Transformational Leadership Development
220 Pastoral Ministry Syllabus ©

Instructor:
Teaching Site:
Semester and Year:

Course Description
This course focuses on how to develop the crucial attitudes and ministry skills needed to effectively serve as a pastor. Topics include the heart of a great pastor; officiating at baptisms, weddings, funerals, communion, and other occasions; making sense of the ministry; the pastor as a man, student, preacher, and shepherd/leader; and principles of pastoral counseling. Students will create visual projects and an action plan for developing a pastor’s heart, and present wedding and funeral services.

Course Design
This 14 week course is designed to equip pastors, church starters, leaders, and church members with Bible knowledge, Christian character, servant leadership skills, and teaching experience with the goal of life-change. It addresses the diverse learning styles of adults through active discussion, charts, visuals, Internet research, team-building, and project-based learning. To ensure transfer of credit, changes to this course syllabus must be approved by both Equip Biblical Institute and Southern California Seminary. Over 1,000 church members, leaders, church starters, and pastors have completed EBI courses. Suggestions for improving course design and content are appreciated.

Required Textbooks

Additional Books for Advanced Students and Pastors

To receive the MS Word version of the portfolio and notes, please email gwoods@socalsem.edu.
Learning Outcomes
The student who successfully completes this course will be able to:

1. Explain the importance of growth in pastoral ministry.
2. Explain the motivations for pastoral ministry.
3. Explain the relationship of SHAPE and pastoral ministry.
4. Explain the significance of staying close to God.
5. Officiate at weddings.
6. Officiate at funerals.
7. Officiate at communion services, family dedications, baptisms, and ordination services.
8. Contribute to an individual or group presentation on pastoral ministry.
9. Type a term paper on applications for pastoral ministry

Methods of Instruction
Instruction emphasizes active learning, project-based learning, collaborative team-based learning, reflection, discussion, interactive lecture, story-telling, drama, visuals, PowerPoint, quizzes, and exams, with the goal of long-term and real-world learning that results in life-change and leading healthy churches. The major pedagogical premise of this course is that students should be treated like the professionals they are becoming. Dr. Gary C. Woods has served as the Bible Department Chairman and Registrar at Southern California Seminary. Dr. Woods has taught for Liberty University and Luther Rice Seminary. He has a Doctor of Education in Technology and Learning from Alliant International University, a Master of Divinity in Missions from Southwestern Baptist Theological Seminary, and a Bachelor of Science in Cross-Cultural and Pastoral Ministry from Liberty University. He has served as a Southern Baptist pastor and church planter with the North American Mission Board.

The goal of balanced instruction is to address each of the learning strengths of diverse adult learners, including verbal, visual, musical, logical, kinesthetic, reflective, interpersonal, natural, and spiritual. Student-centered instruction is most effective when it impacts the mind, the will, and the emotions. TEAM-based Learning: Students are encouraged to study in teams before or after class for at least one hour per week working on study skills, application skills, individual projects, and group projects. Students do not give answers to co-learners, but help them learn how to find the answers. Everyone contributes to the learning process. TEAM = Together Everyone Accomplishes More

In this course students are mentored by H. B. London, who has served as a senior pastor for over 30 years and vice president of Focus on the Family's Pastoral Ministries team for a dozen years (http://www.family.org/pastor/cam/a0026780.cfm).

Students are also mentored by Dr. Aubrey Malphurs, a visionary with a deep desire to influence a new generation of leaders through his classroom, pulpit, consulting, and writing ministries. He is involved in a number of ministries ranging from church planting and growth to leadership development. He has pastored three churches and is the author of numerous books and articles on leadership and church ministry. Currently, he is the president of Vision Ministries International. http://www.dts.edu/aboutdts/faculty/
Student Requirements

First, answer the questions in the portfolio before class. This will assist student-leaders in focusing on core information and developing the time-on-task study skills and writing skills essential to effective learning and long-term memory.

Second, maintain the journal in the portfolio. (1) What is God teaching you in this session? (2) How are you going to apply these concepts to your life, family, and ministry? (3) How can your church apply these concepts to making disciples and developing leaders? This will assist student-leaders in developing reflection, application, and decision-making skills essential to spiritual growth.

Third, participate in the discussion of the questions and applications in the portfolio during class. Through discussion students learn from one another and sharpen one another as iron sharpens iron. This will assist student-leaders in developing the relational, speaking, and creative/critical thinking skills essential to effective teaching and servant-leadership.

