



PATH5331 Pastoral Ministry (Internet)
New Orleans Baptist Theological Seminary
Division of Church Ministry
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Mission Statement

New Orleans Baptist Theological Seminary and Leavell College prepare servants to walk with Christ, proclaim His truth, and fulfill His mission.

Course Description

This course will aid students to develop competency in pastoral ministry through a study of being called to a church, beginning a pastoral ministry, building relationships, leading a church, and leaving a church field. Practical ministry matters, as well as theological and philosophical considerations, will include training in planning preaching, administering the ordinances, performing weddings, conducting funerals and ordinations, visiting, counseling, and sustaining spiritual growth.

Student Learning Outcomes

Pastoral ministry is a specific and important type of Christian shepherding. While all Christians shepherd others in various roles and relationships (such as pastors, parents, friends, counselors, teachers, mentors, helpers, and supervisors), not all are involved in a pastoral ministry vocation or calling. However, while students who take this course may have a variety of ministry callings and may pursue different academic degree programs, this course is particularly designed for students with a pastoral ministry calling (such as pastors, staff members, chaplains, missionaries, and church planters).

By the end of this course, students will:

- 1) Be able to understand selected pastoral ministry principles, concepts, and methodologies.
- 2) Be able to apply selected pastoral ministry principles, concepts, methodologies, and resources to their situation of beginning and carrying out ministry in a church or in selected shepherding situations.
- 3) Demonstrate acceptable proficiency in pastoral ministry functions (such as being able to articulate a clear theology and philosophy of pastoral ministry, carry out a personal prayer ministry and pastoral visitation, administer the ordinances, perform weddings and premarital counseling, conduct funerals and ordinations, do pastoral [non-licensed] counseling, manage some types of interpersonal conflict, enact people-sensitive and task-focused leadership, do basic organizational problem-solving and planning, and manage time) with the aid of course resources.
- 4) Value pastor-type shepherding as a vital part of their ministry calling and work.

Embedded Assignment

The final exam is an embedded assignment that will be completed by all students for all sections of this course. Students must take a final exam in accordance with the seminary and course exam schedule. The final exam will be a take-home, open-book exam, and questions will come from course presentations, required textbooks, and assignments. The exam also will include an individual assessment of the personal accomplishment of two student-selected learning outcomes in this syllabus. The rubric for grading this assignment is attached to the syllabus (pp. 16-17). Please complete the assignment according to the syllabus and this rubric.

Textbooks

The following three textbooks are *required* (and will be cited in various class presentations and/or used in assignments):

- 1) Bisagno, John. *Pastor's Handbook*. Nashville: Broadman and Holman, 2011.
- 2) Cothen, Joe H. *Equipped for Good Work*. 3d ed. Edited by Jerry N. Barlow. Gretna, LA: Pelican, 2012.
- 3) Witmer, Timothy Z. *The Shepherd Leader*. Phillipsburg, NJ: P & R Publishing, 2010.

The following textbooks are *optional* (but will be helpful and may be used in class assignments):

- 1) Akin, Daniel L., and R. Scott Pace. *Pastoral Theology: Theological Foundations for Who a Pastor Is and What He Does*. Nashville: B & H Academic, 2017.
- 2) Bryant, James W., and Mac Brunson. *The New Guidebook for Pastors*. Nashville: Broadman and Holman, 2007.
- 3) Croft, Brian. *The Pastor's Ministry: Biblical Priorities for Faithful Shepherds*. Grand Rapids: Zondervan, 2015.
- 4) Segler, Franklin M. *The Broadman Minister's Manual*. Nashville: Broadman Press, 1968.

