

**4PT 518 PASTORAL MINISTRY
SYLLABUS**

***REFORMED THEOLOGICAL
SEMINARY
ATLANTA***

Fall, 2011

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

jsaxon@apostles.org

Syllabus for PT518 Pastoral Ministry
REFORMED THEOLOGICAL SEMINARY - ATLANTA
FALL, '11
JAMES SAXON
GUEST LECTURER
RTS/ATLANTA

COURSE SCHEDULE: Thursdays, 3-5pm beginning on August 25-
December 1

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 potential 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 scriptures, but geared to the times.

TOPICS TO BE COVERED:

Ministry Foundations

Introduction and Overview
Personal Authenticity – **Guest Presenter – PLACE Test Ministry**
Cultivating the Inner Man
Character Maturity
Competency Issues

Ministry Skills

Taking Heed to Self - **Guest Presenter – Mary Lyn Huffman**
Clergy Compensation
Strategic Leadership in the Local Church
Development of Leaders

Ministry Functions

New Members Assimilation
Weddings/Baptisms/Funerals
Dealing with the Sick & Dying - **Guest Presenter - Dr. Grady Crossland**
Helping the Grieving
Ministry Effectiveness Cycle and Ministerial Attire

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 interactive questions during the lectures, and share relevant personal experiences with the class in line with the topics.
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/
Mission Statement**

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 students 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) – Report due on 9/22**
2. Baxter, Richard, *The Reformed Pastor*. Banner of Truth, 1656, 256 pp. **(Read the following sections – pgs 53-71, 172-256. (100 pgs) Report due on 10/13**
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. Report due on 11/10**
4. Kesler, Jay, *Being Holy, Being Human*. Christianity Today 1984, **182 pp. – Report due on 12/1**

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 15th class session.** *For those who have done this assignment in another class taught by me, I would like for you to write a two page statement and explanation of your Life Mission Statement drawing from chapter three of the book *Living On Purpose*. (see handout)*

Length: Three pages, double spaced.

Due: Thursday, 9/15

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/strengths profile to minister. This report is due prior to the end of the **September 29th 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
5. Character Assessment - www.assess-yourself.org

Length: Two pages, double spaced.

Due: Thursday, 9/29

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

Choose *one* of the topics below and write a three-page double-spaced 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 27th 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: 3 pages, double-spaced.

Due: Thursday, 10/27.

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: 3 pages, double-spaced

Due: Thursday, 12/1.

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: Thursday, 12/15.

PASTORAL MINISTRY COURSE SCHEDULE/OVERVIEW

August – Introduction

- 25 Course Introduction - Course overview, syllabus, Pastoral Epistles
Introduction - Life Overview – Personal Testimony

September – Ministry Foundations

- 1 Personal Authenticity – I Tim 1 & 4, II Tim 1 – **Guest Presenter – PLACE
Ministry Representative** - Personal DNA – Personality, Gifts, Abilities, Passion,
Life Experience - Using **PLACE** assessment tool.
- 8 Cultivating the Inner Man – I Tim 4:6-8 – Growth and Nourishment
II Tim.3:16,17, 4:13 - Spiritual Disciplines for Godliness
- 15 Character Issues – I Tim 4:12, 6:11, 2:22 – Speech, Conduct, Love, Faith and
Purity – Show yourself an example of these things.
- 22 Competency Issues – I Tim.4 – Skill Development – Preach – II Tim. 4:2
- 29 Teach, Leadership Development (Development as a Leader)

October - Ministry Skills

- 6 Taking Heed to Self – I Tim.4 – Personal Boundaries, Purity - **Guest
Presenter - Mary Lyn Huffman** - Post Modern Family Life/Sexual
Abuse
- 13 Pastoral Longevity, Clergy Compensation, and Attire - I Tim.5: 17, 18
Strategic Leadership in the Local Church – “Church Unique”
- 20 Development of Leaders – I Tim. 3, II Tim.2:2 – Officers, Mentoring,
Spiritual Direction
- 27 New Members Assimilation - II Tim.4:5

November – Ministry Functions

- 3 Weddings/Baptisms/Funerals – I Tim.4:3 – “Love, Marriage, and Children”
- 10 Ministry to the Sick and Dying - Hospital Visitation - **Guest Presenter - Dr.
Grady Crossland**
- 17 Fall Break
- 24 Thanksgiving Break

December

- 1 Helping the Grieving – Stages of Grief – I Tim 5 – Wrap-up
- 15 Final

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)

Extension Policy

All assignments and exams are to be completed by the deadlines announced in this syllabus or in class.

Extensions for assignments and exams due within the normal duration of the course must be approved beforehand by the Professor. Extensions of two weeks or less beyond the date of the last deadline for the course must be approved beforehand by the Professor. A grade penalty may be assessed.

Extensions of greater than two weeks but not more than six weeks beyond the last deadline for the course may be granted in extenuating circumstances (i.e. illness, family emergency). For an extension of more than two weeks the student must request an Extension Request Form from the Student Services Office. The request must be approved by the Professor and the Academic Dean. A grade penalty may be assessed. (RTS Catalog p. 42 and RTS Atlanta Student Handbook p. 14)

Any incompletes not cleared six weeks after the last published due date for course work will be converted to a failing grade. Professors may have the failing grade changed to a passing grade by request. (RTS Catalog p. 42)

Teacher/Professor – This course will be led by Dr. James Saxon, an ordained PCA minister since 1979, who has actively served in the pastorate for the last 31 years. He was converted to Christ at the age of twenty while a student at the University of Alabama. His conversion was so dramatic that he decided against going into the business world with his Marketing Degree and instead began pursuit of his call to pastoral ministry by enrolling in RTS Jackson in the summer of 1975. After serving as a youth director for two summers, and taking a year internship at the well-known Spanish River Presbyterian Church in Boca Raton, Florida, he discerned God’s calling to go into church planting. 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 ApostlesLife

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, the outreach ministry strategy for the next twenty years of the church. 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.

He also supervises three departments – Children’s, Student, College and Young Adult ministries. Since 2005, he has served as a guest lecturer at RTS Atlanta and has taught two courses, Evangelism and Pastoral Care. This summer he will be teaching

Introduction to Pastoral and Theological Studies. 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.”