PATH5331 Pastoral Ministry (Internet)
New Orleans Baptist Theological Seminary
Division of Pastoral Ministries
Spring 2019

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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 and 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 **Doctrinal Integrity**. In demonstrating Doctrinal Integrity, we affirm the Bible as the Word of God. Therefore, “we believe it, teach it, proclaim it, and submit to it” (Graduate Catalog, p. 5). Our confessional commitments are outlined in the “Articles of Religious Belief” and the “Baptist Faith & Message 2000.”

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 in developing 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, administrating 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
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. 17). 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 in this endeavor.

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


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


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 must post all assignments in Blackboard.** (See Course Documents for examples of the assignments. (Note: Examples are incomplete.) The assignments are as follows:

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

1. Submit one typed annotated analysis (six pages or less single-spaced) 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 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 Christian shepherding?

Responses should include specific details, rather than broad generalities. 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. **Any page references should be noted by parenthetical citations.** See Course Documents in Blackboard for a sample annotated analysis. (Note: Examples are incomplete.)

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 (four pages or less 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 twelve topics: 1) the calling to pastoral ministry (or to Christian ministry), 2) the church, 3) the office of pastor, 4) the office of deacon, 5) preaching, 6) ordination, 7) the ordinances, 8) pastoral visitation and evangelism (or personal ministry visitation and evangelism), 9) the pastor’s (or Christian’s) family, 10) the pastor’s (or Christian’s) ministry priorities, 11) servant leadership, and 12) 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. (Note: Examples are incomplete.)

2. Prepare a typed (four pages or less single-spaced) philosophy of doing pastoral ministry with regard to the following twelve (or thirteen) topics: 1) church revitalization, 2) church worship (or personal worship), 3) outreach/witnessing, 4) discipleship, 5) missions, 6) ministries, 7) stewardship, 8) conflict management, 9) time management, 10) funerals, 11) weddings, and 12) church staff relationships (or ministry staff relationships). **Note:** If you are married, then your philosophy paper must conclude with a thirteenth topic: a discussion of 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. Any references from your other readings should be cited. 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. (Note: Examples are incomplete.)

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 15-20 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 the following: 1) eight typed prayers, 2) two wedding ceremonies, 3) four funeral services and sermon briefs, 4) a sample quarterly church calendar, 5) a plan of preaching for four Sundays and four Wednesdays (with eight sermon briefs), and 6) eight orders of worship (with two sermon briefs). The handbook should present these elements in this order with appropriate headings. 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 by Monday, February 25, 11:59 PM (the beginning of Week 6). This option may not be selected after this time.
   d. Complete and submit a Personal Ministry Praxis Assessment and Growth Plan Form. Note: All forms should include thorough responses in complete sentences that reflect graduate level reflections.

D. Blackboard Discussion Board Postings. Students are to participate in the course Discussion Board by making weekly postings to Blackboard. Students should be mindful that all responses should reflect graduate level work and interaction. Each posting is to accomplish the following:

1. Answer briefly in at least one paragraph of 5-7 substantive sentences the question listed for each unit. Students are encouraged to cite sources to support their thoughts and reflections. Sources should be cited in proper Turabian formatting. Posted responses are to be made weekly to the course Discussion Board.
2. Respond briefly in one paragraph of **5-7 substantive sentences** to an answer posted by another student. Follow-up responses are also to be made **weekly** to the course Discussion Board.

**Note:** Discussion postings will be graded weekly. Once a particular unit has ended, though, the discussion board for that unit will be closed to any further student access.

**Course Final Exam**

Students must take a final exam in accordance with the seminary and course exam schedule. The final exam will be an open-book exam, and questions will come from course 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 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**

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 (7 days) past the stated 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.

**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 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  
2. Philosophy of Pastoral Ministry Paper  
3. Annotated Analysis Reading Assignment  
4. Major Pastoral Ministry Assignment  
5. Discussion Board Postings  
6. Textbooks/Presentations Reading Assignment  

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

1. Reading Report 1—all reading assigned for topics 1 and 2 (see p.7)—due **February 8**  
2. Reading Report 2—all reading assigned for topics 3 through 6 (see p.7)—due **March 1**  
3. Reading Report 3—all reading assigned for topics 7 through 10 (see p.7)—due **April 5**  
4. Reading Report 4—all reading assigned for topics 11 through 14 (see p.7)—due **May 3**  

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. 

Assignments may be submitted early, but students may wish to receive initial instructor feedback on the first assignment before submitting subsequent assignments.
The final exam will be available on Blackboard by 12:00 PM noon on Friday, May 10, and will be due no later than 11:59 PM on Tuesday, May 14.

Note: NOBTS campus offices will be closed and classes will not meet on Monday, January 21 (MLK, Jr. Day); Tuesday, March 5 (Mardi Gras); Monday through Friday, March 19-23 (Spring Break); and Friday, April 19 (Good Friday). (These dates may be deemed holidays or breaks for this online course as well.)

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).

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 PM (noon) on the date due.

Reading Topics
Topic one: View “Pastoral Ministry: Shepherding” and read Cothen/Barlow Chapters 1 and 16 (pp. 264-65); Bisagno Chapters 1-3, 32, 77; Witmer pp. 1-26, 247-49.
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. 265-70); Bisagno Chapters 35-38, 49, 55, 58-64; Witmer pp. 155-68.
Topic six: View “Lead, Organize, Train” and read Cothen/Barlow Chapter 13; Bisagno Chapters 5-10, 22, 25-26, 51-52, 111-17; Witmer pp. 107-53.
Topic seven: View “Programs and Facilities Oversight” and read Cothen/Barlow Chapters 11-12; Bisagno Chapters 91-102, 105-10, 118-33, 135-37.
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. 152-55); Bisagno Chapters 11, 33, 40; Witmer pp. 169-89.
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, 103-04, 138-41.
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. 269-70); 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 PowerPoint presentations were of most interest and benefit to you and why or how (grade value: 10 points)?

Responses should include specific details, rather than broad generalities. *Page references are encouraged and should be noted by parenthetical citations.*

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: ______________________

**Other Helpful Information:**

**A. 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.

**B. 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/](http://www.NOBTS.edu/itc/) - General NOBTS technical help information is provided on this website.

**C. 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.
SELECTED BIBLIOGRAPHY


**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**

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<thead>
<tr>
<th>Criteria</th>
<th>Points Possible</th>
<th>Points Earned</th>
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<tbody>
<tr>
<td>Identified new &amp; helpful content &amp; concepts &amp; discussed how helpful</td>
<td>20 points</td>
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<tr>
<td>Discussed how the major ministry assignment option chosen helped the student’s capability to shepherd others</td>
<td>20 points</td>
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<tr>
<td>Described key characteristics of effective shepherding &amp; discussed why they are key</td>
<td>30 points</td>
<td></td>
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<tr>
<td>Selected two syllabus Student Learning Outcomes &amp; discussed what course content helped the student to achieve the two outcomes</td>
<td>30 points</td>
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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 2019

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.

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<th>Domain</th>
<th>Level</th>
<th>Failure (0 Points)</th>
<th>Basic (1 Point)</th>
<th>Competent (2 Points)</th>
<th>Good (3 Points)</th>
<th>Excellent (4 Points)</th>
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<td>Demonstration</td>
<td>Able to demonstrate</td>
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Assessment Notes & Observations: