



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

The mission of New Orleans Baptist Theological Seminary is to equip leaders to fulfill the Great Commission and the Great Commandments through the local church & its ministries.

**Core Value Focus**

The seminary has five core values: Doctrinal Integrity, Spiritual Vitality, Mission Focus, Characteristic Excellence, and Servant Leadership. The core value focus for this academic year is Characteristic Excellence. Characteristic Excellence is defined as “we do to the utmost of our abilities and resources as a testimony to the glory of our Lord and Savior Jesus Christ” (2016-17 Graduate Catalog, p. 5).

**Curriculum Competencies**

All graduates of NOBTS are expected to have at least a minimum level of competency in each of the following areas: Biblical Exposition, Christian Theological Heritage, Disciple Making, Interpersonal Skills, Servant Leadership, Spiritual and Character Formation, and Worship Leadership. The curriculum competencies addressed in this course are: Characteristic Excellence, Interpersonal Skills, Mission Focus, Servant Leadership, Spiritual Vitality, and Disciple Making.

**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).

A. 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**

Note: *The final exam is an embedded assignment that will be completed by all students for all sections of this course. The rubric for grading this assignment is attached to the syllabus (p. 16). Please complete the assignment according to the syllabus and this rubric. For information on the final exam, see pages 4, 6.*

### **Textbooks**

Students are encouraged to explore the variety of resources useful for contemporary pastoral ministry. The texts listed below and in the Selected Bibliography will be helpful.

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

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

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

- Bryant, James W., and Mac Brunson. *The New Guidebook for Pastors*. Nashville: Broadman and Holman, 2007.
- Croft, Brian. *The Pastor's Ministry: Biblical Priorities for Faithful Shepherds*. Grand Rapids: Zondervan, 2015.
- Horner, David. *A Practical Guide for Life and Ministry*. Grand Rapids: Baker Books, 2008.
- 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 & 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. Even informal conferences can stimulate learning and application of course principles and concepts.

## Course Requirements

Students are required to accomplish reading assignments, theology and philosophy ministry assignments, and a major ministry assignment, 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, six pages or less (single-spaced) **annotated analysis** of the **three** required textbooks (i.e., Bisagno, Cothen/Barlow, and Witmer) and **two** 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 (or less) summary of the book?
- b. What is one (or more) helpful feature(s) of the book for pastoral ministry or Christian shepherding?
- c. What is one difficulty, deficiency, or limitation in using the book for pastoral ministry or shepherding?

A cover page is to be **used**, but do not include an intervening blank page. See Blackboard for a sample analysis.

2. **Textbooks/Presentations Reading Assignment.** Read the **required** course textbooks and view the PATH5331 presentations on Blackboard as listed on page 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 (single-spaced), **four-page** (or less) **theology of pastoral ministry (or shepherding)**, which gives **biblical** references (i.e., two to five references per topic) **and** discusses these topics: the calling to pastoral ministry (or to Christian ministry), the church, the office of pastor, the office of deacon, preaching, ordination, the ordinances, pastoral visitation and evangelism (or personal ministry visitation and evangelism), the pastor's (or Christian's) family and ministry priorities, servant leadership, and 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 on Blackboard for an **example** of the theology assignment.

2. Prepare a typed (single-spaced), **four-page** (or less) **philosophy of doing pastoral ministry** with regard to: church revitalization, church worship (or personal worship), outreach/witnessing, discipleship, missions, ministries, stewardship, conflict management, time management, funerals, weddings, and church staff relationships (or ministry staff relationships). **Note:** if you are married, then your philosophy paper must conclude with a discussion of getting your family adjusted at a new church field (or in a new ministry area or church). **Format:** same as the theology paper, **except that biblical** references are **not** to be cited and discussed. A cover page is to be **used**, but do not include an intervening blank page. Please see Course Documents on 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 eight typed prayers, two wedding ceremonies, four funeral services and sermon briefs, a quarterly sample church calendar, a plan of preaching for four Sundays and Wednesdays (with sermon briefs), and eight orders of worship (with two sermon briefs). The specified sermon brief form is on Blackboard.

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 Tuesday, February 28 (note: students may not choose this option after Tuesday, February 28).

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:

1. Answer briefly in one paragraph of two to four 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 two to four 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 postings of acceptable answers and 11-12 reaction postings will be a B; 9-10 weekly postings of answers and of 9-10 reactions will be a C; 8 weekly postings of answers and of 8 reactions will be a D; 7 or less weekly postings of answers and of 7 or less reactions will be a F.

### Course Final Exam

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 the class presentations, required textbooks, and assignments. The exam will also include an individual assessment of the personal accomplishment of two student-selected learning outcomes in this syllabus.