Fourth, complete the midterm exam in the Portfolio. This will assist student-leaders in developing long-term memory through multiple reviews of the core material.

Fifth, participate in an individual or group presentation on one of the chapters in Pastor to Pastor. Discuss applications found in that book. This presentation can be a PowerPoint, drama, role-play, charts, or drawings. This will assist student-leaders in developing the creative/critical thinking and teamwork skills essential to effective teaching and servant-leadership.

Sixth, type a 10-page term paper titled Action Plan for Pastoral Ministry. Footnote all the ideas, paraphrases, and direct quotes in your paper, whether from books or the Internet. Font should be Times New Roman 12. Include illustrations and charts. This will assist student-leaders in developing the creative/critical thinking and writing skills essential to effective biblical teaching, preaching, and servant-leadership.

Seventh, complete the final exam in the portfolio. This will assist student-leaders in developing long-term memory through multiple reviews of the core material and in focusing on transformational leadership and teaching skills.

Course Objective. Our mission is to bring glory to God by assisting local churches to equip believers to live and minister biblically based on the inerrant Word of God. This equipping includes Bible knowledge, Christian character, and ministry skills. The objective is to take student-leaders from where they are and move them to where they need to be. Students will learn how (1) to read with their brains, (2) to remember what they have read, (3) to sharpen their thoughts through journaling, (4) to speak effectively before others, (5) to work as learning teams of leaders, and (5) to biblically apply what they are learning to life, family, and ministry.

Adults learn in unique ways and so this course incorporates multiple learning styles. According to the Cone of Learning, writing, discussing, and applying concepts are more effective learning strategies than the boring lectures used in many schools. The portfolio is foundational to learning because students remember more of what they write, discuss, and apply. By applying these concepts of champion learners, students will experience transformational growth. Welcome to the disciple-making process!

I would rather be ashes than dust! I would rather that my spark should burn out in a brilliant blaze than it should be stifled by dry rot. I would rather be a superb meteor for God, every atom of me in magnificent glow, than a sleepy and permanent asteroid. The proper function of man is to live, not to exist. I shall not waste my days in trying to prolong them. I shall use my time.
**Sequence of Instruction**

Read the table like this: “At Session ____ on __________, the scheduled session content is __________, and the assignment due that session is ________.”

