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

Core Value
Each academic year, a core value is emphasized. This academic year, the core value is Mission Focus. “We are not here merely to get an education or to give one. We are here to change the world by fulfilling the Great Commission and the Great Commandments through the local church and its ministries.”

Course Description
This course will aid students to develop competency in bi-vocational pastoral ministry through a study of how to accept a call to a bi-vocational church, begin a bi-vocational ministry, build relationships, carry out pastoral ministry on a bi-vocational basis, equip others for ministry, provide effective leadership and church administration, and prepare to leave a bi-vocational church position.

Student Learning Outcomes
At the conclusion of the semester, the student will:
1. Be able to apply ministry principles, concepts, methodologies, and resources within a bivocational ministry context.
2. Value bi-vocational pastor-type shepherding as a vital part of their ministry calling and work.
3. Demonstrate acceptable proficiency in bi-vocational ministry functions (such as doing pastoral visitation, administering the ordinances, performing weddings, conducting funerals and ordinations, providing church leadership and administration, equipping members in ministry, preaching, counseling as a bi-vocational minister, and incorporating efficient time management).
Course Texts

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

The following textbook is required:


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


Course Requirements and Grading

This is a Special Events course format, taught in concert with the Caskey Center “No Restraints” Conference. Students registering for the course are also required to register separately for the Conference. Students are required to attend all class sessions as well as all conference sessions in order to receive credit for the course.

Students are required to accomplish a reading assignment, theology and philosophy ministry assignments, and a major ministry assignment, as follows:

A. Reading Assignments.

1. Submit one typed, three pages or less (single-spaced) annotated analysis of the required textbook (Highland) and one book from the syllabus bibliography of the student’s choice on bi-vocational ministry or on pastoral ministry. **Format:** this one page single-spaced analysis should give a correct bibliographic listing of each of the two 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 bi-vocational ministry/pastoral ministry?
   c. What is one difficulty, deficiency, or limitation in using the book for bi-vocational/pastoral ministry?

   A cover page is to be used, but do not include an intervening blank page (or binder if submitted in class).

2. Read 1 Timothy and 2 Timothy in the New Testament during this course and submit a statement to the professor of having read both biblical books.
B. Biblical Basis and Ministry Plan Assignments (you must complete both ministry assignments).

1. Prepare a typed (single-spaced), four-page (or less) paper on the biblical basis for bi-vocational ministry, which gives biblical references (i.e., two to five references per topic) and discusses these topics: ministry and shepherding God’s people in the Old Testament, ministry and shepherding God’s people in the New Testament, the offices of pastor and deacon, the pastor’s calling and ordination, preaching and teaching, pastoral visitation and evangelism, the ordinances, and the pastor’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 (or binder if submitted in class).

2. Prepare a typed (single-spaced), four-page (or less) plan for carrying out bi-vocational ministry with regard to: church worship, outreach/witnessing, discipleship, servant leadership, missions, ministries, stewardship, conflict management, time management and ministry priorities, funerals, weddings, church staff relationships, and the pastor’s ministry and family. **Format:** same as the biblical basis 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 (or binder).

C. Pastoral Ministry Handbook
Submit pastoral ministry-related assignments as per the instructions given on Blackboard. 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.

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<tr>
<th>Assignment</th>
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<tr>
<td>1. Annotated Analysis</td>
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<td>2. 1 &amp; 2 Timothy Assignment</td>
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<tr>
<td>3. Biblical Basis Paper</td>
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<td>4. Ministry Plan Paper</td>
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<tr>
<td>5. Pastoral Ministry Handbook</td>
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Course and Assignments Schedule

The class will meet at the main campus on Friday, April 21, 2017 from 8:30 am - 5:00 pm. and on Saturday April 22, 2017 from 3:30 -6:00 pm. In addition, members of the class will attend all sessions and break-out sessions of the “No Restraints” conference. Attendance of all class sessions and conference sessions is required **(no exceptions)**.

Course topics will be derived from the following possibilities:

- Introduction
  - Course Syllabus
  - Student Background Survey
  - The Opportunity and Challenge of Bi-Vocational Ministry
- The Biblical Basis of Bi-Vocational Ministry and Christian Shepherding
- Biblical and Historical Concepts
The Calling to Bi-Vocational Ministry and Shepherding
God’s Will and Pastor Search/Personnel Committees
The Matter of Ordination

Bi-Vocational Considerations
Personal Residence or Church Housing
Ministry Compensation and Expensee
Ministry Schedule and Church Expectations

Plan for Carrying Out Bi-Vocational Ministry
Essentials of an Effective Shepherding Ministry
Ministry Competencies

Beginning and Carrying Out Bi-Vocational 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, Time Management, and Ministry Priorities
Spiritual Life, Example, Finances/Stewardship, and Personal Growth
Ministry, Technology, and Social Networking
Managing Facilities, Austere Times, and Ministry Transitions
Participating in Associational Events

Ending Bi-Vocational Ministry with a Church
The Call to a New Work
Ending Responsibilities and Making New Commitments
Continuing Relationships and Returning

Concluding Matters in Bi-Vocational Ministry and Christian Shepherding

Assignments are to be submitted by e-mail (jfarmer@nobts.edu) and are due on these dates:

1. Reading Assignments
   a. Annotated Analysis May 16
   b. 1 & 2 Timothy Reading Assignment May 16
2. Biblical Basis Paper May 16
3. Ministry Plan Paper May 31
4. Pastoral Ministry Handbook May 31

Additional Course Information
This course uses Blackboard to assist with information distribution. The professor will post announcements and grades in the course shell. Students should check regularly as professor
will also post links to helpful websites and videos

**Special Accommodations**
If you require educational accommodations, please contact the office of Dr. Thomas Strong.

**Policy Regarding Late Work**
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. However, students are reminded that some points for assignments submitted late are better than no points for assignments not submitted.

**IT Support**
If you have any questions about Blackboard, SelfServe, or ITC services, please access the ITC page on our website: www.NOLOTS.edu/itc/ - General NOLOTS technical help information is provided on this website.

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**Selected Bibliography**


