture</td>
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<tr>
<td>Significant knowledge of the original meaning of Scripture. Also, the concepts for and skill to research further into the original meaning of Scripture and to apply Scripture to a variety of modern circumstances. (Includes appropriate use of original languages and hermeneutics; and integrates theological, historical, and cultural/global perspectives.)</td>
<td>Moderate</td>
<td>Principles of Leadership drawn from Scripture are integrated in an assigned paper.</td>
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<tr>
<td>Reformed Theology</td>
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<tr>
<td>Significant knowledge of Reformed theology and practice, with emphasis on the Westminster Standards.</td>
<td>Strong</td>
<td>The student will memorize the Westminster Shorter Catechism.</td>
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<tr>
<td>Sanctification</td>
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<tr>
<td>Demonstrates a love for the Triune God that aids the student’s sanctification.</td>
<td>Moderate</td>
<td>Relating Christ-likeness to leadership and ministry will be addressed.</td>
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<td>Desire for Worldview</td>
<td>Burning desire to conform all of life to the Word of God.</td>
<td>Moderate</td>
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<tr>
<td>Winsomely Reformed</td>
<td>Embraces a winsomely Reformed ethos. (Includes an appropriate ecumenical spirit with other Christians, especially Evangelicals; a concern to present the Gospel in a God-honoring manner to non-Christians; and a truth-in-love attitude in disagreements.)</td>
<td>Minimal</td>
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<tr>
<td>Preach</td>
<td>Ability to preach and teach the meaning of Scripture to both heart and mind with clarity and enthusiasm.</td>
<td>None</td>
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<tr>
<td>Worship</td>
<td>Knowledgeable of historic and modern Christian-worship forms; and ability to construct and skill to lead a worship service.</td>
<td>None</td>
</tr>
<tr>
<td>Shepherd</td>
<td>Ability to shepherd the local congregation: aiding in spiritual maturity; promoting use of gifts and callings; and encouraging a concern for non-Christians, both in America and worldwide.</td>
<td>Moderate</td>
</tr>
<tr>
<td>Church/World</td>
<td>Ability to interact within a denominational context, within the broader worldwide church, and with significant public issues.</td>
<td>Moderate</td>
</tr>
</tbody>
</table>

**REQUIRED TEXTBOOKS:** (557 pages read; 284 pages skimmed)

4. *Preparing for licensure and ordination exams: Syllabus, study guide* (Unknown Binding) by Bryan Chapell (see RTS bookstore)
5. Kik, Frank. *Leadership and Church Administration Manual*. RTS/Charlotte, 284 pp. (8 PDF File Downloads on IQ Web: 1 HOUR SKIM). If you have already skimmed this manual for the RTS course PT512 Leadership, you may waive this requirement.

**OTHER RESOURCES:**

1. A website which might assist you in preparing for an ordination exam. It is almost too comprehensive, but helpful nonetheless: [https://www.flashcardexchange.com/tag/church](https://www.flashcardexchange.com/tag/church)
2. Learn the WSC questions and answers by listening to them set to music. If anyone learns through music, this is a GREAT resource. Its accompanied by acoustic guitar, and very high quality: [www.reformedmusic.com](http://www.reformedmusic.com)
3. You can find ministry opportunities on the RTS website under Resources, click Vocational Services, then View Positions: [http://www.rts.edu/joblisting.aspx](http://www.rts.edu/joblisting.aspx)
5. See: MinistryList.com. They have a Ministry Resource list that has the RTS job placement page as a reference. There are many other ministry positions on the list that may be helpful to you. The address is http://www.ministrylist.com/resourcelinks.asp

6. PCA Pastor Ed Eubanks’ Blog: Doulos Resources (provides lots of wisdom on the candidating process):

7. PCA Pastor Robert Sprinkle, Jr. Presbyterian Polity and Theology (Questions)

RECOMMENDED ASSESSMENTS:

1. DISC: The Personality Profile (Purchase in the RTS Bookstore)
2. Myers-Briggs Inventory (available online):
   http://www.humanmetrics.com/cgi-win/JTypes2.asp

NOTE: If you have not previously done the above assessments, you are required to do them and to report the results to the professor in a simple, one page format.

