PT 518 PASTORAL MINISTRY
SYLLABUS

REFORMED THEOLOGICAL SEMINARY
CHARLOTTE

SPRING 2008

Dr. Rod Culbertson, Jr.
Associate Professor of Practical Theology
Dean of Student Development

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Syllabus for PT518 Pastoral Ministry
REFORMED THEOLOGICAL SEMINARY - CHARLOTTE
SPRING 2008
ROD CULBERTSON, JR.
ASSOCIATE PROFESSOR OF PRACTICAL THEOLOGY

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. Part of this course will include a hospital chaplain experience.

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 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 experience first hand ministry in a hospital setting as an “intern” hospital chaplain at Presbyterian Hospital in uptown Charlotte.
2. The student will write a verbatim account of one of his or her experiences as hospital chaplain.
3. The student will write an account of his or her hospital chaplaincy and how it affected the student’s philosophy of hospital ministry.
4. The student will choose a topic related to pastoral ministry and write a researched paper on the
topic of interest.

REQUIRED TEXTBOOKS:  (1221 pages)

   (Provided by Presbyterian Hospital)

On Reserve (required reading):

   Read chapters 14, 15, 20, 21, 22, 23, 24, 25, 26 (64 total pages).

Recommended Reading:


REQUIREMENTS AND EVALUATION:

I. Class attendance and discussion (13% 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.

II. Reading (10% of course grade)

Reading is required and the student will be graded through an honor system approach.
III. Hospital Chaplaincy Experience (20% of course grade)

You will sign up for approximately 48 hours of actual hospital chaplaincy ministry at Presbyterian Hospital in Uptown Charlotte, 200 Hawthorne Lane at Randolph Road. You will function as the “chaplain on call” for the hospital during your chosen hours. You will receive the opportunity to choose hours convenient to your schedule. You must, however, choose one or two fellow students “buddy system” (a trio is preferred) in order to have student “back-up” in case you are sick (in the hospital maybe…) or have a serious emergency (a death). Failure to show up for your chosen and required number of hospital chaplaincy hours will possibly result in failure of the course.

IV. Papers (40% of course grade)

Three papers/projects are required for the course. Papers must be double-spaced, 12 point/Times Roman typeset with standard margins. Please number your pages. Do not place your name on the cover page; place it at the end of the paper.

1. Spiritual Gifts Inventory (5%)

You will go to the Church Growth website and take the free Spiritual Gifts Inventory (http://www.churchgrowth.org/analysis/intro.php). Write a two-page summary of your personal spiritual gifts inventory, explaining what your spiritual gifts (or gift set) appear(s) to be and your reaction to this personal assessment. Provide some thoughts about how you think your (possible) spiritual gifts will affect your future ministry.

Length: 2 pages.

Due: March 3, 2008.

2. Practical Pastoral Issue Paper (20%)

Choose one of the twelve topics below and write an eight-page paper which explains how you would handle the specific pastoral need. Use at least four (4) resources and list them. One of the four resources can be a pastoral interview, but the paper should reflect your views, ideas and conclusions primarily.

A. Written Philosophy of Ministry Statement or a Church Brochure on any of the following:
   1. Church Policy on Marriage and Weddings
   2. Church Policy on Mercy Ministry
   3. Church Policy on Counseling and Referrals
   4. Church Policy on Funerals

B. Using a step-by-step method of explanation, walk through the procedure you would follow for one of the following possibilities:
   5. Inquirers/New Members Class
   6. Pre-marital Counseling Plan
   7. From Death to Burial in the church
   8. Walk Through a Wedding Ceremony
   9. Walk Through a Baptism Ceremony
10. Visitation Plan for All Members of the Church
11. Pastoral Ministry Approach to Various Needs in People’s Lives and Various Personality Types
12. Hypothetical Plan for your Personal Weekly Schedule with a Rationale for the Plan

C. Other Topics of Interest: Permitted with prior written permission of the professor.

Length: 8 pages

Due: April 7, 2008.