Course Teaching Methodology

The course will involve the following methodologies:

- 1) Lecture presentations and other methods will be utilized to teach the course concepts and methodologies, as well as to present various resources available for pastoral ministry and Christian shepherding.
- 2) Writing assignments will be required to facilitate experiential learning regarding the role, responsibilities, and ministries of pastor-type shepherds.
- 3) Resource comparisons will be used to enhance and promote personal insights in ministry. Student interaction with peers, pastoral ministry resources, and the course instructor are encouraged during the duration of this course to facilitate such insights.
- 4) Conferences with the instructor are invited and may be accomplished via telephone or e-mail. Such informal conferences can stimulate learning and application of course principles and concepts.

Course Requirements

Students are required to complete reading assignments, theology and philosophy ministry assignments, and a major ministry assignment. **Students will post all assignments in Blackboard.** The assignments are as follows (See Course Documents for examples of the assignments):

A. Reading Assignments (You must do **both** of these two reading assignments.)

1) Submit **one** typed **annotated analysis** (**app. six pages single-spaced**) of the **three** required textbooks (i.e., Bisagno, Cothen/Barlow, and Witmer) and **two** additional books from the syllabus bibliography of the student's choice on pastoral ministry or on Christian shepherding. **Format:** This **one single-spaced** analysis should give a correct bibliographic listing of **each** of the **five** books with their associated annotations, which answer the following questions:

- a. What is a two-paragraph summary of the book?
- b. What is one (or more) helpful feature(s) of the book for pastoral ministry or Christian shepherding? Be specific!
- c. What is at least one difficulty, deficiency, or limitation in using the book for pastoral ministry or Christian shepherding? Be specific!

Again, **all five books will be included in this one analysis**. A cover page is to be **used**, but do not include an intervening blank page. See Course Documents in Blackboard for a **sample** annotated analysis.

2) **Textbooks/Presentations Reading Assignment.** Read the **required** course textbooks and view the PATH5331 presentations on Blackboard as listed on pages 6-7 of this syllabus and submit reading reports as noted on page 6.

B. Theology and Philosophy Ministry Assignments (You must complete **both** ministry assignments.)

1) Prepare a typed (**app. four pages single-spaced**) **theology of pastoral ministry (or Christian shepherding)**, which gives **biblical** references (i.e., **two to five references** per topic) **and** discusses the following **12 topics**: **A**) the calling to pastoral ministry (or to Christian ministry), **B**) the church, **C**) the office of pastor, **D**) the office of deacon, **E**) preaching, **F**) ordination, **G**) the ordinances, **H**) pastoral visitation (or personal ministry visitation), **I**) evangelism and discipleship, **J**) the pastor's (or Christian's) family and ministry priorities, **K**) servant leadership, and **L**) the pastor's (or Christian's) spiritual life and example. **Format**: Each topic is to be taken **in the order** given herein and is to be listed as a heading followed by its respective **biblical references** and **discussion**. A cover page is to be **used**, but do not include an intervening blank page. Please see Course Documents in Blackboard for an **example** of the theology assignment.

2) Prepare a typed (**app. four pages single-spaced**) **philosophy of doing pastoral ministry** with regard to the following **12 topics**: **A**) church revitalization, **B**) church worship (or personal worship), **C**) outreach/witnessing, **D**) discipleship, **E**) missions, **F**) ministries, **G**) stewardship, **H**) conflict management, **I**) time management, **J**) funerals, **K**) weddings, and **L**) church staff relationships (or ministry staff relationships). **Note**: If you are married, then your philosophy paper must conclude with a discussion of a **13th topic**: **M**) getting your family adjusted to a new church field (or in a new ministry area or church). **Format**: Follow the same format as the theology paper, **except** that **biblical** references are **not** to be cited and discussed. Students are encouraged to incorporate other sources. Parenthetical citations are acceptable. A cover page is to be **used**, but do not include an intervening blank page. Please see Course Documents in Blackboard for an **example** of the philosophy assignment.

C. Major Ministry Assignment Options (Choose only **one** of these three major ministry assignment options.): **Option one**—documented ministry research essay; **Option two**—pastoral ministry handbook; **Option three**—pastoral ministry praxis experience.

