



Syllabus

15800 Calvary Road
Kansas City, MO 64147-1341

Course: PS634-E&EN Practice of Church Ministry (Blended)

Credit: 3 Semester Hours

Semester: Spring 2021 (Cycle 4, Jan 04–Feb 26)

Time: 6:00–9:00 pm, Thursdays

Instructor: Dr. Michel Dodds. (816) 322-5152, ext. 1348; mike.dodds@calvary.edu; (913) 638-3291 (cell)

***About This Course:** This is a blended class, meaning that both campus and online students take this class together. Campus students attend the classes in person, online students attend the classes via the online classroom. All interaction and assignments for campus and online students are done in the online classroom.

***About Disabilities:** Students with disabilities have the responsibility of informing the Accommodations Support Coordinator (aso@calvary.edu) of any disabling condition that may require support.

***About Assistance for All Course Assignments:** The Clark Academic Center (learning@calvary.edu) is dedicated to providing free academic assistance for all Calvary University students. Student tutors aid with all facets of the writing process, tutor in various subject areas, prepare students for exams, and facilitate tests. Please take advantage of this service.

***About Changes to this Syllabus:** The instructor reserves the right to make changes to this syllabus at any time during the course, but any changes made will only be done after clearly communicating the need for the change and the specific change to be made via in-class announcement and Canvas announcement.

I. DESCRIPTION

In this course the practical side of pastoral ministry will be surveyed, studied, discussed, and, where possible, demonstrated or practiced. [BOT #1, 2, 3, 4, 7 & 8]

II. OBJECTIVES

A. General competencies to be achieved. You will be able to . . .

1. Explain the multifaceted nature of pastoral ministry. (PLO #1 & 4) (A- A, B, C, D, E, F, G, & H)
2. Manage the practical elements of pastoral ministry. (PLO #1 & 4) (A- C, D, E, F, G, H)
3. Demonstrate basic skills in the primary tasks of pastoral ministry. (PLO #1 & 4) (A- C, D, E, F, G, & H)
4. Defend the deep spiritual significance of faithful pastoral ministry to others. (PLO #1 & 4) (A- B, C, F, & H)

Our Mission: "...to prepare Christians to live and serve in the church and in the world according to the Biblical worldview."

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B. Specific competencies to be achieved. You will be able to . . .

1. Articulate understanding of the basic administrative tasks and skills needed for handling the organizational aspects of pastoral ministry. (PLO #1 & 4) (A- A, C, D, E, & F)
2. Analyze effective ministry. (PLO #1 & 4) (A- B)
3. Compose statements of ministry related policy & practice. (PLO #1, 2, & 4) (A- C)
4. Plan personal and ministry schedules. (PLO #1 & 4) (A- D)
5. Create meeting plans and ministry forms. (PLO #1 & 4) (A- E)
6. Develop leadership development programs. (PLO #1 & 4) (A- F)
7. Create personal ministry documents. (PLO #1 & 4) (A- G)
8. Solve ministry related problems. (PLO #1 & 4) (A- H)

III. REQUIREMENTS

***Note:** Specific instructions for each assignment are posted in Canvas.

A. Read textbooks and submit observations papers and identify additional ministry-related resources.

1. Read the **two textbooks** in their entirety and **submit** a paper (i.e. 1 paper for each text – 2 papers total) listing the following for each volume.
 - a. 10 significant observations which have direct application to the ministry context you anticipate after graduation.
 - b. 5 significant questions you need to do further study about for the answers will greatly influence the understanding and practice of the ministry you anticipate upon graduation.
2. Review an additional **10 books** related to pastoral ministry and identify **10 ministry-related websites** and write an **annotated bibliography** of these pastoral resources to be additional resources to turn to in future ministry.
Note: While the books will not be read in their entirety they should be reviewed in sufficient depth to make valid annotations.

B. Interview ministry leaders and write an observations paper.

1. **Interview three (3)** ministry leaders as listed below who are currently involved in the type of ministry setting you anticipate upon graduation (e.g., solo pastor, church planter, associate, chaplain, rural setting, small town/city setting, suburban setting, urban setting). (**Note:** The ministry leaders selected for these interviews must have been in leadership for a significant period and must be approved by the course instructor.)
 - a. A solo / senior pastor.
 - b. An associate pastor.
 - c. A lay leader (Elder / Deacon).

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2. **Develop** the interview **questionnaire** that covers the ministry categories of this course.
3. Following the interviews, **write a three- (3) page paper** of significant insights gained from the interviews (i.e. only 1 paper of at least 3 pages).

