

**PT 518 PASTORAL MINISTRY
SYLLABUS
(Draft 11/11/08)**

***REFORMED THEOLOGICAL SEMINARY
ATLANTA***

SPRING 2009

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Syllabus for PT518 Pastoral Ministry
REFORMED THEOLOGICAL SEMINARY - ATLANTA
SPRING 2009
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COURSE DESCRIPTION: A study of general pastoral care, biblical and professional standards of ministerial conduct, etiquette, interpersonal relationships, typical problem areas, and possible pitfalls for pastors.

COURSE OBJECTIVES:

COGNITIVE (KNOW/UNDERSTAND):

1. The student will learn various aspects about the Biblical concept of the “shepherd” metaphor as a basis for the pastoral role.
2. The student will be exposed to the calling, character, qualifications and demands required for being a pastor.
3. The student will learn some basic principles in regard to being a candidate for a ministry position.
4. The student will be exposed to various areas of the pastor’s personal life that are affected by the role of pastoral ministry and how to develop a personal plan for maintaining balance in one’s personal life when in ministry.
5. The student will learn how to perform a baptism, a communion service, and a wedding ceremony.
6. The student will learn how respond to a death in the church or ministry and how to perform a funeral service.
7. The student will learn how to develop a new member’s class.

AFFECTIVE (FEEL/MOTIVATION):

1. The student will grow in a sense of calling toward and passion for pastoral ministry.
2. The student will gain confidence related to competence for various roles and responsibilities required by pastoral ministry.
3. The student will grow in personal confidence in ministering in a hospital setting.
4. The student’s love for shepherding God’s people will increase.
5. The student will grow in personal awareness of the various demands of pastoral ministry and will gain greater motivation to both sacrifice himself or herself, as well as to guard his or her personal and family life.
6. The student will grow in greater confidence in performing a wedding ceremony, a funeral service and conducting a new member’s class.

VOLITIONAL (DO/COMPETENCIES):

1. The student will choose two topics related to pastoral ministry and write two researched papers on the topic of interest.

2. In order to assist the student in understanding himself in ministry, the student will write a brief but comprehensive analysis of his or her own personality traits, spiritual gifts, strengths and weaknesses and explain how these will affect the leader in his or her future (or theoretical) ministry. The student's analysis will also include a brief explanation of how his leadership profile will affect working with other (or potential) leaders in the context of ministry.

REQUIRED TEXTBOOKS: (891 pages)

1. Adams, Jay, *Shepherding God's Flock*. Zondervan, 1974, 468 pp. (**Read at least 300 pages of your choosing and report on what sections you read**).
2. Baxter, Richard, *The Reformed Pastor*. Banner of Truth, 1656, 256 pp. (**Read at least 200 pages**).
3. Piper, John, *Brothers, We Are Not Professionals*. Broadman and Holman, 2002, 266 pp.
4. Still, William, *The Work of the Pastor*. Rutherford House, 1984, 125 pp. (Available through the RTS Charlotte Bookstore 704-366-4221)
5. Strengths Finder 2.0: A New and Upgraded Edition of the Online Test from Gallup's *Now, Discover Your Strengths* by Tom Rath. Gallup Press.
6. DISC: The Personality Profile (Available through the RTS Charlotte Bookstore 704-366-4221)

Optional Reading on Reserve - In place of 64 pages of Baxter or Piper (above), you may read the designated chapters of Sittema (below):

Sittema, John, *With a Shepherd's Heart*. Reformed Fellowship, 1996, 242 pp.
Read chapters 14, 15, 20, 21, 22, 23, 24, 25, 26 (64 total pages).

REQUIRED ASSESSMENTS

1. DISC: The Personality Profile (must be purchased)
2. Myers-Briggs Inventory (available online):
<http://www.humanmetrics.com/cgi-win/JTypes2.asp>
3. Strengths Finder 2.0 (see above; must be purchased)
4. Spiritual Gifts Inventories (**Do both**: available free online):
<http://www.gifttest.org/index.cfm>
<http://archive.elca.org/evangelizingchurch/assessments/spiritgifts.html>

Recommended Reading:

1. Bridges, Charles, *The Christian Ministry*. Banner of Truth, 1830, 383 pp.
2. Brown, John (compiler), *The Christian Pastor's Manual*. Soli Deo Gloria Publications, 1826/2003, 421 pp.
3. Hansen, David, *The Art of Pastoring*. InterVarsity Press, 1994, 178 pp.
4. Harvey, Hezekiah, *The Pastor*. Backus Book Publishers, 1879/1982, 176 pp.
5. Killinger, John, *The Tender Shepherd*. Abingdon Press, 1985, 208 pp.
6. Malphurs, Aubrey, *Ministry Nuts and Bolts*. Kregel Publications, 1997, 190 pp.
7. Murphy, Thomas, *Pastoral Theology*. Old Paths Publications, 1887/1996, 500 pp.
8. Pentecost, Dorothy Harrison, *The Pastor's Wife and the Church*. Moody, 1964, 315 pp.

9. Sittema, John, *With a Shepherd's Heart*. Reformed Fellowship, 1996, 242 pp.
10. Tidball, Derek J., *Skillful Shepherds*. Zondervan, 1986, 338 pp.
11. Trent, John. 2004. *Leading From Your Strengths*. Broadman and Holman, 103 pp.
12. Wagner, C. Peter. 1979. *Your Spiritual Gifts Can Help Your Church Grow*. Regal, 263 pp.
13. Wells, John D., *The Pastor in the Sick Room*. Solid Ground Christian Books, 1893, 128 pp.
14. Wilson, James H., *Let's Talk About Money Before You Tie the Knot*. Wipf and Stock Publishers, 2007, 72 pp.
15. Zimmerman, T. F. (editor), *And He Gave Pastors*. Gospel Publishing House (AOG), 1979, 606 pp.

REQUIREMENTS AND EVALUATION:

I. Class attendance and discussion (**10%** of course grade).

You will be expected to demonstrate interest in the course lectures, participate in the class discussion, raise questions as we interact with the lectures, experiences, textbooks and assigned reading, as well as the required papers.

Course Schedule:

February 27: 6 PM -9 PM

February 28: 9 AM -12 Noon and 1:30 PM – 3:30 PM

April 24: 6 PM – 9 PM

April 25: 9 AM – 12 Noon and 1:30 – 4:30 PM

May 15: 6 PM – 9 PM

May 16: 9 AM – 12 Noon and 1:30 – 4:30 PM

II. Reading (**15%** of course grade)

Reading is required and the student will be graded through an honor system approach.

III. Personal Assessments Page.

You (and your spouse, if married) will complete the following personal assessments:

1. DISC (spouse optional)
2. Clifton Strengths Finder (spouse optional)
3. Myers-Briggs Inventory (online): <http://www.humanmetrics.com/cgi-win/JTypes2.asp>
4. Spiritual Gifts Inventories (online): <http://www.gifttest.org/index.cfm>
<http://archive.elca.org/evangelizingchurch/assessments/spiritgifts.html>

You will write the basic results on a one page (or less; four sentences may suffice) report and hand that report in prior to the end of the **first class session**, no later than **Noon, February 28**. Please answer these questions for yourself and your spouse (if married):

1. What is your **DISC** profile?
2. What is your Myers-Briggs profile?
3. What are your strengths and weaknesses?
4. What are your predominant spiritual/motivational gifts?

Length: Less than one page.

Due: February 27 or 28, 2009

IV. Papers (55% of course grade)

Three papers are required for the course. Papers must be double-spaced, 12 point/Times Roman typeset with standard margins. **Please number your pages.**

1. **Practical Ministry Assignment #1: Pastoral Issue Paper (20%)**

Choose *one* of the four topics below and write a five-page paper which explains how you would handle the specific pastoral need. Use at least four (4) resources and *list them* at the end of the paper; footnotes are not necessary. One of the four resources can be a pastoral interview, but the paper should reflect your views, ideas and conclusions primarily.

Written Philosophy of Ministry Statement or a Church Brochure on any of the following:

- A. Church Policy on Marriage and Weddings
- B. Church Policy on Mercy Ministry
- C. Church Policy on Counseling and Referrals
- D. Church Policy on Funerals

Length: 4 pages.

Due: April 24, 2009.

2. **Practical Ministry Assignment #2: Self Assessment Statement (15%)**

You (and your spouse, if married) will complete the following personal assessments:

5. DISC (spouse optional)
6. Clifton Strengths Finder (spouse optional)
7. Myers-Briggs Inventory (online): <http://www.humanmetrics.com/cgi-win/JTypes2.asp>
8. Spiritual Gifts Inventories (online): <http://www.gifttest.org/index.cfm>
<http://archive.elca.org/evangelizingchurch/assessments/spiritgifts.html>

Using the DISC profile, the Myers-Briggs Assessments, the Spiritual Gifts Questionnaire and Clifton's Strengths Finder, analyze the various personality profiles and explain how your specific personality traits and gifts will affect your leadership in the following areas: 1. your personal life, 2. your ministry and relationships in ministry: leadership and interactions with others, church leaders, congregants, management, etc. and 3. your marriage and family.

Length: 4 pages.

Due: May 15, 2009.

3. Practical Ministry Assignment #3: Pastoral Issue Paper (20%)

Using a step-by-step method of explanation, walk through the procedure you would follow for *one* of the following possibilities:

- A. Inquirers/New Members Class
- B. Pre-marital Counseling Plan
- C. Visitation Plan for All Members of the Church
- D. Pastoral Ministry Approach to Various Needs in People's Lives and Various Personality Types
- E. Hypothetical Plan for your Personal Weekly Schedule with a Rationale for the Plan
- F. Other Topics of Interest: Permitted with prior written permission of the professor.

Length: 4 pages.

Due: May 18, 2009.

VI. Final Exam (20% of course grade)

The final exam will be a comprehensive, written exam that will cover content from all of the lectures and possibly include reflections on all of the reading (general concepts).

Due: May 18, 2009.

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.**

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Reformed Theological Seminary-Atlanta
Spring 2009 Schedule
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Date	Topics
2/27-28	PHILOSOPHICAL CONSIDERATIONS Introduction: Called to the Ministry/The Servant Leader The Pastoral/Shepherd Metaphor in Scripture The Demands of the Pastor: The Long Haul <i>Personal Assessments Page Due</i>
4/24-25	PERSONAL CONSIDERATIONS Personality Profiles and Life “In Christ” The Pastor as...Man of God/The Pastor’s Personal Practices The Pastor and Visitation <i>>Practical Ministry Assignment #1 Due: Pastoral Issue Paper</i>
5/15-16	PRACTICAL CONSIDERATIONS The Pastor and Membership Classes (How to Address Membership and Attendant Issues for Inquirers) The Pastor and Communion (Walk Through) The Pastor and Baptism (Walk Through) The Pastor and Weddings (Walk Through) The Pastor and Funerals (Walk Through) <i>>Practical Ministry Assignment #2 Due: Self Assessment Statement</i>
5/18	NO CLASS <i>>Practical Ministry Assignment #3 Due: Pastoral Issue Paper</i> FINAL EXAM DUE