1) **Option one: documented ministry research essay.** Type a topic-based essay of no more than **twenty** pages (double-spaced) in accordance with Turabian (sixth or later edition) using **parenthetical references** [as per this example of documenting a quote from *Studying & Serving with Success* by Dr. Jerry N. Barlow: "Fear can be friend or foe" (Barlow 1999, 23)]. The paper topic is to be **entitled**: **WHAT I NEEDED TO LEARN ABOUT PASTORAL MINISTRY THIS SEMESTER (or entitled: WHAT I NEEDED TO LEARN ABOUT MINISTRY SHEPHERDING THIS SEMESTER)**, with the title placed on the cover page and first essay page. Students may select one or more topics to research from the course topics listed in the **Course & Assignments Schedule** in this syllabus. **Note**: The selected bibliography of the essay must list a **minimum of 6 print sources** (books, journals, or periodicals) **and a minimum of 4 Internet sources** which have informed your knowledge of the topic researched. **Please note: All** bibliography entries **must be cited** in the essay as parenthetical references.

2) **Option two: pastoral ministry handbook**—specifications:

a. Submit pastoral ministry-related assignments as per the instructions given on Blackboard.

b. Handbook assignments will include 8 typed prayers, 2 wedding ceremonies, 4 funeral orders of service with sermon briefs, a sample quarterly (Oct.-Dec.) church calendar, a plan of preaching for 4 Sundays (with 4 sermon briefs) and 4 Wednesdays, and 8 orders of worship (with 2 sermon briefs). See Course Documents in Blackboard for the specified sermon brief form.

3) **Option three: pastoral ministry praxis experience**—specifications:

a. Complete and submit a Monthly Ministry Report for **two months (i.e., eight weeks)** of pastoral ministry during the current semester (See PATH5331 on Blackboard for this and the other forms for the praxis assignment).

b. Complete and submit a Director of Missions Ministry Praxis Form.

c. Complete and submit a Pastor Ministry Praxis Form. Note: The pastor must have a minimum of **ten** years of experience as a **pastor** and must be **approved** by the course professor as an appropriate praxis ministry mentor **no later than 12:00 PM (Noon), Friday, February 19** (Note: Students **may not choose this option after February 19**).

d. Complete and submit a Personal Ministry Praxis Assessment and Growth Plan Form.

D. Blackboard Discussion Board Postings. Students are to participate in the course Discussion Board by making **weekly** postings to Blackboard. Each posting is to accomplish the following:

1) Answer briefly in one paragraph of 4 to 6 substantive sentences the question listed for each Unit. Answer postings are to be made **weekly** to the course Discussion Board.

2) React briefly in one paragraph of 3 to 5 substantive sentences to an answer posted by another student. Reaction postings are also to be made **weekly** to the course Discussion Board.

Note: Postings will be graded in the last week of the course, as follows: 13-14 weekly postings of acceptable answers and 13-14 reaction postings will be awarded a grade of an A; 11-12 weekly postings of acceptable answers and 11-12 reaction postings will be a B; 9-10 weekly postings of acceptable answers and 9-10 reaction postings will be a C; 8 weekly postings of acceptable answers and 8 reaction postings will be a D; 7 or less weekly postings of acceptable answers and 7 or less reaction postings will be a F.

Evaluation of Grade

All student learning outcomes will be evaluated through the grading of the course assignments and final exam. Student participation and online behavior will also be considered in grading.

The student's final grade will be determined as follows:

1) Annotated Analysis Reading Assignment	15%
2) Textbooks/Presentations Reading Assignment	15%
3) Theology of Pastoral Ministry Paper	15%
4) Philosophy of Pastoral Ministry Paper	10%
5) Major Ministry Assignment	20%
6) Discussion Board Postings	10%
7) Final Exam	15%

Late Assignments

Students may submit assignments **early!** However, assignments turned in **past the date due** will incur a late *penalty* of **10 points**, which will be deducted from the assignment grade. **Assignments will not be accepted more than one week past the date due without permission from the course professor.** (Of course, *some* points for late assignments are better than *no* points for assignments not submitted). **Note:** The final exam may **not** be submitted late.

