

**4PT 518 PASTORAL MINISTRY
SYLLABUS**

***REFORMED THEOLOGICAL
SEMINARY
ATLANTA***

Fall, 2009

***Dr. James Saxon.
Guest Lecturer***

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(Syllabus is subject to change between now and the first day of class)

Syllabus for 4PT518 Pastoral Ministry
REFORMED THEOLOGICAL SEMINARY - ATLANTA
FALL, '09
JAMES SAXON
GUEST LECTURER
RTS/ATLANTA

COURSE SCHEDULE: Tuesdays, 1-3pm beginning on September 1-
December 8

COURSE DESCRIPTION: A study of general pastoral care principles based upon the Pastoral Epistles (I & II Timothy, Titus) and will include topics such as personal authenticity, biblical and professional standards of ministerial conduct, etiquette, leadership development, interpersonal relationships, typical problem areas, conducting special services, and possible pitfalls for pastors.

COURSE PURPOSE: To put the finishing touches on students theological preparation to shepherd the flock of God according to His will to the very best of their God-given calling and ability. I Peter 5:2

COURSE OBJECTIVES:

1. The student will learn to draw wisdom, insight, principles, and practices related to pastoral ministry from biblical resources. Class content will flow out of scriptural content.
2. The student will be exposed to the foundations, skills, and functions inherent in pastoral ministry.
3. The course will seek to round out the ministry preparation process for theological students.
4. The course will present an opportunity for students to explore questions and issues not previously covered in their seminary training.

5. The course will challenge students to define pastoral ministry in a way that is biblically based but culturally relevant – framing pastoral ministry that is anchored in the word, but geared to the times.

TOPICS TO BE COVERED:

Ministry Foundations

- Introduction and Overview
- Personal Authenticity
- Cultivating the Inner Man
- Competency Issues

Ministry Skills

- Taking Heed to Self
- Clergy Compensation
- Strategic Leadership in the Local Church
- Development of Leaders

Ministry Functions & Guest Lecturers

- New Members Assimilation
- Weddings/Baptisms
- Dealing with the Sick
- Helping the Grieving
- Dealing with Death

Course Requirements:

Class Attendance and Interaction – 20% of the grade. You will be expected to demonstrate interest in the course lectures, participate in the class discussions, raise questions as we interact with the lectures, experiences, textbooks, and assigned reading as well as the required papers.

More than three unexcused absences may result in a lower class grade.

Reading of Assigned Texts – 20% of the grade (see the list below)– Each assigned reading requires a one page single spaced report highlighting the main theses as well as key principles, insights, and practices gathered from the reading. See Reading Report Guidelines at the end of the Syllabus.

Requires Papers – 40% - Four brief papers are required to complete the course

Practical Ministry Assignment #1: Personal Salvation Testimony

Practical Ministry Assignment #2: Personal Assessment Profile

Practical Ministry Assignment #3: Self Care Paper

Practical Ministry Assignment #4: Pastoral Issue Paper

Final Exam – 20% of the final grade. A final exam that evaluates each student's understanding of the content of the course lectures.

REQUIRED TEXTBOOKS: Approx 650 pgs

1. Spurgeon, Charles, *Lectures to My Students*. Zondervan Publishing House, New Edition, 1974. **Read any 15 of the first 22 chapters and report on the chapters you read. (approx 230 pgs)**
2. Baxter, Richard, *The Reformed Pastor*. Banner of Truth, 1656, 256 pp. **(Read the following sections – pgs 53-71, 172-256. (100 pgs)**
3. Adams, Jay, *Shepherding God's Flock*. Zondervan, 1974, **Volumes I & III, approx 300 hundred pages. Read approximately 150 pages of the topics that are of interest to you.**
4. Kesler, Jay, *Being Holy, Being Human*. Christianity Today 1984, **182 pp.**

Recommended Reading:

1. Bridges, Charles, *The Christian Ministry*. Banner of Truth, 1830, 383 pp.
2. Brown, John (compiler), *The Christian Pastor's Manuel*. Soli Deo Gloria Publications, 1826/2003, 421 pp.
3. Coleman, William L. *It's Your Funeral*, Tyndale, 1979, 150pp.
4. Hansen, David, *The Art of Pastoring*. InterVarsity Press, 1994, 178 pp.
5. Harvey, Hezekiah, *The Pastor*. Backus Book Publishers, 1879/1982, 176 pp.
6. Killinger, John, *The Tender Shepherd*. Abingdon Press, 1985, 208 pp.
7. Malphurs, Aubrey, *Ministry Nuts and Bolts*. Kregel Publications, 1997, 190 pp.
8. Mancini, Will, *Church Unique*, Leadership Network Publication, 2008, 271pp.
9. Murphy, Thomas, *Pastoral Theology*. Old Paths Publications, 1887/1996, 500 pp.
10. Peterson, Eugene H., *Working the Angles*, Eerdmans Publishing Company, 1987, 137 pp.
11. Pentecost, Dorothy Harrison, *The Pastor's Wife and the Church*. Moody, 1964, 315 pp.
12. Sittema, John, *With a Shepherd's Heart*. Reformed Fellowship, 1996, 242 pp.
13. Still, William, *The Work of the Pastor*. Rutherford House, 1984, 125 pp.
14. Tidball, Derek J., *Skillful Shepherds*. Zondervan, 1986, 338 pp.
15. Trent, John. 2004. *Leading From Your Strengths*. Broadman and Holman, 103 pp.
16. Wagner, C. Peter. 1979. *Your Spiritual Gifts Can Help Your Church Grow*. Regal, 263 pp.
17. Wells, John D., *The Pastor in the Sick Room*. Solid Ground Christian Books, 1893, 128 pp.
18. Westberg, Granger E., *Good Grief*, Fortress Press, 1997, 64 pp.

19. Wilson, James H., *Let's Talk About Money Before You Tie the Knot*. Wipf and Stock Publishers, 2007, 72 pp.
20. Zimmerman, T. F. (editor), *And He Gave Pastors*. Gospel Publishing House (AOG), 1979, 606 pp.

REQUIRED PAPERS – PRACTICAL MINISTRY ASSIGNMENTS: (40% of course grade)

Four 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: Personal Salvation Testimony

An outline will be given in class from which a three page summary will be turned in, briefly describing, your life before God, how you came to know God, and thirdly, how knowing God has changed your life. **Due prior to the end of the September 15 class session.**

Length: Three pages, double spaced.
Due: Tuesday, September 15, 2009

2. Practical Ministry Assignment #2: Personal Assessment Profile

You (and your spouse, if married) will complete the PLACE personal assessment. You will write the basic results on a two page report with observations on how you and your spouse blend together toward an effective team ministry. If you are not married, this summary report should include your observations on what would be the highest and best ministry atmosphere for a person with your gifts to minister. This report is due prior to the end of the **September 29 class session.**

RECOMMENDED ALTERNATIVE 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 (available free online):
<http://www.gifttest.org/index.cfm>
<http://archive.elca.org/evangelizingchurch/assessments/spiritgifts.html>
www.TeamMinistry.com

Length: Two pages, double spaced.
Due: Tuesday, September 29, 2009

3. Practical Ministry Assignment #3: Self-Care Paper

Choose *one* of the topics below and write a four-page summary paper on how you would handle one of the following personal pastoral challenges. 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. **This report is due prior to the end of the October 27 class session.**

- A. Clergy Compensation
- B. Pastoral Self-care, Burnout, and Sabbaticals
- C. Sexual Unfaithfulness Among Pastors
- D. Pastoral Transparency in the Pulpit
- E. Other Topics of Interest: Permitted with prior written permission of the professor.

Length: 4 pages.

Due: October 27, 2009.

4. Practical Ministry Assignment #4: Pastoral Issue Paper

Using a step-by-step method of explanation, walk through the procedure you would follow for *one* of the following possibilities. This report is due prior to the end of the **December 1 class session.**

- A. Special Services – Baptisms, Marriages, and Funerals
- B. Church Discipline for an Adulterous Church Member
- C. Handling an Abuse Charge Against a Nursery Volunteer
- D. Pre-marital Counseling Plan
- E. Visitation Plan for All Members of the Church
- F. Pastoral Ministry Approach to Various Needs in People's Lives and Various Personality Types
- G. Hypothetical Plan for your Personal Weekly Schedule with a Rationale for the Plan
- H. Other Topics of Interest: Permitted with prior written permission of the professor.