RECOMMENDED READING:

1. Allender, Dan B. Leading with a Limp: Take Full Advantage of Your Most Powerful Weakness by (Paperback - Jan 15, 2008)
   http://www.amazon.com/Making-Leader-Recognizing-Leadership-Development/dp/0891091920/ref=sr_1_1?ie=UTF8&s=books&qid=1253880029&sr=1-1
   http://www.amazon.com/Nine-Marks-Healthy-Church-Dever/dp/158134631X/ref=sr_1_1?ie=UTF8&s=books&qid=1253880070&sr=1-1
5. Maphurs, Aubrey and Mancini Will. Building Leaders:Blueprints for Developing Leadership at Every Level of Your Church, Aubrey Maphurs and Will Mancini
   http://www.amazon.com/Practices-Healthy-Church-Biblical-Strategies/dp/0875523900/ref=sr_1_1?ie=UTF8&s=books&qid=1253880227&sr=1-1
http://www.amazon.com/Heart-Servant-Leader-Letters-Miller/dp/0875527159/ref=sr_1_1?ie=UTF8&s=books&qid=1253880278&sr=1-1

http://www.amazon.com/Leadership-Essentials-Multiplying-Influence-Character/dp/0830810978/ref=sr_1_1?ie=UTF8&s=books&qid=1253880305&sr=1-1


http://www.amazon.com/Mentoring-Leaders-Developing-Character-Competency/dp/080109187X/ref=sr_1_1?ie=UTF8&s=books&qid=1253880332&sr=1-1

http://www.amazon.com/Well-Intentioned-Dragons-Ministering-Problem-People/dp/1556615159/ref=sr_1_1?ie=UTF8&s=books&qid=1253880360&sr=1-1

**SUGGESTED READING:**

1. Addington, T. J. *Leading from the Sandbox*.  
http://www.amazon.com/Leading-Sandbox-Develop-Empower-Ministry/dp/097914051X/ref=sr_1_1?ie=UTF8&s=books&qid=1253908549&sr=1-1

http://www.amazon.com/Leadership-Self-Deception-Getting-Out/dp/1576751740/ref=sr_1_1?ie=UTF8&s=books&qid=1253908668&sr=1-1


http://www.amazon.com/Stewardship-Changing-Service-Over-Interest/dp/1881052869/ref=sr_1_1?ie=UTF8&s=books&qid=1253908759&sr=1-1

5. Bridges, William Managing Transitions: Making the Most of Change (Paperback)William Bridges (Author), Susan Bridges (Contributor)

http://www.amazon.com/One-Thing-You-Need-Know/dp/0743261658/ref=sr_1_1?ie=UTF8&s=books&qid=1253908791&sr=1-1


http://www.amazon.com/Integrity-Courage-Meet-Demands-Reality/dp/006084969X/ref=sr_1_1?ie=UTF8&s=books&qid=1253908864&sr=1-1
   http://www.amazon.com/New-Art-Leader-William-Cohen/dp/0735203598/ref=sr_1_1?ie=UTF8&s=books&qid=1253908898&sr=1-1
    http://www.amazon.com/Good-Great-Companies-Leap-Others/dp/0066620996/ref=sr_1_1?ie=UTF8&s=books&qid=1253908935&sr=1-1
    http://www.amazon.com/Built-Last-Successful-Visionary-Companies/dp/060566108/ref=sr_1_1?ie=UTF8&s=books&qid=1253908963&sr=1-1
    http://www.amazon.com/First-Things-Stephen-R-Covey/dp/0684802031/ref=sr_1_1?ie=UTF8&s=books&qid=1253909033&sr=1-1
    http://www.amazon.com/Leadership-Art-Max-Depree/dp/0385512465/ref=sr_1_1?ie=UTF8&s=books&qid=1253909033&sr=1-1
    http://www.amazon.com/Strengthening-Pastors-Soul-Authenticity-Effectiveness/dp/0825425263/ref=sr_1_1?ie=UTF8&s=books&qid=1253909074&sr=1-1
    http://www.amazon.com/Primal-Leadership-Learning-Emotional-Intelligence/dp/1591391849/ref=sr_1_1?ie=UTF8&s=books&qid=1253909163&sr=1-1
18. George, Bill. *Authentic Leadership.*
    http://www.amazon.com/Authentic-Leadership-Rediscovering-Secrets-Creating/dp/0787975281/ref=sr_1_1?ie=UTF8&s=books&qid=1253909190&sr=1-1
    http://www.amazon.com/Coming-Church-Revolution-Empowering-Leaders/dp/0800755286/ref=sr_1_1?ie=UTF8&s=books&qid=1253909233&sr=1-1
    http://www.amazon.com/Lead-Leadership-Endures-Changing-World/dp/0850091020/ref=sr_1_1?ie=UTF8&s=books&qid=1253909260&sr=1-1
    http://www.amazon.com/Leading-Congregational-Change-Practical-Transformational/dp/0787948853/ref=sr_1_1?ie=UTF8&s=books&qid=1253909289&sr=1-1
http://www.amazon.com/Encouraging-Heart-Leaders-Rewarding-Recognizing/dp/0787964638/ref=sr_1_1?ie=UTF8&s=books&qid=1253909384&sr=1-1
http://www.amazon.com/Overcoming-Dark-Side-Leadership-Confronting/dp/0801068355/ref=sr_1_1?ie=UTF8&s=books&qid=1253909411&sr=1-1
http://www.amazon.com/Ascent-Leader-Relationships-Extraordinary-Character/dp/0787947660/ref=sr_1_1?ie=UTF8&s=books&qid=1253909698&sr=1-1
http://www.amazon.com/Leading-Your-Strengths-Building-Close-Knit/dp/080543061X/ref=sr_1_1?ie=UTF8&s=books&qid=1253909192&sr=1-1
http://www.amazon.com/Your-Spiritual-Gifts-Help-Church/dp/0830736646/ref=sr_1_1?ie=UTF8&s=books&qid=1253909746&sr=1-1
http://www.amazon.com/Leading-Out-Who-You-are/dp/1903689430/ref=sr_1_1?ie=UTF8&s=books&qid=1253909768&sr=1-1

REQUIREMENTS AND EVALUATION:

I. Class attendance and discussion.

You will be expected to participate in the class discussion, especially as we interact with the lecture concepts, the textbooks and assigned reading, as well as the required papers.
II. Reading (15% of course grade)

Reading is required and the student will be graded through an honor system approach. The manual (PDF Files) by the late Dr. Frank Kik should be skimmed for one hour, looking at content and concepts.

IV. Papers (60% of course grade)

Two papers are required for the course. Papers must be double-spaced, 12 point/Times Roman typeset with standard margins.

1. Practical Ministry Assignment #1 (30%)

PHILOSOPHY OF MINISTRY STATEMENT

You will write out an entire personal philosophy of ministry statement for your church (or ministry), based upon the guidelines discussed in class. Include explanations for the five areas of ministry involved in a healthy church: Worship, Evangelism, Education, Fellowship and Mercy/Ministry.

NOTE: If you have already written a previous Philosophy of Ministry (POM) Statement for the RTS Leadership course, simply use that POM as a guide for this assignment. Most assuredly, your POM has changed from the first time you wrote it until the time of taking this course. Therefore, simply highlight (CAPS or yellow or color fonts) the changes you have made. Footnote the changes and briefly explain why your POM has changed since the previously written POM).

Below is a link to an example of a simple, but effective “Philosophy of Ministry”: http://www.calvarychurch.com/site/18_116_74.cfm

Length: 5 pages.

Due: October 4.

2. Practical Ministry Assignment #2 (30%)

BIBLICAL LEADERSHIP PAPER

Using the Bible as your primary resource, do a Bible study on Church or Ministry Leadership. You may use any of the following approaches to write your paper:

A. One Biblical character or book of the Bible (observe him/her and apply what you learn to the topic of leadership in ministry, e.g. Moses, Joshua, David, Nehemiah, Jesus, Peter, Paul)
B. Multiple Biblical characters (principles derived from their diverse and various examples applied to the topic of leadership in ministry)
C. Simply find principles of leadership throughout Scripture and build and write a cogent Philosophy of Christian Leadership based upon your findings.

Length: 5 (no more than 7) pages
Due: November 8.

3. Westminster Shorter Catechism Questions Exam(s) (5%)

The student will be expected to complete the Westminster Shorter Catechism Questions required for graduation from RTS, in three parts, by the due date stated on the syllabus course schedule. Failure to complete these exams on time will result in deductions in the student’s final grade.

4. Create a Resume’ (5%)

Using the sample provided by the professor, the student will create his or her personal resume’.

Due: September 27.

5. MDF (5%)

The student will use the PCA Ministerial Data Form (MDF) or a similar denominational form to create the proper denominational application. The professor will assist the student in improving the MDF, if necessary, in order to make it ready for use in the candidating process.

Due: October 18.

6. Bible Exam

The student is expected to take and pass (80% grade) the RTS Bible Exam, as a requirement to pass this course. The RTS Bible Exam can be taken at any time during the semester this course is offered, but the latest time it can be taken is on the Due Date below.

Due: November 29.

V. Final Exam (10% of course grade)

The final exam will be a comprehensive, written exam covering content from all of the lectures.