Technical Assistance

For assistance regarding technology, consult ITC (504-816-8180) or the following websites:

- 1) Selfserve@nobts.edu - Email for technical questions/support requests with the Selfserve.nobts.edu site (Access to online registration, financial account, online transcript, etc.)
- 2) BlackboardHelpDesk@nobts.edu - Email for technical questions/support requests with the NOBTS Blackboard Learning Management System NOBTS.Blackboard.com.
- 3) ITCSupport@nobts.edu - Email for general technical questions/support requests.
- 4) www.NOBTS.edu/itc/ - General NOBTS technical help information is provided on this website.

Help for Writing Papers at “The Write Stuff”

NOBTS maintains a Writing Center designed to improve English writing at the graduate level. Students can receive writing guides, tips, and valuable information to help in becoming a better writer.

Plagiarism on Written Assignments

NOBTS has a no tolerance policy for plagiarism. Plagiarism in certain cases may result in expulsion from the seminary. See the NOBTS Student Handbook for definition, penalties, and policies associated with plagiarism.

Other Course Reminders

1) Online Etiquette (Netiquette: Appropriate Online Behavior): While much learning can be done independently, students will have the opportunity to interact through Blackboard on the Discussion Board. In doing so, students are reminded to show respect for others, be considerate of other viewpoints, and demonstrate Christ-honoring behavior in posts and responses to posts that promote learning by all.

2) Student Honesty: Students are expected to exhibit integrity in doing their own assignments, completing reports, submitting posts, and taking the course final exam. NOBTS has a **no tolerance** policy for **plagiarism**, which may result in expulsion from the seminary in certain cases (as per the definition and policy on plagiarism in the Student Handbook and the current Graduate Catalog).

Course and Assignments Schedule

Course topics will be derived from the following possibilities:

Introduction

Course Syllabus

Course Core Assumptions and Organization

Student Background Survey

A Theology of Pastoral Ministry and Christian Shepherding

Biblical and Theological Concepts

Historical Concepts

The Calling to Pastoral Ministry and Shepherding

God’s Will and Pastor Search/Personnel Committees

The Matter of Ordination

A Philosophy of Pastoral Ministry

Macro-Shepherding and Micro-Shepherding

Essentials of an Effective Shepherding Ministry

Competencies for Pastoral Ministry

Beginning and Carrying Out Pastoral Ministry in a Church

Praying in Services and at Other Places and Times

Preaching and Worship Services: Preparing and Planning

Performing the Ordinances

Performing Funerals, Weddings, and Ordinations

Visiting and Counseling

Witnessing and Equipping

Servant Leadership and Church Administration

Interpersonal Relationships and Skills (Deacon, Staff, Community, and Family)

Problem Solving, Planning, Decision Making, and Conflict Management

Managing Change and Reviving a Church

Scheduling and Time Management

Spiritual Life, Example, Finances/Stewardship, and Personal Growth

Ministry, Technology, and Social Networking

Managing Facilities, Austere Times, Church Security, and Ministry Transitions

Ending Pastoral Ministry with a Church

The Call to a New Work
Conflicted Church Situations and Relationships (Present and Future)
Turnover Files and Transitions
Ending Responsibilities and Making New Commitments
Continuing Relationships and Returning
Concluding Matters in Pastoral Ministry and Christian Shepherding

All assignments and reading reports are to be submitted no later than **12:00 PM (Noon)** on these **Fridays**:

1) Theology of Pastoral Ministry Paper	February 19
2) Philosophy of Doing Pastoral Ministry Paper	March 26
3) Annotated Analysis Reading Assignment	April 23
4) Major Pastoral Ministry Assignment	May 7
5) Textbooks/Presentations Reading Reports	As scheduled below
6) Discussion Board Postings	Weekly (each Unit question)