Length: 4 pages.

Due: Dec 1, 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: Dec 15, 2009.

PASTORAL MINISTRY COURSE SCHEDULE/OVERVIEW

September – Ministry Foundations

- 1 Course Introduction - Course overview, syllabus, I & II Timothy outline
Life Overview - Testimony
- 8 Personal Authenticity – I Tim 1, II Tim 1
Personal DNA – Personality, Gifts, Abilities, Passion, Life Mission/Verse
Using **PLACE** assessment tool.
- 15 Cultivating the Inner Man – I Tim 4:6-8 - Constant Nourishment
II Tim.3:16, 4:13, v17- Spiritual Disciplines for Godliness
- 22 Character Issues – I Tim 4:12, 6:11, 2:22 – Speech, Conduct, Love, Faith
and Purity – Show yourself an example of these things.
www.assess-yourself.org
- 29 Competency Issues – I Tim.4 – Skill Development – Preach – II Tim. 4:2
Teach, Leadership Development (Development as a Leader)

October - Ministry Skills

- 6 Taking Heed to Self – I Tim.4 – Pastoral Longevity, Personal
Boundaries, Purity, Taking Heed to Doctrine
- 13 Fall Break
- 20 Clergy Compensation and Attire - I Tim.5: 17, 18
Strategic Leadership in the Local Church – “Church Unique”
- 27 Development of Leaders – I Tim. 3, II Tim.2:2 – Officers, Mentoring,
Spiritual Direction

November – Ministry Functions & Guest Lecturers

- 3 New Members Assimilation - II Tim.4:5
- 10 Weddings/Baptisms – I Tim.4:3 – “Love, Marriage, and Children”
- 17 Healing the Sick – Healing Prayer – Hospital Visitation
- 24 Dealing with Death – Funerals - II Tim.4:6-8

December

- Dec 1 Helping the Grieving – Stages of Grief – Widows – I Tim 5
- 8 Wrap-up

READING REPORT GUIDELINES

Your Name
Course Title & Number
Professor
Date

Please limit your report to one typed, single-spaced page, and one paragraph per topic
(*Overview, Critique, Application*)

TITLE OF BOOK
Complete Bibliographic Reference

Overview – Give a brief overview of the book, including its theme, perspective and approach.

Critique – Offer a brief critique of the book, including elements of strength and weakness.

Application – Offer some specific application to your own ministry – demonstrating the value and relevance of the material in this book.

Best Quote – Be sure to include the page number where the quote can be found.

Did you read the entire book though fully (not merely skimmed)? Yes___ No___ % Read (0-100)

Teacher/Professor – This class will be led by James Saxon, an ordained PCA minister since 1979, who has actively served in the pastorate for the last 29 years. He founded and pastored the Tampa Bay Presbyterian Church, in Tampa, Florida for 20 years and had oversight of the founding of one daughter church, Redeemer Presbyterian Church in Brandon, Florida. He joined the staff of the fast-growing, outreach-minded Church of The Apostles in Atlanta in the fall of 2000. Since coming to Apostles, He has served in a variety of staff roles and has recently assumed the role of Director of Evangelism and Assimilation.

In addition to being a successful church-planter, James spearheaded the founding of the Southwest Florida Presbytery in the early 1990's, and then led the effort to host the 2000 General Assembly in Tampa by that presbytery. He graduated from the RTS Doctorate of Ministry program in the spring of 2005, completing his dissertation entitled, "Empowering the Local Church through Mentoring" which featured a practicum that field-tested mentoring seminary students as a part of their theological education.

He is currently the director of the ministry initiative entitled ApostlesLife. This core ministry of The Church of The Apostles is a cutting-edge evangelism strategy that inculcates many current ideas and approaches that are successfully being utilized in soul-winning around the country. Though he is currently involved in outreach ministry, he is a pastor at heart and his life ministry verse is Colossians 1:28 "And we proclaim Him, admonishing every man and teaching every man with all wisdom, that we may present every man complete in Christ."