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I. Course Description

This course examines the roles, function, and theological considerations for the practice of pastoral ministry. Ministry identity, call, and foundational pastoral tasks will be discussed.

II. Course Relationship to the Curriculum

The course in Pastoral Ministry (MC 701) is ideally taken by students who are nearing the end of their seminary studies. The course takes into consideration all the studies in exegesis, theology, history, ethics, education, counseling, preaching and polity—and challenges students to consider how their studies actually are applied in practical ministry.

III. Course Objectives

The purpose of this course is to provide general information about pastoral ministry in order to help students: (1) understand the dynamics of pastoral ministry, (2) be acquainted with specific tasks of pastoral ministry, (3) to develop a biblical and theological vision for pastoral ministry, (4) to clarify calling and identity as a pastor, (5) to engage with issues, challenges, and obstacles toward faithful and effective pastoral ministry, and (6) to be better prepared to engage in the practice of a biblically-based and theologically driven ministry. Emphasis will be made on the practical matters of ministry.

Items presented include the following: Identity, Roles and Expectations of the Pastor; Worship and Liturgy; Baptism (children and adults) and Dedication of Children; Communion; Weddings; Funerals and Grief Work; Public (Civil/Community) Services; Visitation; Church Finances; Personal Finances; Church Discipline; Professional Ethics; Sexual Ethics and Behavior; Staff Relationships and Evaluation; Marriage and Family;
Conflict Management; Stress Management; Ordination; Leadership Development; Interviewing and Terminating staff; and other issues in pastoral ministry.

IV. Course Textbooks

**Required:**


**Extra Credit Reading:**


**Recommended:**


*The Book of Common Prayer or The Book of Common Worship*

*Minister’s Manual* of some sort or denominational resource for ministers

Students may read supplemental material from the “Pastoral Ministry Bibliography” below.

V. **Course Requirements and Grading**

*Please note: Place your name and box number on the front sheet of all your assignments.*

1. Attendance is required at all lectures and workshops and case sessions. Students are expected to be on time for class.

2. Students will read a minimum of 1,200 pages from all required texts and supplemental reading.  (Less than 1,200 pages read will result in no credit.)  Students will submit an annotated bibliography with two or three paragraphs reflecting on each book read.  Do not report on the content of the book, but rather reflect on how you interacted with the material in terms of questions raised, insights gained, areas to be explored further
biblically and theologically, etc. The report is to be typed (single-spaced, 12 point type). Due: noon, Tuesday, December 4.

3. Students will write a brief two-page paper on your sense of call to ministry. Describe what you see as God’s leading in your life for ministry vocation, including circumstances, affirmation from others, whether the call is firm or loose at this point. Include what are your fears or concerns, etc. If married, comment on the kind of support you receive from your spouse. This paper will be treated with utmost confidence by the professor and is intended to help the student process his/her call (and can be a prelude to the usual paper required in the ordination process for most denominations). The report is to be typed (single-spaced, 12 point type). This paper is not “graded”, but failure to complete it would be part of class participation. Due: Sept. 18.

4. Students will form case study groups, which will take place once per month. Students will decide on what three cases they will discuss from the Swetland casebooks. Case discussions will last at least 45 minutes per case with at least three people in each group. Spouses are welcome to participate in the discussion if desired. Each student will write a two-page (single-spaced, 12 point type) reflection on each case (total: three short two-page papers). Begin with brief comments on the composition of the group as well as when and where the discussion took place. Primary focus should be on critical issues that emerged in your discussion. You may use the questions at the end of each case as a guide for the discussion. Be sure to comment on how you would handle the situation as a pastoral leader if you were involved in the case as portrayed. The quality and depth of interaction will determine your grade. Due: First Tuesday of each month (October, November, December).

5. Students will prepare a paper on Four (4) Pastoral Events: Write an Order of Service (1 to 2 pp. for each service) for each of the following services: (1) Baptism, (2) Lord’s Supper/Eucharist, (3) Wedding, and (4) Funeral (including interment). Please Note: On each paper, include details such as call to worship (reference to Scripture selection only [not the text written out] or brief litany), hymns and songs (titles only), responsive reading (refer to the Scripture selection only – text does not need to be typed out), gist of pastoral prayer, benediction, etc. For the sermon part of the service, state the textual reference and provide an outline or summary of the sermon. The Order of Service must be the complete worship service, not just the particular event.

- Be concise. Complete sentences are not necessary, but cover the service from beginning to ending.
- Students who follow a Book of Order for these events (e.g. Book of Common Prayer, or PCUSA Book of Order) may note the section to be used in the paper, but should (1) fill in any details of how they might personalize the service as well as (2) give more details on the sermon outline/summary.

The Four (4) Pastoral Events paper is Due: November 20, noon.
6. Final Exam – case study essays that will pull together material from the semester. On the exam will be a set of questions about the name and background of those in the class.
   Part of a pastor’s job is quickly learning the names of the flock and their life stories. So begin learning about each other at every opportunity.
   Due: Exam week

7. Extra Credit: Students will write a 3 page reflection paper (single-spaced, 12 point type) on the novel, Elmer Gantry. Due: December 11, noon.