Reading reports pertaining to the Textbooks/Presentations Reading Assignment are due by **12:00 PM (Noon)** on **Fridays**, as follows:

- 1) **Reading Report 1**—all reading assigned for topics 1 and 2 (see pp.6-7)—due **February 12**
- 2) **Reading Report 2**—all reading assigned for topics 3 through 6 (see pp.6-7)—due **March 12**
- 3) **Reading Report 3**—all reading assigned for topics 7 through 10 (see p. 7)—due **April 16**
- 4) **Reading Report 4**—all reading assigned for topics 11 through 14 (see p.7)—due **May 7**

Note: Students who have e-book versions of the required course textbooks can use the specified topics to locate e-book content for doing the assigned reading.

* The **final exam** will be available on Blackboard by **12:00 PM (Noon) on Friday, May 7**, and will be due no later than **12:00 PM (Noon) on Thursday, May 13**.

Note: NOBTS campus classes will **not** meet on Monday, **January 18** (Martin Luther King Jr. Day); Tuesday, **February 16** (Mardi Gras); Monday through Friday, **March 15-19** (Spring Break - offices open); and Friday, **April 2** (Good Friday).

Textbooks/Presentations Reading Assignment & Report Form

Students are to **view** the PATH5331 presentations on Blackboard, **read** the related sections in the three required course texts (i.e., Bisagno, Cothen/Barlow, and Witmer), complete a **reading report** on this form for **each** of the four reading due dates (see above), and submit each report by **12:00 PM (Noon)** on the date due.

Reading Topics

Topic 1: View “Pastoral Ministry: Shepherding” and read Cothen/Barlow Chapters 1 and 16 (pp. 264-265); Bisagno Chapters 1-3, 32, 77; Witmer pp. 1-26, 247-249.

Topic 2: View “Shepherding Competencies” and read Cothen/Barlow Chapter 4 (pp. 56-61); Bisagno Chapters 4, 13-16; Witmer pp. 29-73.

Topic 3: View “Call to a Church” and read Cothen/Barlow Chapters 2 and 4 (pp. 61-66); Bisagno Chapters 12, 20-21, 23-24, 27, 45-46.

Topic 4: View “Church Entry Dynamics” and read Cothen/Barlow Chapters 3 and 4 (pp. 66-76); Bisagno Chapters 17-19, 50, 53-54, 56-57; Witmer pp. 75-105.

- Topic 5:** View “Leading God’s People” and read Cothen/Barlow Chapters 15 and 16 (pp. 265-270); Bisagno Chapters 35-38, 49, 55, 58-64; Witmer pp. 155-168.
- Topic 6:** View “Lead, Organize, Train” and read Cothen/Barlow Chapter 13; Bisagno Chapters 5-10, 22, 25-26, 51-52, 111-117; Witmer pp. 107-153.
- Topic 7:** View “Programs and Facilities Oversight” and read Cothen/Barlow Chapters 11-12; Bisagno Chapters 91-102, 105-110, 118-133, 135-137.
- Topic 8:** View “Becoming Ordained to the Gospel Ministry” and read Cothen/Barlow Appendix G & Chapter 14; Bisagno Chapter 134.
- Topic 9:** View “Shepherding Through Supplication” and “Pastoral Response to Crisis” and read Cothen/Barlow Ch. 9 (pp. 152-155); Bisagno Chapters 11, 33, 40; Witmer pp. 169-189.
- Topic 10:** View “Visiting, Counseling, Witnessing” and read Cothen/Barlow Chapters 6 & 7, and Appendix H (also A and D); Bisagno Chapters 39, 43, 65-73, 78-90, 103-104, 138-141.
- Topic 11:** View “Ordinances” and read Cothen/Barlow Chapter 10; Bisagno Chapters 74-75.
- Topic 12:** View “Funerals” and read Cothen/Barlow Chapter 9; Bisagno Chapters 41-42.
- Topic 13:** View “Weddings” and read Cothen/Barlow Chapter 8 and Appendix F; Bisagno Chapter 44.
- Topic 14:** View “Ministry Transitions” and “Concluding Considerations” and read Cothen/Barlow Chapters 4 (pp. 76-78), 16 (pp. 269-270); Bisagno Chapters 29-31, 47-48, 76, 142 ; Witmer pp. 191-245