C. Write Position & Practice statements concerning various aspects of pastoral ministry.

1. Submit **twelve (12), 2-page** papers stating your personal position and practice in selected aspects of pastoral ministry. The 10 position & practice statements will include the following:
 - a. **#1 & #2 – Both** of the following must be written:
 - i. Weddings. Include definition of marriage, who the student will or will not marry, counseling requirements, and ceremony and rehearsal requirements.
 - ii. Counseling. What restrictions, if any, will the student have to this kind of ministry? Who will counsel women? What structures will be employed in order to avoid temptations, "appearance of evil," etc.?
 - b. **#3, #4, #5, #6, & #7** – Choose **five (5)** from the following list those ministry aspects the student will probably face in the future (or current) ministry setting and for which the student has **not** yet written a policy statement:
 - i. Church Membership. What requirements are there for joining the church? What is the membership process? What doctrine and/or covenant must the candidate agree to and how is that agreement made?
 - ii. Church Discipline. What is the procedure? For what issues will discipline be exercised? Who will exercise the discipline? How can the one being disciplined clear up the offense?
 - iii. Leadership. How will they be identified, trained, recognized, supported, etc.? Which ones require a formal process? Can unbelievers serve the church, and if so, how?
 - iv. Worship Services. What music styles, instruments, formats will be allowed and which will not? What attire should the "platform" people wear and not wear? What life-styles of any "up-front" people will be confronted and how with those concerns be addressed?
 - v. Benevolence activities. How will requests for tangible help be handled? Will the church have a "petty cash" fund for the pastor(s) to disperse funds as he (they deem best)? Will this activity be handled by another group in the church (e.g., a Deacon board)? How will repeated requests by the same individual(s) be handled?
 - vi. Financial integrity. What practices will the pastor and the church have with respect to the solicitation of funds, the cares of funds, the disbursement of funds?
 - vii. Use of Social Media in the Church. What kinds of social media will be the ministry and what will be the guidelines for its use? How will integrity be maintained in its use? Who can use it and in what settings? Any restrictions on its use in church facilities and ministry settings and the rationale for the restrictions?

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- c. **#8 & #9** – Choose **two (2)** from the following list those ministry aspects the student will probably face in the future (or current) ministry setting and for which the student has **not** yet written a policy statement:
 - i. Joint Worship / Interchurch activities. When will the pastor and church work with other ministers / churches – Who? When? How? Why? And when and why not?
 - ii. Secular/Civic Observances. Which ones will be encouraged? Which will be avoided? Why observe some and not others and which ones (e.g., Memorial Day, Veteran's Day, Mother's & Father's Days, Halloween, School graduations, Thanksgiving Day, etc.)?
 - iii. Background Checks. Should church employees be required to undergo background checks? Which leaders? What kinds of background checks? What guidelines must be in place for doing these?
 - iv. Political Involvement. What kind of involvement and what limitations should the church have? What politicians can be officially invited to speak and in what settings? What about petitions members want to bring to church for others to sign? How will people be encouraged to vote?
 - v. Church Facility Use. Should the church be available for outside group use? Under what circumstances? Should attending non-members be allowed to reserve and use the church facilities for personal activities? What kinds of non-church activities are permissible for being conducted in the church facilities? What activities will not be allowed (e.g., alcohol except in a wedding reception, dancing, etc.)?
 - d. **#10, #11, & #12** – Write **three (3)** additional statements for topics raised in the reading and/or interviews for this course or from the lists above (i.e., topics which are pertinent to the kind of ministry you anticipate upon graduation).
2. Each paper will include the following elements:
- a. A clear presentation of the student's position.
 - b. A discussion of pertinent Scriptures which instruct, guide, and inform the student in taking this position.
 - c. A discussion of the practical implications of this position (e.g., personal practice as a pastor; church-wide policy to implement; etc.).
 - d. Use a writing format as if to be used in a ministry setting.

D. Prepare Church Activities and Personal Ministry Plans.

1. **Submit an annual Church Activities planner** that includes all the anticipated major all-church activities for one calendar year (i.e. 12 months).
 - a. Include the major, all-church events anticipated in the first ministry setting in a normal ministry year but do not include the normal, regular activities (e.g., normal Sunday and mid-week services, Bible studies, Board meetings, etc.).
 - b. This plan can be done in the form of a calendar, an outline, or some other practical format.

