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 best taken by students who are nearing the end of their seminary studies (If you are more than a year from graduation you should take it later). 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; Lord’s Supper; Weddings; Funerals and Grief Work; Pastoral Care; Visitation; Church Finances; Personal Finances; Church Discipline; Professional Ethics; Sexual Ethics and Behavior; Staff Relationships and Evaluation; Interviewing and Terminating staff; Conflict Management; Ordination; Leadership Development; and other issues in pastoral ministry.

IV. Course Textbooks


**Recommended:**


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

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

**V. Course Requirements and Grading**
1. Attendance is expected at all lectures and case study sessions. Students are expected to be on time for class. (You need to be on time for preaching when you are a pastor!)

2. Students will read a minimum of 1,500 pages from all required texts and supplemental reading. Students will submit an annotated bibliography with three or four paragraphs reflecting on each book read. Summarize briefly the content of the book, but then 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 17, 2013**

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 part of 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 required. Due: **September 13, 2013**.

4. Students will form case study groups, which will take place beyond class time. Students will decide on what three cases they will discuss from one of the Swetland casebooks (more cases available in the supplemental Swetland book). Several of the cases are on Sakai and can be downloaded, including the “Snot-Nosed Pastor.” 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. Write a brief summary of the case. Then describe the critical issues that emerged in your discussion. Then suggest any possible solutions which you see. You may use the questions at the end of each case as a guide for the discussion. Be sure to conclude with 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: **September 26; October 30; November 27**

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) Christmas Eve, (2) Lord’s Supper/ Eucharist, (3) Wedding, and (4) Funeral (including burial). Please Note: On each paper, include details such as call to worship (including Scripture references), hymns and songs (titles only), responsive reading (refer to the Scripture selection only – text does not need to be typed out), full prayer of confession, pastoral prayer, benediction, etc. For the Lord’s Supper portion, please type all introductory statements which you might make.
For the sermon portion 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.*

The Four (4) Pastoral Events paper. Due: **October 9, 2013**

6. Final Exam – short answer essays that will pull together material from the semester.
   On the exam will also be a set of questions about the name and background of the other
   students 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.  **December 11**
   (9:35-11)

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

**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](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 on the upper right hand corner
- Please *staple* the pages of assignments.
- Footnotes are not needed.
- Use 12-point type; do not use a *sans serif* font.
- Make a copy of everything you turn in, just in case something gets lost
Papers may be handed in during class or under the door of my office (Library 119). I prefer a **hard copy**, but in an emergency you can attach it to an email.

**VII. Course Calendar**

**Read Ahead:** Hansen, 7-45  
Kim, 11-24

**September 11, 2013 - Introduction to the Class and to Each Other**
Reflections on the Sense of Call and the Practice of Pastoral Ministry

**Write:** Call Paper  
**Read:** Tripp, 17-124

**September 13, 2013 – The Stories of Our Calling**

**Read:** Tripp, 125-224  
See: Holifield (Suggested Reading)

**September 18, 2013 - The Historic Role of the Pastor and Changes in Pastoral Identity**
**Emotional/Relational Intelligence**

**Cursory Read:** Brink and Witvliet, eds. *Worship Sourcebook*  
Book of Common Worship or  
Book of Common Prayer  
**Plus:** Isaiah 6 and Revelation 4-5

**September 20, 2013 – Shaping the Worship Life of a Congregation**

**Read:** Swetland, “Snot-Nosed Pastor” (61-69 or on Sakai)  
**Meet:** Group Discussion  
**Write:** Case Study #1 (Turned in on Sept. 25)

**September 25, 2013 – Shaping the Worship Life of the Congregation**
**Brief Discussion of 1st Case Study**

**Read:** Hansen, 100-113,  
Begin **Preparing:** 4 Worship Bulletins (Turned in **October 9**)  

**September 27 – Weddings and Pre-Marital Counsel**
Write: 4 Worship Bulletins (Turned in October 9)
See: Berkley, Handbook on Preaching and Worship

October 2 - The Nature and Practice of Sacraments
Brief Discussion of Worship Bulletin
Styles and Forms of Preaching

Read: Hansen, 49-99, 114ff.
Write: 4 Worship Bulletins (Turned in October 9)

October 4 – Care of Souls – Pastoral Care
Crisis Situations
Abuse
Mental Illness
Referrals to Other Professionals
Systems of Care

October 9 – Funerals and Ministry Surrounding Death

Read: Swanson, 9-186
Turn in: 4 Services of Worship

October 11 – Guest Presenter: Pastoral Care and Death (David Swanson – Presenter)

Read: Baxter, The Reformed Pastor

October 16 & 18 – (Reading Week)
Continue to Read: Baxter
Meet: 2nd Case Study Discussion

October 23 – Care of Souls – Conflict

October 25 – Case Study Discussion in Class
Due: 2nd Case Study
Read: Berkeley, Leadership Handbook on Church Administration and Finance

October 30 – A Theology of Administration and Finance
Church Typologies
Styles of Church Government
Read: Berkeley, Administration and Finance

November 1 – Long Range Planning (Bruce Boria)

Read and Write: Midterm Bibliography

November 6 – Stewardship – Theology and Practice

Read: Berkeley

November 8 – Staffing – Nurture, Evaluations, Hiring, Firing

Read: Sinclair Lewis, Elmer Gantry (or a substitute novel on being a pastor)

November 13-15 – (Reading Week)

Read: Continue in reading: Elmer Gantry

November 20 – The Spiritual Life of the Pastor

Read: Kim, 25-57
Read: 3rd Case Study (Swetland or Sakai)
Meet: With Group (Due, November 27)

November 22 – Ethical Issues for Pastors – Money, Sex, and Power

Read: Gregory the Great, The Book of Pastoral Rule, 29-85

November 27 – Leadership Issues

Read: Gregory the Great, The Book of Pastoral Rule, 86-211
Read: Kim, 58-124
Turn In: 3rd Case Study

December 4 – Pastoral Identity and the First Steps
The Relational Web
Time Management
Transitions

December 6 - The Spiritual Life of the Pastor – Steve Macchia
Rule of Life
Sabbath
Holy Rhythms

Continue to Write: Annotated Bibliography
Due: December 17

December 11 – Final Exam (9:35-11)

Please note: topics and times may change from day to day

VIII: Pastoral Ministry Bibliography

Aleshire, Daniel O. *Faith Care: Ministering to God’s People Through the Ages of Life.*

Allison, Michael and Jude Kaye, *Strategic Planning for Nonprofit Organizations: A Practical Guide and Workbook* (2nd ed.)