3. Hospital Chaplaincy Experience Papers (15%)

A. Verbatim Report: After completing the required 48 hours of hospital chaplaincy, the student will write a short Verbatim Report describing one experience (or event) the student had with a patient in the hospital. The guidelines for writing this paper are contained in the Chaplaincy Service intern Program handout, pages 20-22. (5%)

B. Chaplaincy Experience Paper: The student will write a paper explaining his or her total experience as a Hospital Chaplain at Presbyterian Hospital. You may include your written Verbatim Report as part of this assignment, but provide at least three written pages on the following issues:

Please explain your personal feelings and experience prior to, during and after the weekend of Hospital Chaplaincy. Explain the details of your experience (maintaining the confidence of any patients or families to whom you ministered). Is there anything you learned? Do you still have questions about hospital protocol or ministry? Give a summary of your philosophy of hospital ministry due to this experience and any other reading you have done for the course (this final requirement may be the bulk of your paper if you have a calm hospital chaplaincy experience). (10%)

Length: 5 or more pages

Due: May 12, 2008.

V. Final Exam (17% of course grade)

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

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.
PT518 PASTORAL MINISTRY  
Reformed Theological Seminary-Charlotte  
Spring 2008 Schedule  
Dr. Rod Culbertson, Jr.  
Associate Professor of Practical Theology

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<tr>
<th>Week</th>
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| 1    | 02/11| Introduction/Hospitality Chaplaincy Explained  
Reverend Hunter Roddey, Chaplain, Presbyterian Hospital, Charlotte, NC |
| 2    | 02/18| The Pastoral/Shepherd Metaphor in Scripture:  
What does it encompass and is it applicable today? |
| 3    | 02/25| The Pastor as…Shepherd  
Visitation, Rev. Mr. Hezekiah Harvey  
The Pastor and the Ministry of Visiting People in the context of Home, Hospital, Workplace, Personal Relationships, Lunch Appointments, Hanging Out;  
The Role of Spiritual and Relational Diagnosis |
| 4    | 03/03| Character and Qualifications of the Pastor  
Dr. John Erskine and Dr. Isaac Watts  
*Spiritual Gifts Inventory Paper Due* |
| 5    | 03/10| The Demands of the Pastor  
Difficulties of the Pastoral Office, Dr. John Erskine  
The Comforts and Encouragements of Christian Ministry, Rev. Charles Bridges  
Pastoral Cautions, Rev. Abraham Booth  
Treatment of Cases in the Pastorate, Rev. Charles Bridges  
The Pastor as Pain Bearer, Dr. Gary Corwin |
|      | 03/17| **READING WEEK** |
| 6    | 03/24| The Pastor as…Man of God (cont.)  
The Preacher, Dr. Isaac Watts  
Personal Experiences and Observations of the Prof |
| 7    | 03/31| The Pastor – Personal Practices  
Personal Practices and Observations of the Prof  
*The Pastor and His Limits*  
Observations of the Prof |
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<th>Week</th>
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<tr>
<td>8</td>
<td>04/07</td>
<td><strong>The Pastor….Perspective of a Local Practitioner</strong>&lt;br&gt;Dr. Mike Ross, Christ Covenant Church, Charlotte&lt;br&gt;<em>Practical Pastoral Issue Paper Due</em></td>
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<td>9</td>
<td>04/14</td>
<td><strong>Pastor and Membership Classes</strong>&lt;br&gt;How to Address Membership and Attendant Issues for Inquirers</td>
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<td>10</td>
<td>04/21</td>
<td><strong>The Pastor and Weddings (Walk Through)</strong></td>
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<td>11</td>
<td>04/28</td>
<td><strong>The Pastor and Funerals (Walk Through)</strong>&lt;br&gt;Aging, Dying, Death and Grief&lt;br&gt;Funerals</td>
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<td>12</td>
<td>05/05</td>
<td><strong>The Pastoral Call –</strong>&lt;br&gt;Becoming a Candidate:&lt;br&gt;Pursuing and Accepting a Call;&lt;br&gt;Resume’ Building&lt;br&gt;Negotiating&lt;br&gt;Financial and Tax Considerations: Ms. Dorothy Carter, H&amp;R Block, Guest Consultant</td>
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<tr>
<td>13</td>
<td>05/12</td>
<td><strong>Chaplaincy Internship Reviewed</strong>&lt;br&gt;<em>Hospital Chaplaincy Experience/Verbatim Reports Due</em>&lt;br&gt;Chaplain Hunter Roddey&lt;br&gt;Chaplaincy Experience Discussion (Optional)&lt;br&gt;Concluding Remarks</td>
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<td>05/15-20</td>
<td><strong>FINAL EXAMS</strong></td>
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