   Grading: 10% - attendance and participation in class, plus completion of the call paper
   20% - paper on case study
   20% - paper on 4 pastoral events
   20% - reading total and reflections on the reading
   30% - final exam
   100% - The maximum total of points is 100.

NB: A failing grade will result if a student misses more than 3 class sessions but completes all other work satisfactorily since class discussion is an important dynamic in the course.

Point Scale: 98 - 100 A+; 94 - 97 A; 91 - 93 A-; 88 - 90 B+; 84 - 87 B; 81 - 83 B-; 78 - 80 C+; 74 - 77 C; 71 - 73 C-; 68 - 70 D+; 64 - 67 D; 61 - 63 D-; below 60 F.

In keeping with the grade scale defined in The Student Handbook, a grade of A is given for high excellence, B for exceeding minimal achievement, C for attaining a basic understanding of materials, D for a low passing mark indicating below basic mastery of material, and F for failing the course.

NB: Plagiarism is usually not an issue in this class, but if you are interested in seeing a document defining plagiarism and giving examples, the faculty of the seminary recommends students access the information on the Indiana University website: http://indiana.edu/~wts/plagiarism.html

VI. Written Work

Please Note: Requirements for ALL written work:
- Do not put papers in any kind of binding or use a title page.
- Put your name, box number, and preferred email address on the back of the last page.
- Please staple the pages of assignments.
- Single-space within a paragraph, and double-space between paragraphs.
- Footnotes are not needed.
• Use 12-point type; do not use a *sans serif* font.
• Submit each paper in a **9 x 12 envelope** with your name and box number on the outside, which will be used to return the paper to you. If the paper is to be returned to you by mail off campus, please include the correct postage on the envelope.
• No late work is accepted.
• Please leave papers outside my office (Library 119).

**VII. Course Calendar**

**September 11 – Introduction to the Class and to Each Other**

For Sept. 13, Read: Holifield, Chapter 5, 145-181  
Chapter 8, 235-274  
Chapter 18, 311-344  

Bucer, Early pages of each chapter noting the scripture used

**September 13 – The Historic Role of the Pastor and How It Has Changed**  
**Issues of Pastoral Identity**

For Sept. 18 - Read: Hansen, Chapter 1 and 2 (16-41)  
Kim, Chapter 1, (11-24)  
Purves, Chapter 1, (11-26)  

Write the paper on your sense of call after reading the above  
Final work Due Sept, 18, noon – but some will be shared in class

**September 18 – The Nature of Our Call and Issues of Pastoral Identity**

Read: Berkley, Part II, Chapter 10, 137-208

**September 20 – Shaping the Worship Life of a Congregation**

Read: Berkeley, 261-315  
Bulletin Research on the Internet  
Print recent orders of worship from Peachtree Presbyterian

**September 25 – Worship and Music within the Liturgy**  
**Working with Music Staff**
Read: Berkley, 3-17, 37-49, 119-136
   Hansen, 91-102

September 27 – The Identity and Calling of the Preacher

   Read: Berkeley, 339-379
   Prepare 1st Case Study – Oct. 2 (noon)
   Be prepared to present in class

October 2 – The Nature of Sacraments

   Read: Berkley, 381-410

October 4 – Reflecting on the Practice of Sacrament

   Read: Hansen, 42-180 (minus 91-102)

October 9 – Reading Week

October 11 – Reading Week

   Read: Bucer, ix-95

October 16 – Care of Souls – Discipleship and Nurture

   Read: Bucer, 163-218

October 18 – Care of Souls – Lost Sheep

   Read: Swetland, “Money Problems” in The Hidden World of the Pastor.

October 23 – A Theology of Administration and Finance

   Read:

October 25 – Practice of Administration and Finance
   Staff Relationships and Evaluation

October 30 – Leadership Issues – By What Authority?
Vision and Strategic Planning

Read: Purves, 27-46

November 1 – Leadership Issues – Conflict and Change
   Adaptive Change and Competing Values

   Prepare 2\textsuperscript{nd} Case Study

November 6 – A Theology of Stewardship

November 8 – Practices - Stewardship/Capital Campaigns

November 13 – Reading Week

November 15 – Reading Week

   Read: Peterson, \textit{Working the Angles}
      Purves, 100-141

November 22 – The Spiritual Life of the Pastor

   Read: Baxter, \textit{The Reformer Pastor}

November 24 – Thanksgiving

November 27 – Ethical Issues for Pastors – Money, Sex and Power

   Prepare 3\textsuperscript{rd} Case Study – Due, December 4

November 29 – Guiding a Congregation in Evangelism and Mission

   Read Kim, 25-131
   Prepare Annotated Bibliography – Due, December 4

December 4 – Summing Up Pastoral Identity
   The Relational Web
   Time Management

December 6 – Pastoral Identity and the First Steps
   Transitions and Leaving

\textit{Please note: topics and times may change from day to day.}
Pastoral Ministry Bibliography


Bridges, William. *Managing Transitions: Making the Most of Change* 2nd ed. Cambridge, MA:


__________. *A New Beginning for Pastors and Congregations: Building an Excellent Match*


Hopkinson, Jill and Trevor Willmott, eds. Skills for Rural Ministry: A Theological and Practical