Due: Exam Week

POLICY ON CHEATING AND PLAGIARISM: Cheating is the use of another person’s work on behalf of your own work, with the assumption being that it is your work. The MLA Handbook for Writers of Research Papers says, “To plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else.” Plagiarism is the use of ideas, information and content from a particular source without giving credit to that source by footnoting the source or accounting for it in a bibliography. Cheating will result in an automatic zero (0) grade for the assignment, paper or exam involved. Plagiarism, whether intentional or unintentional, is considered academic theft. The RTS academic consequences of plagiarism are as follows: 1) First offense: The student must rewrite the paper and receive no better than a passing “D” grade for it. 2) Second offense: The student fails the entire course.
POLICY ON LATE WORK: Any work turned in late and without either a written excuse or previous permission granted by the professor will be docked one point/day for that assignment. Excuses for late work will be accepted for dire medical needs or reasons or other extreme emergencies.

POLICY ON GRAMMAR AND SPELL CHECK: Any work turned in which appears to lack “proofing” or displays poor grammar will receive a small penalty affecting the grade.

POLICY ON INTERNET USAGE (From the RTS/Charlotte Student Handbook): Students are expected to conduct themselves at all times as mature believers. Godly behavior, expected of all Christians, is especially required of those who are preparing themselves to become ministers of the Word. Classroom manners should reflect this maturity. Students should be respectful of professors, attend all class periods, and hand in assignments on time. Classroom etiquette also includes leaving cell phones turned off, refraining from surfing the Internet and laptop computer games and talking to your neighbor during lectures.

NOTE TO THOSE WHO WANT TO TAKE LEADERSHIP II AS A TWO (2) HOUR ELECTIVE COURSE

The requirements to make this course a two hour course are two-fold:

1. The student must read 1000 extra pages from either the Recommended or Suggested Reading Lists above or from some other book by request and approved by the professor.

2. A ten page paper must be written on one of the following topics:

   A. A Synthesis Paper on the Topic of “Leadership” Summarizing Concepts Gleaned from the 1000 Pages of Extra Required Reading
   B. Conflict Management in the Local Church
   C. Transitioning Your Local Church Congregation through Change
   D. Design a 12 Week Curriculum for Officer (Elder and/or Deacon) Training
   E. Design an 8 Session Membership Class for a Local Church
   F. The Role of the Pastor’s Wife in the Life of the Local Church (POM)
### Fall 2011 Schedule

**3PT734 PREPARING FOR MINISTRY: LEADERSHIP II**  
Reformed Theological Seminary-Charlotte  
Dr. Rod Culbertson, Jr.  
Associate Professor of Practical Theology

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>8/30</td>
<td>Introduction; Calling: The Candidating Process</td>
</tr>
<tr>
<td>2</td>
<td>9/06</td>
<td>Calling: The Candidating Process</td>
</tr>
<tr>
<td>3</td>
<td>9/13</td>
<td>Calling: The Candidating Process</td>
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<tr>
<td>4</td>
<td>9/20</td>
<td>Calling: The Candidating Process Westminster Shorter Catechism Questions 1-36 Exam</td>
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<tr>
<td>5</td>
<td>9/27</td>
<td>Calling: The Candidating Process Personal Resume’ Due</td>
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<tr>
<td>6</td>
<td>10/04</td>
<td>Calling: The Candidating Process                                     &gt;Practical Ministry Assignment #1 Due: POM</td>
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<td></td>
<td>10/11</td>
<td><strong>READING WEEK</strong></td>
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<tr>
<td>7</td>
<td>10/18</td>
<td>Preparing for the Presbytery Examination Process MDF (or similar denominational form) Due</td>
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<tr>
<td>8</td>
<td>10/25</td>
<td>Preparing for the Presbytery Examination Process Westminster Shorter Catechism Questions 37-71 Exam</td>
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<td>9</td>
<td>11/01</td>
<td>Preparing for the Presbytery Examination Process</td>
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<td>10</td>
<td>11/08</td>
<td>Preparing for the Presbytery Examination Process Practical Ministry Assignment #2 Due: Biblical Leadership</td>
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<tr>
<td>11</td>
<td>11/15</td>
<td>Mock Presbytery Exam</td>
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<tr>
<td>12</td>
<td>11/22</td>
<td>Challenge to Leadership: Antagonists in the Church (Conflict Management) Westminster Shorter Catechism Questions 72-107 Exam</td>
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<tr>
<td>13</td>
<td>11/29</td>
<td>Effective Officers’ Training</td>
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<td></td>
<td>12/08-13</td>
<td><strong>FINAL EXAMS</strong></td>
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