***Reading Report:** Students are to report their completion of the assigned reading by answering on this form the following questions. **Keep in mind that all responses should reflect graduate level interaction and include specific references to the sources (including page numbers).**

- 1) What topics and content in Cothen/Barlow were of most interest and benefit to you **and** why or how (grade value: 10 points)?
- 2) What topics and content in Bisagno **and** in Witmer were of most interest and benefit to you **and** why or how (grade value: 10 points)?
- 3) What topics and content in the PATH5331 PowerPoint presentations were of most interest and benefit to you **and** why or how (grade value: 10 points)?
- 4) How much of the reading for the topics assigned did you read? Please check **one** of the following answers:
 - ___ a. I read **all** of the reading for the topics assigned for this report (grade value: 70 points).
 - ___ b. I read **all but one book** of the reading for the topics assigned for this report (grade value: 60 points).
 - ___ c. I read **all but two books** of the reading for the topics assigned for this report (grade value: 50 points).
 - ___ d. I read **only one book** of the reading for the topics assigned for this report (grade value: 40 points).
- 5) Reading Report due for (please give the date due, as per page 6): _____
- 6) Student’s name (typed): _____ Date Submitted: _____

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PATH5331 Final Exam Grading Rubric

Note: this rubric is for faculty, adjunct faculty, graders, & students.

Student: _____

Total Points for the Assignment: _____

Late Submission Penalty Assessed: _____

Grade for the Assignment: _____

Grading Rubric for the Final Exam Assignment of PATH5331 Pastoral Ministry

Criteria	Points Possible	Points Earned
Identified new & helpful content & concepts & discussed how helpful	20 points	
Discussed how the major ministry assignment option chosen helped the student's capability to shepherd others	20 points	
Described key characteristics of effective shepherding & discussed why they are key	30 points	
Selected two syllabus Student Learning Outcomes & discussed what course content helped the student to achieve the two outcomes	30 points	
		Total:

Grading Points Scale:

A: Exceptional insights & discussion

B: Meaningful insights & discussion

C: Average insights & discussion

D or F: Limited insights & discussion

**Competency Assessment Rubric for
Course ID: PATH5331 Pastoral Ministry**

Student Identifier:

Semester/Year: Spring 2021

Student Learning Outcomes:

1) Understand: Be able to understand selected pastoral ministry principles, concepts, & methodologies.

2) Apply: Be able to apply selected pastoral ministry principles, concepts, methodologies, and resources to one's personal situation of beginning and carrying out ministry in a church or in selected shepherding situations.

3) Demonstrate: Be able to demonstrate acceptable proficiency in selected pastoral ministry functions (such as to articulate a clear theology and philosophy of pastoral ministry, carry out a personal prayer ministry and pastoral visitation, administer the ordinances, perform weddings and premarital counseling, conduct funerals and ordinations, do pastoral [non-licensed] counseling, manage some types of interpersonal conflict, enact people-sensitive and task-focused leadership, do basic organizational problem-solving and planning, and manage time) with the aid of course resources.

Embedded Assignment Description:

The student will complete and submit the take-home, open-book final exam. The final exam is based on class presentations, reading of the required textbooks, and course assignments. The exam also includes an individual assessment by the student of the personal accomplishment of two student learning outcomes listed in the course syllabus.

Domain	Level	Failure (0 Points)	Basic (1 Point)	Competent (2 Points)	Good (3 Points)	Excellent (4 Points)
Understanding	Able to understand					
Application	Able to apply					
Demonstration	Able to demonstrate					

Assessment Notes & Observations: