

# SYLLABUS



**AU RELP 441 Introduction to Pastoral Ministry**  
**OU RP 431 Christian Ministry I**

# AU: RELP 441 Introduction to Pastoral Ministry

## OU: RP 431 Christian Ministry I

### Consortium of Adventist Colleges and Universities

#### Self-Paced Format

This course follows a self-paced online format. You have 180 days from your selected start date to complete the course. The last day to withdraw with a full refund is 15 days after your start date.

#### Instructor Contact

Please refer to course in LearningHub for the teacher contact information.

#### Communication with the Instructor

It is important to remember that while the Internet is available 24 hours a day, your instructor is not. You can expect that your instructor will respond to e-mail message to you within *2 business days* during the week and may not be available to respond on weekends.

#### Other Assistance

Username and password assistance	<a href="mailto:helpdesk@andrews.edu">helpdesk@andrews.edu</a>	(269) 471-6016
Enrollment and withdrawal questions	<a href="mailto:sderegister@andrews.edu">sderegister@andrews.edu</a>	(269) 471-6323
Technical assistance with online courses	<a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a>	(269) 471-3960
Exam requests and online proctoring	<a href="mailto:sdeexams@andrews.edu">sdeexams@andrews.edu</a>	(269) 471-6566
Distance Student Services - any other questions	<a href="mailto:sdestudents@andrews.edu">sdestudents@andrews.edu</a>	(269) 471-6566

## Part 1: Course Information

### Course Descriptions

#### *Andrews University*

A study of the principles of leadership as applied to pastoral ministry, in particular with regard to the minister as leader of worship, as nurturing pastor, as administrator of the church and as evangelist. Theology majors enroll for 3 credits and Religion majors for 2 credits.

#### *Oakwood University*

An examination of biblical, theological, and historical foundations of Christian ministry and their relevance to professional issues in ministry. The course is designed to lead students from critical reflection to informed practice. As a continuation of RP 132, this course utilizes a case study approach to develop the role of the minister as grounded in the ministry of Christ.

Emphasis is placed on servant-leadership, ministerial ethics, life management, denominational polity, and strategic planning. Field education and personality testing are required.

**Required Text/Material**

Dale, Robert D., *Pastoral Leadership*, Abingdon Press, 1986, ISBN: 9780687303496.

Holmes, C. Raymond, *Sing a New Song*, Andrews University Press, 1984, ISBN: 9780943872889. PDF of portion needing to be read is included in the course space in LearningHub.

Tidwell, Charles A., *Church Administration: Effective Leadership for Ministry*, B&H Publishing Group, 1985, ISBN: 9780805431131.

Wilson, Marlene., *How to Mobilize Church Volunteers*, Augsburg Publishing House, 1983., ISBN: 9780806620121.

**NOTE:** Textbooks for online courses may be purchased from any supplier. For financial aid in payment, contact your financial advisor at the university where you are completing your degree. Andrews University degree students who have confirmed that funds are available will then purchase the books themselves and send receipts to their financial advisor for reimbursement.

**The following materials are required for the course and available online within the course or on the Internet. If you prefer to have a hard copy of these materials, you may choose to order them.**

White, Ellen G., *Gospel Workers*, Review and Herald Publishing, 1943, ISBN: 9780828018777. Available online:

- [https://egwwritings.org/?ref=en\\_GW.13&para=35.26](https://egwwritings.org/?ref=en_GW.13&para=35.26)
- <https://text.egwwritings.org/publicationtoc.php?bookCode=GW&lang=en>

*Seventh-day Adventist Church Manual*. Available online

- [https://www.adventist.org/wp-content/uploads/2019/06/seventh-day-adventist-church-manual\\_2015\\_updated.pdf](https://www.adventist.org/wp-content/uploads/2019/06/seventh-day-adventist-church-manual_2015_updated.pdf)

*Seventh-day Adventist Minister's Handbook*.

**Credit Hour and Commitment**

This course is offered for 3 semester credits; therefore it is expected that you will spend 135 hours total on this course. This course has 15 assignments and 2 exams; so it is recommended that you budget 7 hours for studying and preparing for each assignment or exam. Suggested schedule(s) to accomplish this work are included in this syllabus.

**Student Learning Outcomes**

The central goal of the course is to improve your understanding of leadership and management amidst the church allowing you to define it.

## Part 2: Course Methods and Delivery

### Methods of Instruction

Methods of instruction include reading course material, doing courses assignments and taking exam. Regular participation in the course is essential to good performance.

