

CONGREGATIONAL MINISTRY 5850
HARDING UNIVERSITY GRADUATE SCHOOL OF RELIGION
JULY 7 (Monday) – 11 (Friday), 2008

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Catalog Description:

A study of the practice of ministry in the local congregation setting. The purpose of the course is to help the student conceptualize and learn how to integrate the multiple tasks of ministry in the local church. Emphasis is given to biblical and theological foundations for the many dimensions of ministry. These dimensions of ministry include financial management, conflict management, authority in ministry, leadership responsibilities, ministry in the context of weddings and funerals, and various challenges to the work of ministry.

Course Overview: This course has five components: *First*, the biblical and contextual practice of ministry in Restoration heritage churches; *Second*, Christ-centered spirituality; *Third*, self-understanding and relational competence; *Fourth*, biblical principles of conflict resolution / management; *Fifth*, mission-focused participation in ministry tasks and relationships including preaching, evangelism, ministerial ethics, worship, pastoral care and visitation, counseling, change and conflict, administration, working with elders and staff, weddings, funerals, candidating, ministry stages, ministry start-up and discontinuance, family life, stress, finances, and continuing education and development.

Course Requirements:

1. **Complete Course Readings – Resources marked with a triple asterisk (***) must be purchased for the class**, others are listed as library reserves or web articles and are required as well. Order textbooks from HUGSR at bdavid@hugsr.edu, or 1-800-366-7481, or FAX to 1-901-818-9347.

Resource Area 01 – Biblical and Contextual Practice of Ministry in Restoration Heritage Churches

- Gailyn Van Rhee, "The Missional Helix: Example of Church Planting," *Monthly Missiological Reflections*, no. 26 (2002). Find this article at <http://www.missiology.org/mmr/mmr26.htm>.
- *** David Fisher, *The 21st Century Pastor: A Vision Based on the Ministry of Paul*, Zondervan, 1996. (0310201543)
- Articles (on reserve in library, *RQ* = *Restoration Quarterly*):
 - J. Thompson, "Ministry in the New Testament," *RQ* 27 (1984): 143-156.
 - E. Ferguson, "Authority and Tenure of Elders," *RQ* 18 no 3 (1975): 142-150.
 - T. Willis, "'Obey Your Leaders': Hebrews 13 and Leadership in the Church," *RQ* 36 no 4 (1994): 317-326.

Resource Area 02 – Christ-centered Spirituality

*** Kenneth Boa, *Conformed to His Image: Biblical and Practical Approaches to Spiritual Formation*. Zondervan, 2001. (031023848X)

Resource Area 03 – Self-Understanding and Relational Competence

*** Herb Miller, *Leadership is the Key: Unlocking Your Ministry Effectiveness*, Abingdon, 1997. (0687013755)

- *** **Note:** The following resources will be distributed to you on the first day of class, with payment made through the bookstore for the "Congregational Ministry Personality Pack." Cost \$32.00
- Personality Insights Adult Profile – Interactive Adult Profile Assessment
 - PQ Guide, Conflict Dynamics
 - PQ Guide, DIScovering Biblical Models for Loving Relationships

Resource Area 04 – Basics of Biblical Conflict Resolution

Note: No organization produces more helpful resources for Christian conciliation than Peacemaker Ministries / Institute of Christian Conciliation, <http://www.peacemaker.net>. The following articles are on their website and will serve as the base of our discussion. You may read them online, or copy the printer-friendly versions and place them in your course notebook.

- Foundational Principles:

http://www.peacemaker.net/site/c.aqKFLTOBIpH/b.958145/k.7ECF/Foundational_Principles.htm

Follow links to each of the eight articles listed on this page and read them.

- Exploring the Peacemaker Church Concept:

http://www.peacemaker.net/site/c.aqKFLTOBIpH/b.958175/k.207F/Exploring_the_Peacemaker_Church_Concept.htm. Read this entire page as well as each of the articles listed as “Key Links.”

Resource Area 05 – Biblical, Mission-Focused Engagement of Ministry Tasks and Relationships

*** William H. Willimon, *Pastor: The Theology and Practice of Ordained Ministry*, Abingdon, 2002. (0687045320)

- Select Readings on Ministry Tasks and Relationships – Other resources in this area are often limited to a specific task or relationship of ministry such as management and administration, preaching, worship, outreach, pastoral care, weddings, funerals, etc. Instead of requiring you to buy one or more of these volumes, I have placed several on reserve in the library.
 - Michael J. Anthony and James Estep, Jr., ed., *Management Essentials for Christian Ministry*, Broadman and Holman, 2005.
 - James D. Berkley, ed., *Leadership Handbook of Management and Administration*, Baker, 1994.
 - _____, *Leadership Handbooks of Practical Theology, Volume 1: Word and Worship, and Volume 2: Outreach and Care*, Baker, 1997.
 - Otto Crumroy, Stan Kukawka, Frank Witman, *Church Administration and Finance Manual, Resources for Leading the Local Church*, Morehouse Group, 1998.
 - David R. Pollack, *Business Management in the Local Church*, revised ed., Moody, 1996.
 - Bruce Powers, ed., *Church Administration Handbook*, revised and updated edition, B & H Academic 2008.
 - Welch, Robert H. *Church Administration: Creating Efficiency for Effective Ministry*. B & H Publishing Group, 2005.

My recommendation is that you look over these during your week on campus and determine which are most useful to you. It is advisable to have one or two good “nuts and bolts” volumes in your library, and some of you may decide to purchase one or more of these after reviewing.

Your assignment on these texts is to read 250 pages from any one or a combination of these books to learn more on topics of special interest to you.

Resource Area 06 – Course Notebook

A complete notebook of specially prepared outlines and an extensive ministry bibliography will be provided at the first class meeting. A student fee of \$15 will be assessed to cover copy costs.

How Readings Will Be Assessed

A reading log appears at the end of the syllabus, designed to indicate completion of readings according to the schedule below. Note the provision for partial readings. Please complete this log, and have it ready to hand it to me on **Monday, July 7**. Readings count **10 points** toward the final course grade.

- By first class session Monday, July 7: Van Rhee (2002), Fisher (1996), *RQ* articles
- By first class session Tuesday, July 8: Boa (2001)
- By first class session Wednesday, July 9: Miller (1997)
- By first class session Thursday, July 10: Peacemaker articles, Willimon (2002) to p. 170
- By first class session Friday, July 11: Willimon (2002), pp. 171-336
- By Monday, July 21: Select Readings on Ministry Tasks and Relationships
- By Monday, July 21: Course Notebook

2. Complete the Course Content Exam – Thursday, July 24

An extensive essay-type take-home exam will be distributed on the last day of class that covers required readings and class lectures. Test counts **30 points** toward the final course grade. Papers must be sent **as email attachments** (cgupton@jbc.edu) to arrive in my possession no later than Thursday, July 24. No faxes or mailings please. Email it with this subject line: “ConMinFinal YourLastName Summer 08” (name of the file should be the same).

3. Write Two Essays:

Each paper must be 1500-1700 words, prepared as a research essay using Turabian and HUGSR guidelines. Each paper must follow solid exegetical procedures and represent familiarity with reputable scholarship on the topic (not dependent on course readings). Papers must be sent **as email attachments** (cgupton@jbc.edu) to arrive in my possession by the dates listed. No faxes or mailings please. Each paper counts **30 points** toward the final course grade, for a total of **60 points**.

• **Theological Essay – DUE FRIDAY, AUGUST 15**

1. Choose a subject from one of these two broad areas:

- Biblical and Contextual Practice of Ministry in Restoration Heritage Churches (focus of Day 01)
- Christ-centered Spirituality (focus of Day 02, first-half)

Examples (this not a complete list, only examples):

- N. T. metaphors for ministry
- The biblical relationship between elders and ministers
- The nature of ministry in _____?_____ (Pastorals, 1-2 Corinthians, Ephesians, etc.)
- Spirituality of religious leaders

2. Write a theological essay that presents a reasoned, coherent understanding of your subject.

3. Paper must be sent **as email attachment** (cgupton@jbc.edu) to arrive in my possession by Friday August 15. Email it with this subject line: “ConMinTheo YourLastName Summer 08” (name of the file should be the same).

• **Practical Essay – DUE FRIDAY, SEPTEMBER 5**

1. Choose a task or relationship of practical ministry that is of special interest to you.

Examples (these are not a complete list, only examples):

Self-understanding and Relational Competence
Biblical Conflict Resolution
Administration
Pastoral Care
Preaching
Funerals, Weddings
Stress in Ministry

2. Write a practical essay on how to engage in this ministry area from a biblical, mission-focused perspective.

3. Paper must be sent **as email attachment** (cgupton@jbc.edu) to arrive in my possession by Friday September 5. Email it with this subject line: “ConMinPractical YourLastName Summer 08” (name of the file should be the same).

Grading Scale:

	100 Point Scale	10 Point Scale	20 Point Scale	30 Point Scale
A	93 – 100	9.3 – 10	18.6 – 20	27.9 – 30
B	85 – 92	8.5 – 9.2	17 – 18.4	25.5 – 27.6
C	75 – 84	7.5 – 8.4	15 – 16.8	22.5 – 25.2
D	68 – 74	6.8 – 7.4	13.6 – 14.8	20.4 – 22.2
F	Below 68	Below 6.8	Below 13.6	Below 20.4

Grading (continued)

- Absence penalties may apply.
- Late papers result in a letter grade reduction for each day late (100 point scale).
- Incompletes, if granted, may result in automatic grade reduction.
- Exceptions are not guaranteed but may be granted in cases of illness or death in the family, or other extreme circumstances. It is the responsibility of the student to contact the professor *before* the assignment due date and request these extensions.

Schedule of Sessions

Note: In lieu of the Saturday half-day session, each day is lengthened to go until 4:50 p.m., allowing us to complete the in-class portion of the course by Friday, July 11. The schedule for each day is as follows:

Morning:

8:15 – 9:30 – Lecture/discussion
9:30 – 9:40 – *Break*
9:40 – 10:55 – Lecture/discussion
11:00 – 11:30 – Chapel
11:30 – 1:00 – Lunch

Afternoon:

1:00 – 2:15 – Lecture/discussion
2:15-2:25 – *Break*
2:25 – 3:35 – Lecture/discussion
3:35 – 3:45 – *Break*
3:45-4:50 – Lecture/discussion

Note that readings are listed in the main categories of “Chief Resources” and “Supplemental.” All are listed in the suggested order of reading.

Monday, July 7 – Biblical and Contextual Practice of Ministry in Restoration Heritage Churches

Chief Resources: Van Rheenen (2002), Fisher (1996), *RQ* articles

Tuesday, July 8 – Christ-centered Spirituality / Self-Understanding and Relational Competence

Morning – Christ-centered Spirituality, intro to Self-Understanding

Chief Resources: Boa (2001), Congregational Ministry Personality Pack – profiles will be completed in class, **NOT BEFORE**.

Afternoon – Self-Understanding and Relational Competence

Chief Resources: Congregational Ministry Personality Pack, Miller (1997)

Wednesday, July 9 – Self-Understanding and Relational Competence

Chief Resources: Congregational Ministry Personality Pack, Miller (1997)

Thursday, July 10 and Friday, July 11 – Biblical Principles of Conflict Resolution / Management; Mission-Focused Engagement of Ministry Tasks and Relationships

Thursday Morning: Biblical Principles of Conflict Resolution

Chief Resources: Articles from Peacemaker Ministries website

Thursday Afternoon and all day Friday: Mission-Focused Engagement of Ministry Tasks and Relationships

Chief Resources:

- Willimon (2002)
- *Select Readings on Ministry Tasks and Relationships*
- Course notebook materials on the following subjects:
 - Ministerial Ethics
 - Resume preparation, candidating, interviewing, negotiating work and financial agreements
 - Progressing through the predictable stages of ministry development
 - Establishing and maintaining productive relationships with elders, ministry staff, and congregation
 - Fulfilling the expected roles in visitation
 - Church administration / management
 - Conducting weddings, and funerals.
 - Strengthening and protecting one's family life
 - Coping with stress, discouragement and burnout
 - Growing through continuing education and development
 - Knowing when and how to leave for another ministry

Supplemental (*not on reserve*):

On Ministerial Ethics

- A Minister's Code of Ethics: A Higher Level of Commitment and Conduct, http://enrichmentjournal.ag.org/200404/200404_102_code.cfm
- Sample Codes of Ethics: Pastor or Senior Minister Code, http://enrichmentjournal.ag.org/200404/200404_102_code_sb_sampl.cfm
- Ministerial Ethics Resource List, http://enrichmentjournal.ag.org/200404/200404_Resources.cfm

On Missional Church Administration / Practical Ministry

- David Wray, *Teaching an Old Dog New Tricks*, <http://saltandlightresources.com/category/articles/>
- Charles Van Engen, *God's Missionary People: Rethinking the Purpose of the Local Church*, Baker, 1991. See pages 179-194.
- Michael J. Anthony and James Estep, Jr., ed., *Management Essentials for Christian Ministry*, Broadman and Holman, 2005, pages 13-52.

READING LOG

Scale (circle only one number per reading)

- 0 – Not read at all
- 1 – Read less than 50% by the due date
- 2 – Read 50-90% by end of class week
- 3 – Read 50-90% by the due date
- 4 – Read 90-100% by the end of class week
- 5 – Read 90-100% by the due date

Resource	Due Date	Scale (Circle)						Sub Total
Van Rheen	July 7	0	1	2	3	4	5	
Fisher	July 7	0	1	2	3	4	5	
<i>RQ</i> Thompson Ferguson Willis	July 7	0	1	2	3	4	5	
Boa	July 8	0	1	2	3	4	5	
Miller	July 9	0	1	2	3	4	5	
Peacemaker Articles	July 10	0	1	2	3	4	5	
Willimon to p. 170	July 10	0	1	2	3	4	5	
Willimon pp. 171-336	July 11	0	1	2	3	4	5	
Select Readings	July 21	0	1	2	3	4	5	
Course Notebook	July 21	0	1	2	3	4	5	
							TOTAL	
						Divide by 5 = grade	Total course for readings	