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2. **Submit a Personal Ministry Monthly planner** that includes all the anticipated major activities for one "normal" **month**.
 - a. For example, include the major personal activities which must be performed on a planned basis: day off, staff / board / committee / denominational / civic meetings, personal planning day, etc.
 - b. This can be done in the form of a calendar, an outline, or some other practical format.
3. **Submit a Personal Ministry Weekly planner** that includes all the anticipated major activities for one "normal" **week**.
 - a. For example, list which days and what hours in that day you will do sermon study and preparation, visitation, ministry planning, staff meeting, worship services, day off, personal devotions, etc.
 - b. This can be done in the form of a calendar, an outline, or some other practical format.

E. Develop Ministry Plans & Checklists.

1. Submit meeting plans (i.e. template agendas) for conducting a variety of ministry meetings:
 - a. Ministry Meetings plans to submit:
 - i. **ALL 5** of the following **regular** ministry meetings:
 - a) Regular/Normal AM Worship Service.
 - b) Wedding Ceremony.
 - c) Funeral Service.
 - d) Congregational / Business meeting.
 - e) Board / Committee / Staff
 - ii. **BOTH** of the following **special** meeting elements:
 - a) Baptism.
 - b) Communion.
 - iii. **ONE** of the following **special** meeting **elements**:
 - a) Infant Dedication.
 - b) Reception of New Members.
 - c) Leader Dedication.
 - b. Meeting Plan writing guidelines.
 - a. Each will be **one or two (1-2) pages** using the format you would use in the service.
 - b. In each plan, include all appropriate elements and sufficient detail to guide the other worship leaders (i.e., musical accompanists, worship leader, sound technician, ushers, etc.).

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- c. For services requiring the use of specific wording (e.g., baptism, wedding, communion, new members, dedications, etc.) the specific wording must be included.
 - d. Note that with only one to two pages required, these plans will be very "skeletal."
2. Develop a Ministry Checklist File of templates of forms regularly used in ministry and adaptable for use in ministry upon graduation.
 - a. Ministry Checklist Template Files to include in the file:
 - i. Church Membership Application.
 - ii. Elder / Deacon / Leader Selection Application.
 - iii. Church Ministry Worker Application.
 - iv. Church Staff (paid).
 - v. Other (identified from course reading materials, interviews, etc.).
 - b. Format these forms for use in ministry.

F. Develop a Program for Training Ministry Leaders.

1. Develop **2 leadership training programs**, one for the spiritual leaders of the church/ministry (Elders) and the other for the servant leaders of the church/ministry (Deacons).
2. The plans should include the following:
 - a. Bible studies that will be done with the leaders (i.e. the specific books, Bible passages, concepts to be used).
 - b. Printed materials to be used (i.e., books, articles, blogs, etc. which will be required reading).
 - c. Forms (i.e. release, consent, liability, background forms the workers must read, understand, and comply with).
 - d. Practical training (the program schedule of all study, reading, viewing, work observed "on-the-job", etc. that must be accomplished).
3. The **format** for these training programs should be in a form for use in ministry (e.g., powerpoint presentation, outlined handouts, checklists, etc.).

G. Develop a Personal Ministry Job Description, Ministry Plan, and Resume.

1. From the course reading, interviews, and further research, formulate the following personal ministry items:
 - a. A **Personal Job Description** for the anticipated ministry position and context.
 - b. A **Personal Ministry Plan** for the first 3 years of the anticipated ministry and context.
 - c. A **Personal Resume** targeted to the anticipated ministry setting and position to be sought upon graduation.

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2. Assignment format.
 - a. Begin by identifying examples of these Personal Ministry documents – these may be able to serve as templates for developing these personal documents.
 - b. From the course reading, interviews, and research, develop personal forms of these documents.
 - c. The format will differ for each document.
 - i. The Personal **Job Description** will be a bulleted list and less than 1 page.
 - ii. The Personal **Ministry Plan** will be in an outline format.
 - iii. The Personal **Resume** will be a normal ministry related resume format and 1-2 pages.

H. Answer Ministry Related Discussion Questions.

1. A ministry related case study issue will be discussed each week of the course (i.e. 8 questions).
2. Each question must be responded to in the following ways.
 - a. Scripture which informs the response.
 - b. Personal response and procedural practices to follow in the response.

IV. METHODS

A. Presentation:

1. **In-class methods:** lecture, class discussions, and taking exams.