### Technical Requirements

- Internet connection (DSL, LAN, or cable connection desirable).

### LearningHub Access

This course is delivered online through LearningHub at <http://learninghub.andrews.edu>

Your username and password are your Andrews username and password. You need to activate your username and password to access LearningHub. Please do this online here: <https://vault.andrews.edu/vault/pages/activation/information.jsp> if you haven't already. If you need assistance, call or email us: (296) 471-6016 or <mailto:helpdesk@andrews.edu>.

If you need technical assistance at any time during the course, or to report a problem with LearningHub, please email [dlit@andrews.edu](mailto:dlit@andrews.edu) or call (269) 471-3960.

## Part 3: Course Requirements

**Important Note:** Activity and assignment details will be explained in detail within each week's corresponding learning module. If you have any questions, please contact your instructor.

### Your Schedule

In Learning Hub, you will access online lessons, course materials, and resources. This course is self-paced. You must complete the course within 180 days. This is the Consortium policy. You may have a stricter deadline imposed by graduation, financial aid, or other restrictions.

Start by creating a schedule for completion of the course.

- Determine your deadline. Do you need a transcript sent to your home institution?
- Working from your deadline, count backwards. Allow 2 weeks after you take your final exam for your final grade to be calculated. Allow another 2 weeks for the transcript to be processed and sent.
- Now use the suggested schedules to create a schedule for yourself that ensures completion 4 weeks before your deadline.

Submit your course plan to your instructor within Learning Hub AND discipline yourself to make regular progress.

### Assessment Descriptions

- 1) Knowledge Check quiz consists of multiple-choice, matching, and true and false questions. You may use your learning materials to complete these assignments. There is no time limit, but you only have one attempt.
- 2) Short answers focus on the information covered in the lessons and the readings.
- 3) Short essays will require applying the knowledge from the lesson as well as critical thinking.

## Rubrics

### Short Essay Rubric

Criteria	Excellent	Acceptable	Substandard
Length	Concise, with every sentence counting; stays close to the word limit; Not too long or too short	Fairly concise; stays close to the word limit; Not extremely long or short.	Excessively long or short.
Style	Is easy to follow. Written simply and clearly. Covers the topic neatly without veering off. Main points are clear and few.	Is usually easy to follow, written simply and clearly, and stays on topic without veering off. There may be a few too many points or a confusing sentence or two.	Veers off topic. It is difficult to follow main points or grasp writer's meaning in large sections of the work. Writing is disorganized. There may be overly complex language and/or sentences are used.
Accuracy	Writing shows that student knows the material taught and can apply it accurately in a new situation.	Writing shows that student knows much of the material taught and can usually apply it accurately in a new situation.	Writing displays a failure to understand, recall, or apply much of the material in new situations.
References	Quotes used are short and used sparingly to directly support an idea. All quotes are correctly referenced.	Occasionally uses too many short quotes. Most quotes are correctly referenced; a few mistakes may be made in some references.	Quotes bible or text-book extensively or uses incorrect referencing.
Personal Comments	Narrative and description is kept to the minimum needed for analysis. Personal reflections are not long winded or "preachy."	Narrative and description are a bit too lengthy. Personal reflections are sometimes long winded or "preachy."	Too much narrative or description at the expense of analysis. Personal reflection accounts for more than 50% of material. (Exceptions are made for assignments specifically requesting primarily personal reflection.)
Depth/ Analysis	In-depth discussion of all points; Evident that much thought has been put into the subject matter and writing. Conflicting perspectives are known, considered, and discussed. Counter-arguments are consistently anticipated and refuted.	In-depth discussion of most points; Evident that some thought has been put into the writing. Most conflicting perspectives are known and are usually considered and discussed. Some counter-arguments are anticipated and refuted.	Writing has been thrown together, lack of evidence of thoughtfulness. Much Fluff and Fillers. Many Platitudes. Main points stand alone with no consideration or fair treatment of alternative perspectives.
Grammar/ Language Usage	Writing is clear and precise, not vague or ambiguous. Uses accurate grammar, syntax, spelling, capitals, and punctuation. No text abbreviations.	The writing is usually clear. There may be a few grammatical or syntactical mistakes.	Poor and inaccurate English grammar, syntax, spelling, capitals, and/or punctuation are pervasive. Major errors in editing, use of slang, non-conversational contractions, or texting abbreviations.
Sentences	Every sentence counts. All sentences have subjects and verbs. No run-on or incomplete sentences.	Most sentences count and have subjects and verbs. No more than one run-on or incomplete sentence present.	Sentences are sloppy. Several incomplete, run-on, or rambling sentences present.
Paragraphs	Paragraphs are neat and separated with no more than one main point per paragraph.	Paragraphs are separated, usually with only one main point per paragraph.	Paragraphs run together without regard to individual points being made. Structure is random.

**Exams**

There are two exams in this course. The midterm exam covers material from Lessons 1-7 and is made up of true/false and essay type questions and is worth 124 points. You will be allowed 120 minutes to take this exam. This exam is worth 25% of your grade. The final exam covers material from Lessons 8-15 and is made up of true/false and essay type questions and worth 99 points. You will be allowed 120 minutes to take this exam. This exam is worth 25% of your grade. Both exams require proctoring.

Follow prompts in the course space to set up your exam session. In each module that contains an exam, you will find what to review and what materials are allowed (if any) during the exam.

Please read the important information about taking exams and how online proctoring works at [www.andrews.edu/distance/students/exams.html](http://www.andrews.edu/distance/students/exams.html). Then follow the instructions that apply to your situation on the [exam request form](#) to set up your exam session.

Please note that an exam code is never released to the student. All students must present photo identification before each exam session. Exams can only be proctored after a deadline with approval directly from the instructor to the Testing Center ([sdeexams@andrews.edu](mailto:sdeexams@andrews.edu) or 269-471-6566). No exam is returned to the student for review. The instructor, to aid studying for future exams can provide feedback on exams.

**Suggested schedule for completion in 8 weeks:**

Module	Lessons	Readings	Assignments
Intro	These items will need to be completed before you will have access to the rest of the course	Orientation Course Overview Introductions Academic Integrity	Schedule Introduce Yourself Academic Integrity Quiz Academic Integrity Statement
1	Lesson 1: The Call to Ministry	Robert D. Dale, "Foundations for a Ministry of Leadership," <i>Pastoral Leadership</i> , pp. 13-24. Charles A. Tidwell, "Introduction," <i>Church Administration</i> , pp. 11-24. Ellen G. White, "Called With a Holy Calling," <i>Gospel Workers</i> , pp. 13-39. Glenn E. Whitlock, "The Call to Ministry as a Christian Vocation" and "the Call to Ministry in the Protestant Tradition." From <i>Call to Service</i> in the Reading Supplement. Paul Cedar, Kent Hughes, Ben Patterson, "A Call or Career?" in the reading Supplement.	Assignment 1 Knowledge Check Assignment 1 Short Answer Assignment 1 Short Essays
	Lesson 2: The Church: It's Nature, Purpose, and Organization	Robert D. Dale, "Sharpening Your Congregation's Vision," <i>Pastoral Leadership</i> , ch. 7, pp. 93-103. Alvin J. Lindgren, "The Nature and Mission of the Church," from <i>Foundations for Purposeful Church Administration</i> in the Reading Supplement. SDA Church Manual, - Introduction - Ch. 1, "Why a Church Manual," pp. 15-19 - Ch. 2, "The Church of the Living God," pp. 20-23 - Ch. 3, "Organization and Authority," pp. 24-30 Charles A. Tidwell, "Purpose of Church," <i>Church Administration: Effective Leadership for Ministry</i> , ch. 2, pp. 57-75	Assignment 2 Knowledge Check Assignment 2 Short Answer
2	Lesson 3: Management by Objectives	Robert D. Dale, "Diagnosing the Climate of Your Church," <i>Pastoral Leadership</i> , ch. 6, pp. 81-92. Alvin J. Lindgren, "A Concept of Purposeful Church Administration" in the Reading Supplement. Alvin J. Lindgren and Norman Shawchuck, "The Influence of Organization Theory on the Practice of Ministry," "Viewing the Church from a Systems Perspective," and "Mission Intentionality and Systems Theory," in the Reading Supplement. Kelley R. Vaughan, "How to Write Church Objectives" in the Reading Supplement. Charles A. Tidwell, "Ministering by Objectives," <i>Church Administration</i> , ch. 3, pp. 76-78.	Assignment 3 Knowledge Check Assignment 3 Short Answer
	Lesson 4: The Dynamics of Church Planning	Robert D. Dale, "Planning for Change," <i>Pastoral Leadership</i> , ch. 8, pp. 104-115. Alvin J. Lindgren, "Strengthen the Church by Coordinated, Comprehensive Planning" in the Reading Supplement. J. Truman Brown, "Growth Through Effective Church Planning" in the Reading Supplement. Michael R. Baer, "Strategic Planning Made Simple" in the Reading Supplement Charles A. Tidwell, "Developing Church Ministry Plans," <i>Church Administration</i> ch. 4, pp. 89-102	Assignment 4 Knowledge Check Assignment 4 Short Answer

