



# LEAVELL COLLEGE

## NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

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### PMCM3378-01 Bivocational Ministry

April 21-22, 2017

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*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.*

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#### **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.”

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#### **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.

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#### **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).

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## 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**:

Highland, James W. *Serving as a Bi-Vocational Pastor: Positive Help for a Growing Ministry*. Newburgh, IN: Newburgh Press, 2012.

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

Bickers, Dennis. *The Bi-Vocational Pastor: Two Jobs, One Ministry*. Kansas City: Beacon Hill Press, 2004.

Daman, Glenn. *Leading the Small Church: How to Develop A Transformational Ministry*. Grand Rapids: Kregel, 2006.

Gilder, Ray. *Uniquely Bi-Vocational: Understanding the Life of a Pastor Who Has a Second Job*. Forest, VA: Salt and Light Publishing, 2013.

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## 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.

1. Annotated Analysis	20%
2. 1 & 2 Timothy Assignment	20%
3. Biblical Basis Paper	20%
4. Ministry Plan Paper	20%
5. Pastoral Ministry Handbook	20 %

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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 Expense  
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:

**DUE DATES**

1. Reading Assignments

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

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### **Selected Bibliography**

- Armstrong, Richard Stoll. *Help! I'm a Pastor*. Louisville: Westminster John Knox Press, 2005.
- Ascol, Thomas K., ed. *Dear Timothy: Letters on Pastoral Ministry*. Cape Coral, FL: Founders Press, 2004.
- Bickers, Dennis. *The Art and Practice of Bi-Vocational Ministry: A Pastor's Guide*. Kansas City: Beacon Hill Press, 2013.
- \_\_\_\_\_. *The Bivocational Pastor*. Kansas City: Beacon Hill Press, 2004.
- Bisagno, John R. *Pastor's Handbook*. Nashville: Broadman and Holman, 2011.
- Bryant, James W., and Mac Brunson. *The New Guidebook for Pastors*. Nashville: Broadman and Holman, 2007.
- Criswell, W.A. *Criswell's Guidebook for Pastors*. Nashville: Broadman Press, 1980.
- Dale, Robert D. *Pastoral Leadership: A Handbook of Resources for Effective Congregational Leadership*. Nashville: Abingdon Press, 1986.
- Engle, Paul E., ed. *Baker's Funeral Handbook: Resources for Pastors*. Grand Rapids: Baker Books, 1996.
- Fasol, Al, Roy Fish, Steve Gaines, and Ralph Douglas West. *Preaching Evangelistically*. Nashville: Broadman and Holman, 2006.

- Gibson, Scott M. *Preaching with a Plan: Sermon Strategies for Growing Mature Believers*. Grand Rapids: Baker Books, 2012.
- Gilder, Ray. *Uniquely Bi-Vocational: Understanding the Life of a Pastor Who Has a Second Job*. Forest, VA: Salt and Light Publishing, 2013.
- Greidanus, Sidney. *Preaching Christ from the Old Testament: A Contemporary Hermeneutical Method*. Grand Rapids: William B. Eerdmans Publishing Company, 1999.
- Henry, Jim. *In Remembrance of Me: A Manual on Observing the Lord's Supper*. Broadman and Holman, 1998.
- Herrington, Jim, Mike Bonem, and James H. Furr. *Leading Congregational Change: A Practical Guide for the Transformational Journey*. San Francisco: Jossey-Bass, 2000.
- Highland, James W. *Serving as a Bi-Vocational Pastor: Positive Help for a Growing Ministry*. Newburgh, IN: Newburgh Press, 2012.
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- Klopp, Henry. *The Ministry Playbook: Strategic Planning for Effective Churches*. Grand Rapids: Baker Books, 2002.
- Malphurs, Aubrey. *Developing a Vision for Ministry in the 21st Century*, 2d ed. Grand Rapids: Baker Books, 1999.
- \_\_\_\_\_. *Doing Church: A Biblical Guide for Leading Ministries through Change*. Grand Rapids: Kregel Publications, 1999.
- \_\_\_\_\_. *The Dynamics of Church Leadership: Ministry Dynamics for a New Century*. Grand Rapids: Baker Books, 1999.
- \_\_\_\_\_. *Ministry Nuts and Bolts: What They Don't Teach Pastors in Seminary*. Grand Rapids: Kregel Publications, 1997.
- \_\_\_\_\_. *A New Kind of Church*. Grand Rapids: Baker Books, 2007.
- \_\_\_\_\_. *Values-Driven Leadership*. Grand Rapids: Baker, 2004.
- Means, James E. *Effective Pastors for a New Century*. Grand Rapids: Baker Books, 1993.
- Waugh, Phillip H. *How to Minister to Families in Your Church*. Nashville: LifeWay Press, 2001.
- Welch, Robert H. *Church Administration: Creating Efficiency for Effective Ministry*. 2d ed. Nashville: B&H Academic, 2011.