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Session Content</th>
<th>Assignment Due</th>
</tr>
</thead>
</table>
| 1       |      | **The Place of the Pastor**  
**The Pastor in the Pulpit**  
**The Pastor in his Study**  
**Every Assignment Is Holy Ground**  
Go over this Syllabus and the Portfolio. Discuss Portfolio questions and journal applications.  
Group Activity: Create a visual summary of one of these chapters.  
Demonstrate how to use the *Life Application Bible* and the *Holman Illustrated Bible Dictionary* to find information.  
Demonstrate examples of the term paper. | - Print [220 Pastoral Ministry Portfolio](http://www.shadowmountain.org/ebi).  
- Skim textbooks and be prepared to discuss how these books are unique as learning tools.  
- Study chapters 1-3 in *Criswell’s Guide for Pastors*.  
- Study chapter 1 in *The Heart of a Great Pastor*.  
- Skim pages 1-30 in *Handbook for Weddings and Funerals*.  
- Type answers to the portfolio questions in preparation for the class discussion and group activity.  
| 2       |      | **The Pastor in his Sermon Preparation**  
**The Pastor and his Staff**  
**The Organization of a New Church**  
**Partnership with the Master Gardener**  
Discuss Portfolio questions and journal applications.  
Group Activity: Create a visual summary of one of these chapters. | - Study chapters 4-6 in *Criswell’s Guide for Pastors*.  
- Study chapter 2 in *The Heart of a Great Pastor*.  
- Type answers to the portfolio questions.  
- Print an article, chart, or illustration related to pastoral ministry to share with your learning team: [http://www.pastors.com/RWMT/MTArchive.asp](http://www.pastors.com/RWMT/MTArchive.asp). |
| 3       |      | **The Pastor structures the Church**  
**Financing the Church**  
**The Pastor and the Construction**  
**Bloom Where You’re Planted**  
Discuss Portfolio questions and journal applications.  
Group Activity: Create a visual summary of one of these chapters. | - Study chapters 7-9 in *Criswell’s Guide for Pastors*.  
- Study chapter 3 in *The Heart of a Great Pastor*.  
- Skim pages 59-84 in *Handbook for Weddings and Funerals*.  
- Type answers to the portfolio questions. |
| 4       |      | **The Many Ministries of the Church**  
**Administering the Ordinances**  
**The Ordination of the Pastor and** | - Study chapters 10-12 in *Criswell’s Guide for Pastors*.  
- Study chapter 4 in *The Heart of a Great Pastor*. |
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<th>Session</th>
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<td>1</td>
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<td><strong>Deacons</strong>&lt;br&gt;<strong>Energized by a Dream</strong>&lt;br&gt;Discuss Portfolio questions and journal applications.&lt;br&gt;Group Activity: Create a visual summary of one of these chapters.</td>
<td><strong>Great Pastor.</strong>&lt;br&gt;☐ Skim pages 85-112 in Handbook for Weddings and Funerals.&lt;br&gt;☐ Type answers to the portfolio questions.</td>
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<td>5</td>
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<td><strong>The Pastor as Evangelist</strong>&lt;br&gt;<strong>The Pastor and Children</strong>&lt;br&gt;<strong>The Pastor as Counselor</strong>&lt;br&gt;<strong>Fall in Love with Your Call</strong>&lt;br&gt;Discuss Portfolio questions and journal applications.&lt;br&gt;Group Activity: Create a visual summary of one of these chapters.</td>
<td>☐ Study chapters 13-15 in Criswell’s Guide for Pastors.&lt;br&gt;☐ Study chapter 5 in The Heart of a Great Pastor.&lt;br&gt;☐ Skim pages 113-145 in Handbook for Weddings and Funerals.&lt;br&gt;☐ Type answers to the portfolio questions.</td>
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<td>6</td>
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<td><strong>The Wedding Ceremony</strong>&lt;br&gt;<strong>The Funeral Service</strong>&lt;br&gt;<strong>The Pastor and Discouragement</strong>&lt;br&gt;<strong>Perks Only Pastors Enjoy</strong>&lt;br&gt;Discuss Portfolio questions and journal applications.&lt;br&gt;Group Activity: Create a visual summary of one of these chapters.</td>
<td>☐ Study chapters 16-18 in Criswell’s Guide for Pastors.&lt;br&gt;☐ Study chapter 6 in The Heart of a Great Pastor.&lt;br&gt;☐ Skim pages 149-181 in Handbook for Weddings and Funerals.&lt;br&gt;☐ Type answers to the Portfolio questions and journal applications.</td>
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<td>7</td>
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<td><strong>The Pastor in his Personal Life</strong>&lt;br&gt;<strong>Do’s and Don’ts for the Pastor</strong>&lt;br&gt;<strong>The Reward of a Work Well Done</strong>&lt;br&gt;<strong>A Personalized Blueprint</strong>&lt;br&gt;Discuss Portfolio questions and journal applications.&lt;br&gt;Group Activity: Create a visual summary of one of these chapters.</td>
<td>☐ Study chapters 19-21 in Criswell’s Guide for Pastors.&lt;br&gt;☐ Study chapter 7 in The Heart of a Great Pastor.&lt;br&gt;☐ Skim pages 182-216 in Handbook for Weddings and Funerals.&lt;br&gt;☐ Type answers to the portfolio questions.</td>
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<td>8</td>
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<td><strong>Midterm Exam</strong>&lt;br&gt;Take the midterm exam.&lt;br&gt;Encourage students to share what they have learned.&lt;br&gt;Preview the second textbook.&lt;br&gt;Work on term paper in class.</td>
<td>☐ Review the study guide to prepare for midterm. Five hours of study are recommended.&lt;br&gt;☐ Work on term paper.&lt;br&gt;☐ Enroll in the next course.&lt;br&gt;☐ Pay for textbooks for the next course.</td>
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<td>9</td>
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<td><strong>The Call to the Ministry</strong>&lt;br&gt;<strong>A Congregation’s Expectations</strong>&lt;br&gt;<strong>Surviving a Skirmish</strong>&lt;br&gt;<strong>Working with Problem People</strong>&lt;br&gt;<strong>Improving Preaching</strong>&lt;br&gt;<strong>Grow a Great Soul</strong>&lt;br&gt;Discuss Portfolio questions and journal applications.&lt;br&gt;Group Activity: Create a visual summary</td>
<td>☐ Study chapters 1-5 in Pastor to Pastor: Tackling the Problems of Ministry.&lt;br&gt;☐ Study chapter 8 in The Heart of a Great Pastor.&lt;br&gt;☐ Skim pages 217-252 in Handbook for Weddings and Funerals.&lt;br&gt;☐ Type answers to the portfolio questions.</td>
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<td>Session</td>
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<td><strong>Christian Loafers</strong>&lt;br&gt;<strong>Church Splits</strong>&lt;br&gt;<strong>Politics</strong>&lt;br&gt;<strong>Overcoming Envy</strong>&lt;br&gt;<strong>Curing Burnout</strong>&lt;br&gt;<strong>A Fresh Encounter with God</strong>&lt;br&gt;Discuss Portfolio questions and journal applications.&lt;br&gt;Group Activity: Create a visual summary of one of these chapters.</td>
<td>□ Study chapters 6-10 in Pastor to Pastor: Tacking the Problems of Ministry.&lt;br&gt;□ Study chapter 9 in The Heart of a Great Pastor.&lt;br&gt;□ Skim pages 253-289 in Handbook for Weddings and Funerals.&lt;br&gt;□ Type answers to the portfolio questions.</td>
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<td>11</td>
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<td><strong>The Church and the World</strong>&lt;br&gt;<strong>Counseling and Spiritual Failure</strong>&lt;br&gt;<strong>The Essence of Worship</strong>&lt;br&gt;<strong>Public Invitations</strong>&lt;br&gt;<strong>God’s Judgment</strong>&lt;br&gt;<strong>Living Above Reproach</strong>&lt;br&gt;Discuss Portfolio questions and journal applications.&lt;br&gt;Group Activity: Create a visual summary of one of these chapters.</td>
<td>□ Study chapters 11-15 in Pastor to Pastor: Tacking the Problems of Ministry.&lt;br&gt;□ Study chapter 10 in The Heart of a Great Pastor.&lt;br&gt;□ Skim pages 291-330 in Handbook for Weddings and Funerals.&lt;br&gt;□ Type answers to the portfolio questions.</td>
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<td>12</td>
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<td><strong>A Kinder Theology</strong>&lt;br&gt;<strong>Priorities</strong>&lt;br&gt;<strong>Learning from Failure</strong>&lt;br&gt;<strong>Restoring the Fallen</strong>&lt;br&gt;<strong>Christ’s Blueprint for the Church</strong>&lt;br&gt;<strong>Epilog</strong>&lt;br&gt;Discuss Portfolio questions and journal applications.&lt;br&gt;Group Activity: Create a visual summary of one of these chapters.</td>
<td>□ Study chapters 16-20 in Pastor to Pastor: Tacking the Problems of Ministry.&lt;br&gt;□ Study the Epilog in The Heart of a Great Pastor.&lt;br&gt;□ Skim pages 331-377 in Handbook for Weddings and Funerals.&lt;br&gt;□ Type answers to the portfolio questions.&lt;br&gt;□ Bring a rough draft of your term paper for peer-review.</td>
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<td>13</td>
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<td><strong>Student Presentations and Term Papers</strong>&lt;br&gt;Individual or groups of students will present what they learned.&lt;br&gt;Review for Final Exam.&lt;br&gt;Work on term paper.</td>
<td>□ Prepare for group or individual presentations.&lt;br&gt;□ Bring a rough draft of your term paper for peer-review.</td>
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<td>14</td>
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<td><strong>Final Exam and Course Evaluation</strong>&lt;br&gt;Take final exam.&lt;br&gt;Submit term paper.&lt;br&gt;Submit portfolio for grading.&lt;br&gt;Share highlights of what students have learned and their term paper.</td>
<td>□ Review the study guide for the Final Exam.&lt;br&gt;□ Complete the 10-page term paper.&lt;br&gt;□ Distribute the textbooks, syllabi, and portfolios for the next course.</td>
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</tbody>
</table>
Notice: EBI holds to the *Baptist Faith and Message*. The inclusion of articles, books, or external links in this list does not imply that the opinions expressed represent the official position of EBI.

**Pastoral Ministry Links**

1. Alternative articles [http://www.oneplace.com/Ministries/The_Alternative/Article_Archives.asp](http://www.oneplace.com/Ministries/The_Alternative/Article_Archives.asp)
   [http://www.christianitytoday.com/biblestudies/areas/biblestudies/articles/#teaching](http://www.christianitytoday.com/biblestudies/areas/biblestudies/articles/#teaching)
5. Injoy.com pastoral leadership articles  
12. Turning Point articles [http://www.oneplace.com/Ministries/Turning_Point/Article_Archives.asp](http://www.oneplace.com/Ministries/Turning_Point/Article_Archives.asp)
13. Turning Point Hot Topics [http://www.turningpointradio.org/hot_topics.html](http://www.turningpointradio.org/hot_topics.html)

**Course Bibliography**


Transfer of Credits to Southern California Seminary

Attendance Policy
Attending class on time is important to receive the most out of the course. Entering class late disrupts the learning process of all students. Students are permitted three absences for a 14-week semester course. For the semester (28 classroom hours plus 56 homework hours) courses, more than 10 minutes late is a Tardy; more than 20 minutes late is an Absence. Two tardies count as one absence. College credit cannot be transferred to Southern California Seminary when a student misses four or more class sessions. A grade of NC (No Credit) will be recorded when a student misses four sessions or does not complete coursework on time. Exceptions must be approved in writing by the class instructor, the Site Director, and the Director of Equip Biblical Institute and will involve additional assignments mandated by Equip Biblical Institute.

Class Time and Homework Policy
To transfer credits to Southern California Seminary, each 2-unit course must include at least 28 hours of class time discussion and 56 hours of portfolio homework during the 14-week semester. Courses with less than 28 hours of class time do not meet EBI requirements. Since “time plus focus equals learning” increased classroom time and active learning result in increased learning—and learning is the key to leadership and service. Courses start the first or second week of January, May, and September. For maximum learning, it is recommended that working students take 2 courses per semester or 6 courses per year.

Late Work Policy
Completing work on time is an important habit for leaders to develop. Homework should be completed weekly before the class discussion and application. The grade for work that is between 1 and 7 days late is lowered by 20%. The grade for work that is between 8 and 14 days late is lowered by 40%. Work that is over 14 days late will not be accepted except in special cases such as hospitalization or death. Professors are required to send to the EBI offices the grade sheet within 15 days of the end of each course so that transcripts can be updated.

Portfolio Policy
To transfer credits from Equip Biblical Institute to Southern California Seminary, students must present a complete portfolio of their course work. The portfolio consists of the questions, journal applications and reflections, term papers, and exams for each course. Upon successful completion of the Associate of Biblical Studies, students may transfer 60 units into the Bachelor of Arts in Biblical Studies degree. If the portfolio for a course is not complete, the credits may not be transferable.
## Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>Points</th>
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<tr>
<td>A</td>
<td>95-100%</td>
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<td>A-</td>
<td>90-94%</td>
<td>900-949</td>
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<td>B+</td>
<td>87-89%</td>
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<td>B</td>
<td>84-86%</td>
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<td>B-</td>
<td>80-83%</td>
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<td>C+</td>
<td>77-79%</td>
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<td>C</td>
<td>74-76%</td>
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<td>C-</td>
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<td>NC</td>
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## Student Evaluation

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<td>10%</td>
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<td>Student Presentations</td>
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<td>Term Paper</td>
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<td>Final Exam</td>
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<td><strong>Total</strong></td>
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<th>Session 8</th>
<th>Session 9</th>
<th>Session 10</th>
<th>Session 11</th>
<th>Session 12</th>
<th>Term Paper 13</th>
<th>Presen-tation 13</th>
<th>Final Exam 14</th>
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www.shadowmountain.org/ebi
Report Card

Today’s Date

Name of EBI Training Center

First                      Middle                      Last Name

Street                     City                       State/Country  Zip

Home Phone                 Cell or Work Phone          Email

Year                      □ Fall (September-December) □ Spring (January-April) □ Summer (May-August)

☐ Check if any information above needs to be updated.

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<th>Course Code</th>
<th>Course Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Units</th>
<th>Grade</th>
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<tbody>
<tr>
<td>220</td>
<td>Pastoral Ministry</td>
<td></td>
<td></td>
<td>2</td>
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</tbody>
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This student earned the above grade.

Professor Signature

Printed Name

Date

Order textbooks at least six weeks before the course starts.

(1) The professor will grade the Portfolio and return this Report Card to the student with the grade.
(2) The professor will complete and sign the Student Roster and Grade Sheet and return it to the Center Director for his signature.
(3) The Center Director will keep the Student Roster and Grade Sheet in the training center files.
(4) The Center Director will mail or email the Student Roster and Grade Sheet to gwoods@socalsem.edu.

Equip Biblical Institute
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2100 Greenfield Drive
El Cajon, CA 92019-1161