***About Class Attendance:** Research consistently demonstrates that class attendance and active participation correlate to higher performance on course assessments.

***About Classroom Use of Media:**

-**Computing devices** are permitted during the lecture and class discussion sessions for the sole purpose of taking notes. Use of these devices to access the Internet, make telephone calls or video calls, text messaging, updating social network services, etc. is not allowed, let alone very distracting to other students.

-**Cellphones / smartphones** may only be used in an emergency, and in those situations the student may take the call but must leave the room and not return until the next break out of courtesy to fellow classmates.

***About Note Taking:** Students are expected to take notes during each class. Significant peer reviewed studies continue to demonstrate that notes taken by hand are understood better and remembered longer than those taken with a computer. Computer use which is a distraction to others (i.e., noise, blocking the screen, displaying non-class related material, etc.) is not allowed.

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2. Out-of-class methods: reading, writing, research, and interviewing.

***About written assignments:** Unless directed otherwise, all written assignments must follow the Turabian style according to *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th edition and the Calvary Style Guide, 2019 update.

B. Grading:

***About Late Assignments:** Assignments turned in late will be lowered **5% each class day** it is late.

***About Plagiarism:** Plagiarism is defined as copying any part of a book or paper without identifying that source. This also includes taking another person's ideas and presenting them as your own without identifying the source. Any assignment that includes plagiarism will receive a **zero (0) grade**.

***About course grade:** See the grading scale in the university catalog for specific grading scale that will be used for final course grade.

1. General grading criteria:

A = completed assignment well beyond assignment criteria

B = completed assignment as specified and very well done

C = completed assignment with average work

D = completed assignment but poorly

F = did not complete assignment and/or unacceptable work

2. Possible points for each specific assignment:

a1. Textbook Observations Papers (2 @ 25 ea). . . = 50 points

a2. Additional Resources Bibliography (1 @ 25). . . = 25 "

b. Ministry Leader Interviews & Paper (1 @ 50). . . = 50 "

c. Position Statements (12 @ 25 ea). = 300 "

d. Church & Personal Plans (3 @ 25 ea). = 75 "

e. Meeting Plans & Ministry Forms (13 @ 20 ea).. . . = 240 "

f. Leader Development Plans (2 @ 60 ea). = 120 "

g. Personal Ministry Documents (3 @ 20 ea). = 60 "

h. Discussion Questions (8 @ 10). = .80 "

Total = 1,000 points

V. MATERIALS

A. Required Textbooks

1. English Bible (NAS, NASB-U, NKJV, NET, ESV, or other by approval).

-The Bible is a required textbook in every course at Calvary University. To facilitate academic level study, students are required to use for assignments and research an English translation or version of the Bible based on formal equivalence (*meaning that the translation is generally word-for-word from the original languages*), including any of the following: New American Standard (NASB, English Standard Version (ESV), New King James (NKJV), or King James (KJV). Other translations and versions based on dynamic equivalence

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(paraphrases, and thought-for-thought translations like NLT and NIV) may be used as supplemental sources. Please ask the professor if you have questions about a particular translation or version.

2. Dever, Mark and Paul Alexander. 2005. *The Deliberate Church: Building Your Ministry on the Gospel*. Carol Stream: Crossway Books & Bibles. ISBN: 978-1581-3473-88, Retail Price: \$15.99
3. Malphurs, Aubrey and Keith Willhite. 2003. *A Contemporary Handbook for Weddings & Funerals and Other Occasions*. Grand Rapids: Kregel Publications. ISBN: 0-8254-3186-7, Retail Price: \$17.99

VI. ABBREVIATED CLASS SCHEDULE

[*Note: A detailed schedule will be provided in class and posted in Canvas.]

Week	Class Activity/Discussion	Assignments Due	St Q
1	Welcome to Ministry	--	0
2	Confronting the Context	Textbook #1 (A1); Policies #1 & 2 (C)	1
3	Leading the Work	Textbook #2 (A1); Policies #3-7 (C)	2
4	Teaching the Word	Resources Biblio (A2); Policies #8-9 (C); Interviews Paper (B)	3
5	Loving the People	3 Activity Plans (D); Policies #10-12 (C)	4
6	Dealing with Conflict	Meeting Plans 1-5 (E); Meeting Plans 6-10 / Forms 1-4 (E)	5
7	Proclaiming the Gospel	Leader Training Programs: 2 (F)	6
8	Leaving a Legacy	Personal Ministry Documents: 3 (G)	7/8