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 is a “capstone” type of course in that it 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) to develop a biblical and theological vision for pastoral ministry, (3) to clarify calling and identity as a pastor, (4) understand the micro and macro-contexts in which we do ministry; (5) to be acquainted with specific tasks of pastoral ministry, (6) to engage with issues, challenges, and obstacles toward faithful and effective pastoral ministry, and (7) 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; Church Culture and Broad Culture; Worship and Liturgy; Baptism (children and adults) and Child Dedication; Lord’s Supper; Weddings; Funerals and Grief Work; Pastoral Care; Visitation; Church Finances; Personal Finances; Church Discipline; Clergy Ethics; Sexual Ethics and Behavior; Staff Relationships and Evaluation; Interviewing and Terminating staff; Conflict Management; Leadership Development (encouraging lay ministry); and other issues in pastoral ministry.
IV. Course Textbooks


**Recommended:**


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

See also the “Pastoral Ministry Bibliography” below.

**V. Course Requirements and Grading**

1. Attendance is expected at all classes and case study sessions. Further, it is expected that all students will contribute in class. You are training to be pastors and you will be leading and contributing. So I expect you to participate in class. 10% of your grade comes from this area. Further, students are expected to be on time for class. For the rest of your life you are going to be a pastor and need to be highly responsible. (10% of Final Grade)

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 or the completed portion of a book. 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: First half (750 pages read), **Wednesday, November 5, 2014**, and the final document, **Tuesday, December 16, 2014 (4 p.m.)** (20% of Final Grade).

3. **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 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. You will be asked to comment on this in your final exam. Due: **September 12, 2014**

4. First form case study groups among your classmates, which will take place beyond class time. Students will choose one of the 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 first assignment - “Snot-Nosed Pastor.” Case discussions will last at least 45 minutes per case with at least three people in each group. The third case study will come from an issue in the church in which you are doing Mentored Ministry, or the church which you are attending. The discussion group will listen to a description by each student – but the writing will be on your case study. 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, two-page papers). 1) Begin with brief comments on the composition of the group as well as when and where the discussion took place. 2) Write a brief summary of the case. 3) Then describe the critical issues that emerged in your discussion. 4) Finally, suggest any possible solutions which you see, and pick your best conclusion as a pastoral leader if you were really there. You may use the questions at the end of each case as a guide for the group discussion. The quality and depth of interaction will determine your grade. These case study discussions replace class attendance during exam week. Due: **September 26; October 22; November 19.** (30% of final grade)

5. Students will prepare a detailed order of service plus sermon notes on **Four (4) Pastoral Events: Write an Order of Service for each of the following services:** (1) 1st Sunday of Advent; (2) Christmas Eve, including the celebration of the Lord’s Supper; (3) Wedding, and (4) Funeral/ Memorial Service (including burial). Please Note: On each paper, **include all words you and congregation will say** - such as call to worship (including Scripture references), hymns (titles only) and songs (words if they are less familiar), responsive readings (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, and the full prayers around communion and the words of institution. For the sermon portion of the service, state the textual reference and offer an outline of the proposed sermon. The Four (4) Pastoral Events paper: Due: **October 10, 2014 (20% of final grade)**
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. Take home exam or sitting by December 10, 2014 (9:35-11) (20% of the Final Grade)

Grading: 10% - attendance and participation in class, plus completion of the call paper
30% - papers on case studies
20% - 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

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
• Always put pages numbers on your assignments
• Please staple the pages of assignments.
• Formal 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 of your work, but in an emergency you can attach it to an email.
VII. Course Calendar

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

**September 10, 2014 - Introduction to the Class and to Each Other**
- Review of the Syllabus
- Reflections on the Sense of Call and the Practice of Pastoral Ministry
- The Importance of Names
- Discussion of Hansen and Kim
  - Michael Lindvall Reading

  **Write:** Call Paper (**due September 12**)
  **Read:** Berkley, 23-74

**September 12, 2014 – The Stories of Our Calling**
- Sharing of Call Stories in Groups
- Clarity, Sustainability, Vulnerability
- Calling and Personality

  **Read:** Willimon, 27-74
  Berkley, 129-139

  **Take:** Profiles of Ministry Part II (Mentored Ministry students in their final year)

**September 17, 2014 – Pastoral Identity in Various Contexts**
- Types of Pastoral Callings
- Context - Christendom/Attractional/Missional
- Emotional/Relational Intelligence and Leadership Gifts
- Leading Change

  **Read:** Willimon, 75-109

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

**September 19, 2014 – Shaping the Worship Life of a Congregation**
- Biblical Norms
- Theological Norms
- Historical Roots – Modern Practice
- Reflections Upon the Church Year
Read: Swetland, “Snot-Nosed Pastor” (61-69 or on Sakai)
Meet: Group Discussion
Write: Case Study #1 (Turned in at the beginning of class on September 26)

September 24, 2014 – Shaping the Worship Life of the Congregation

Read: Hansen, 100-113
Begin Preparing: 4 Worship Bulletins (Turned in October 10, 2014)

September 26, 2014 – Discussion of Ministry Contexts for Worship – Guests
For Whom is Preaching and Worship Being Designed?

October 1, 2014 – The Nature and Practice of Sacraments
Brief Discussion of 1st Case Study

Write: 4 Worship Bulletins (Turned in October 10, 2014)
See: Berkley, Handbook on Preaching and Worship
Read: Hansen, 46-99, 114-160
Read: Sample Weddings and Funerals on Sakai

October 3, 2014 – Leading in Worship: Weddings and Funerals
Discussion of Weddings and Funerals
Practice in Weddings and Funerals

Read: Kim, 25-40

October 8, 2014 – Context for Ministry
Small Town Ministry in New England - Guests

October 10, 2014 – Leading in Worship: Baptismal Theology and Practice
Lord’s Supper Theology and Practice
Brief Discussion of Worship Bulletins (Turn in at conclusion of class)

Read: Swanson, 9-186

October 15 and 17, 2014 – (Reading Week)

Read: Swanson, 9-186
Willimon, 171-201
Kim, 93-105

October 22, 2014 – Care of Souls – Pastoral Care
Ministry is About People
Crisis Situations
Abuse
Mental Illness
Referrals to Other Professionals
Systems of Care

Meet: 2nd Case Study Discussion (Due October 29)
Read: Swanson, 9-186

October 24, 2014 – Funerals and Ministry Surrounding Death

Read: Willimon, 249-274

October 29, 2014 – Case Study Discussion in Class
Premarital Counseling

Due: Second Case Study

October 31, 2014 – Weddings
Rehearsals

Read: Osterhaus
Berkley, 215-234
Prepare: 1st Half of Reading Report (Due, November 5)

November 5, 2014 – Care of Souls – Conflict
Where Does It Happen Among God’s People?
What Part Will You Contribute?

Read: Willimon, 275-297

November 7, 2014 – Leadership in Ministry

Meet: Discuss 3rd Case Study – from your Congregation

November 12 and 14 (2nd Reading Week)

Read: Berkley, 235-300
Write: 3rd Case Study (Due, November 19)
November 19, 2014 – A Theology of Administration and Finance
Church Budgets
Personal Budgets
3rd Case Study Discussion

Read: Berkeley, 449-536

November 21, 2014 – A Theology of Administration
Stewardship
Church Typologies
Styles of Church Government

Read: Berkeley, Administration and Finance

November 26, 2014 – Pastoral Identity and the First Steps
Profiles in Ministry Part II Discussion
The Relational Web
Time Management
Family in Ministry
Transitions

November 28 (Thanksgiving Break)

Read: Willimon, 299-314

December 3 – Ethical Issues in Pastoral Issues – Money, Sex, Power
Read: Willimon, 315-336
Kim, 59-75

December 5, 2014 – Staying Spiritually Alive

December 10, 2014 – Final Exam (9:35-11) (Take home exam due by this date and time)

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

VIII: Pastoral Ministry Bibliography

Ammerman, Nancy, Jackson Carroll, Carl Dudley, and William McKinney. Studying


Cole, Alan Hugh, Jr. (editor). From Midterms to Ministry: Practical Theologians on Pastoral
Douglas, Philip D. What is Your Church’s Personality?: Discovering and Developing the Ministry Style of Your Church (Phillipsburg: P&R, 2008).
Gibson, Scott M. Preaching for Special Services (Grand Rapids: Baker, 2001).
Kouzes, James M. and Barry Z. Posner. Credibility: How Leaders Gain and Lose It, Why People