Note: *The final exam is an embedded assignment that will be completed by all students for all sections of this course. The rubric for grading this assignment is attached to the syllabus (p.16). Please complete the assignment according to the syllabus and this rubric.*

### Evaluation of Grade

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

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

1. Annotated Analysis Reading Assignment	15%
2. Textbooks/Presentations Reading Assign.	15%
3. Theology Paper	15%
4. Philosophy Paper	10%
5. Major Ministry Assignment	20%
6. Discussion Board Postings	10%
7. Final exam	15%

### Late Assignments

Assignments turned in **past the date due** will incur a late penalty of **ten** 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 (but some points for late assignments are better than no points for assignments not submitted). Note: the final exam may **not** be submitted late.

### Course & 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 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 & Future)  
 Turnover Files and Transition  
 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 by e-mail only to [barlowsec@nobts.edu](mailto:barlowsec@nobts.edu) and are due no later than **12:00 noon** on these **Fridays**:

1. Annotated Analysis Reading Assignment	April 21
2. Textbooks/Presentations Reading Assignment	(as indicated below)
3. Theology Paper	February 17
4. Philosophy Paper	March 24
5. Major Pastoral Ministry Assignment	May 5
6. Discussion Board Postings	Weekly (for each Unit question)

Reading reports pertaining to the Textbooks/Presentations Reading Assignment are due by 12:00 noon, as follows:

1. Reading Report 1—all reading assigned for topics 1 and 2 (see p.7)—due February 10
2. Reading Report 2—all reading assigned for topics 3 through 6 (see p.7)—due March 3
3. Reading Report 3—all reading assigned for topics 7 through 10 (see p. 7)—due April 7
4. Reading Report 4—all reading assigned for topics 11 through 14 (see p.7)—due May 5

The final exam will be available by 12:00 noon on Friday, May 5, and will be due **only by e-mail** to [barlowsec@nobts.edu](mailto:barlowsec@nobts.edu) no later than **12:00 P.M.** on Wednesday, May 10.

Note: NOBTS campus offices will be **closed** and classes will **not** meet on Tuesday, February 28 (Mardi Gras); Monday through Friday, March 13-17 (Spring Break); and Friday, April 14 (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 syllabus, p. 6), and submit each report by **12:00 noon** on the date due.

#### Reading Topics

- Topic one: 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 two: View “Shepherding Competencies” and read Cothen/Barlow Chapter 4 (pp. 56-61); Bisagno Chapters 4, 13-16; Witmer pp. 29-73.
- Topic three: 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 four: 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 five: 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 six: 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 seven: View “Programs and Facilities Oversight” and read Cothen/Barlow Chapters 11-12; Bisagno Chapters 91-102, 105-110, 118-133, 135-137.
- Topic eight: View “Becoming Ordained to the Gospel Ministry” and read Cothen/Barlow Appendix G & Chapter 14; Bisagno Chapter 134.
- Topic nine: 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 ten: 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 eleven: View “Ordinances” and read Cothen/Barlow Chapter 10; Bisagno Chapters 74-75.
- Topic twelve: View “Funerals” and read Cothen/Barlow Chapter 9; Bisagno Chapters 41-42.
- Topic thirteen: View “Weddings” and read Cothen/Barlow Chapter 8 and Appendix F; Bisagno Chapter 44.
- Topic fourteen: 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:

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 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: \_\_\_\_\_

### Course Reminders

Online Etiquette (Netiquette: Appropriate Online Behavior). While much learning can be done independently, students will have the opportunity to interact through the online answers posted through Blackboard on the Discussion Board. In doing so, students are reminded to show respect for others, be considerate of 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 assignments, completing reports, submitting posts, and taking the course final exam.

3. Plagiarism. Students are reminded to demonstrate the high standards of conduct in writing assignments and not violate the Seminary's policy on plagiarism in the current Graduate Catalog or the Student Handbook

### Technical Assistance

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

1. [Selfserve@nobts.edu](mailto:Selfserve@nobts.edu) - Email for technical questions/support requests with the [Selfserve.nobts.edu](http://Selfserve.nobts.edu) site (Access to online registration, financial account, online transcript, etc.)
2. [BlackboardHelpDesk@nobts.edu](mailto:BlackboardHelpDesk@nobts.edu) - Email for technical questions/support requests with the NOBTS Blackboard Learning Management System [NOBTS.Blackboard.com](http://NOBTS.Blackboard.com).
3. [ITCSupport@nobts.edu](mailto:ITCSupport@nobts.edu) - Email for general technical questions/support requests.
4. [www.NOBTS.edu/itc/](http://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.

### Selected Bibliography

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Ascol, Thomas K., ed. *Dear Timothy: Letters on Pastoral Ministry*. Cape Coral, FL: Founders Press, 2004.

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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	
		<b>Total:</b>

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 2017**

**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 their 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.

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

**Assessment Notes & Observations:**

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**Syllabus Addendum—Helpful Information**

Emergency Plan

In the event of a hurricane or other emergency, go to the seminary web site for information: [www.nobts.edu](http://www.nobts.edu). Also, students should use Blackboard to follow any announcements that may be posted. Students should ensure their current email address is updated on Blackboard.