

Note:

**Course content may be changed, term to term, without notice.
The information below is provided as a guide for course selection
and is not binding in any form.**

MOODY DISTANCE LEARNING

Course Number, Name, and Credit Hours

PS6601 Pastoral Procedures and Practices, 3 credit hours

Course Description

This course is an analysis of the personal responsibilities and work of the pastor. It includes such personal matters as credibility, financial planning, family priorities, and stress management as well as such work as administration, cultivation of church leaders, oversight of baptisms and the Lord's Supper, preparation for ordination, visitation, and weddings.

Course Objectives

After completing this course, you will be able to...

1. Describe key personal responsibilities with regard to family priorities, financial management, doctrinal fidelity, health, and stress management.
2. Explain the core competences associated with pastoral responsibilities in the areas of administration, baptisms, communion, church discipline, funerals, visitation, and pre-marital counseling and weddings.
3. Recognize the essential requirements for entering into, establishing credibility for, and maintaining longevity in ministry, while learning to define success according to divine standards.
4. Evaluate the crucial areas contributing to the craft of knowledge and its application in pastoral leadership and theological reflection.

Course Textbook(s) and/or Supplemental Information

Required textbooks for all Moody Online classes can be found on the [Required Textbooks](#) section of the Moody website.

Assignments

Guideline for the Discussion Board: Post your initial response to the discussion question by mid-week (Saturday, 12:00am CDT). Then read and respond to at least **TWO** of your classmates' initial posts by the end of the week (Tuesday, 12:00am CDT).

Standard for Written Papers: All papers must be in Turabian style. Each page should be approximately 300 words, 12-pt. Times New Roman font on double-spaced lines with 1" margins. (Therefore, a 2-page paper is approximately 600 words; a 3-page paper is approximately 900 words, etc.) Here is a guide to Turabian style: http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html

Assignment List:

Assignment 1-1 Call to Ministry Paper: Write a two-page paper that details your personal call to pastoral ministry.

Assignment 1-2 Character in Ministry Presentation Outline: Write a one-page outline for a pastor's conference presentation that you could give on the importance of character and credibility in pastoral ministry based on insights from the assigned reading.

Assignment 2-1 Priorities and Ministry Success Bible Study: Put together a two-page Bible Study that highlights the goals and priorities of pastoral ministry and conclude the study with a practical ways to determine if one has been successful in achieving those priorities.

Assignment 2-2 Public Prayers: Put together two different public prayers that you would be called on to give in pastoral ministry.

Assignment 3-1 Devotional Life and Stress Management Plan Paper: Write a two-page paper that highlights the way you plan to use the four aspects of the devotional life detailed in the assigned reading as a way to manage ministry stress.

Assignment 3-2 Planning a Ministry Week Outline: Write a two-page paper that outlines and describes, building on the assigned reading, your preferred schedule for a normal ministry week (be sure to include administrative and visitation tasks).

Assignment 4-1 Twenty Minute Expository Sermon: Preach a 20-minute expository sermon using the Big Idea approach to preaching taught in MN-5500 Communication of Biblical Truth. The sermon must be video recorded and uploaded to a video-sharing website (e.g., YouTube or Vimeo) and the link included with the submission along with your sermon outline.

Assignment 5-1 Funeral Sermon and Order of Service: Preach a 10-12 minute funeral sermon. The sermon must be video recorded and uploaded to a video-sharing website (YouTube or Vimeo) and the link included with the submission along with your sermon outline and full funeral service outline/order following the assigned reading.

Assignment 5-2 Wedding Ceremony and Service Outline: Write out a complete traditional wedding service order of service. Include starting times, entries, scripture readings, songs, vows, and sermon outline. See the assigned reading for initial ideas. This is a two-page assignment.

Assignment 6-1 Church Calendar Chart: The church year begins with the season of advent, chart out a potential ministry calendar starting with the current liturgical cycle (A, B, C). Place, on the chart, all crucial dates, meetings, services, and events (including service themes). This will be a two-page chart.

Assignment 6-2 Pastoral Ministry Organizational Chart: Develop an organizational chart that reflects your ecclesial understanding and apply it to a church running around 125 people. Make sure to include all areas of pastoral responsibilities, practices, and requirements. This is a one-page chart.

Assignment 7-1 Flourishing Family Paper: Write a four page paper that highlights the major areas of concern you have for your continued success in life with regard to your family and provide your plan for establishing boundaries so that you can maintain a healthy family.

Assignment 7-2 Flourishing Pastoral Ministry: Write a four-page paper that highlights the major areas of concern you have for your continued success in pastoral ministry and provide your plan for establishing boundaries that will allow you to avoid the perils of ministry while enjoying the privileges of ministry (include reflections on your leisure time).

Assessments

Assessments (# in parentheses)	% of Total
Discussions (7 posts with 1 or 2 responses per post) 1-4 (2 responses), 5-7 (1 response)	14
Assignment 1-1 Paper	5
Assignment 1-2 Outline	5
Assignment 2-1 Bible Study	5
Assignment 2-2 Prayers	5
Assignment 3-1 Paper	5
Assignment 3-2 Outline	5
Assignment 4-1 Sermon	10
Assignment 5-1 Sermon	10
Assignment 5-2 Outline	6
Assignment 6-1 Chart	5
Assignment 6-2 Chart	5
Assignment 7-1 Paper	10
Assignment 7-2 Paper	10
Total:	100%

Letter grades are determined by the following scale:

Letter Grade	Percentage Equivalent	Description
A	96 – 100	Exceptional work
A-	94 – 95	Excellent work
B+	92 – 93	Very good work
B	89 – 91	Good work
B-	87 – 88	Above average work
C+	83 – 86	Average work

C	79 – 82	Work needs improvement
C-	75 – 78	Minimally acceptable work
F	< 75	Unacceptable work

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