Module	Lessons	Readings	Assignments
3	Lesson 5: Design for Church Organization	Charles A. Tidwell, "Designing Church Organization," <i>Church Administration</i> , ch. 5, pp. 103-125. <i>SDA Church Manual</i> , Ch. 7, "Local Church Officers and Organizations," pp. 69-86. Larry Maddox, "Delegation: Sharing Your Work" in the Reading Supplement. Rex D. Edwards, "The Pastor as Church Administrator" in the Reading Supplement	Assignment 5 Knowledge check Assignment 5 Short Answer
	Lesson 6: Administering Committees	<i>SDA Church Manual</i> - Ch. 8, "The Communication Committee," p. 89 - Ch. 8, "Health Ministries Council," p. 94 - Ch. 8, "Officers of the Sabbath School Council," pp. 97-98 - Ch. 8, "Personal Ministries Council," pp. 100-101 - Ch. 8, "The Adventist Youth Ministries Committee," pp. 105-106 - Ch. 10, "The Church Board and Its Meetings," pp. 129-132 - Ch. 10, "School Board Meetings," p. 133 - Ch. 10, "Business Meetings," pp. 126, 183-184 -Ch. 9, "Nominating Committee," pp. 110-113 J. Ralph Hardee, "The Role of the Committee Chairperson," from <i>Church Administration</i> in the Reading Supplement. Lyle E. Schaller, "Allies, Coalitions, and Meetings," from <i>Getting Things Done</i> in the Reading Supplement. Robert D. Dale, "Managing Decision-Making Meetings" and "Building Ministry Teams," <i>Pastoral Leadership</i> , ch. 10 and ch. 11, pp. 126-147	Assignment 6 Knowledge Check Assignment 6 Short Answer
4	Lesson 7: Administering Church Finance	Robert D. Dale, "Budgeting for Ministry Action," <i>Pastoral Leadership</i> , ch. 9, pp. 116-125. <i>SDA Church Manual</i> , "Gospel Finance," ch. 11, pp. 135-141. Charles A. Tidwell, "Administering Financial Resources," <i>Church Administration</i> , ch 8, pp. 158-176.	Assignment 7 Knowledge Check Assignment 7 Short Answer Assignment 7 Short Essay
	<b>Proctored Midterm Exam</b>		
	Lesson 8: The Pastor as Counselor	Philip M. Larson, Jr., "Saving Life Through Counseling," from <i>Vital Church Management</i> in the Reading Supplement. Joseph E. McCabe, "Pastoral Calling When It's Effective" and "The Counseling Shelf," from <i>The Power of God in the Parish Program</i> in the Reading Supplement. Reggie McNeal, "The Doctor Is Out," from <i>Church Administration</i> in the Reading Supplement. David Abernathy, "On-the-Spot Counseling," from <i>Church Administration</i> in the Reading Supplement. Jay E. Adams, "What is Counseling?" "The Counseling Process," "Twenty-five Basic Principles," and "Help on Data Gathering," from <i>Ready to Restore</i> in the Reading Supplement.	Assignment 8 Knowledge Check Assignment 8 Short answer Assignment 8 Short Essay



Module	Lessons	Readings	Assignments
5	Lesson 9: Pastor as Celebrant	<p>“Ordination,” and “Ordination Services,” <i>Minister’s Manual</i>, pp. 75-92.</p> <p><i>SDA Minister’s Handbook</i></p> <ul style="list-style-type: none"> <li>- “Child Dedication,” ch. 33, pp. 185-188</li> <li>- “Baptism,” ch. 30, pp. 163-167</li> <li>- “Communion,” ch. 31, pp. 168-173</li> <li>- “Weddings,” ch. 32, pp. 174-184.</li> <li>- “Funerals,” ch. 35, pp. 195-204</li> <li>- “Ordination and Commissioning,” ch. 15, pp. 85-89.</li> <li>- “Ordination and Commissioning Services,” ch. 16 pp. 90-95</li> <li>- “Anointing and Deliverance,” ch. 34, pp. 189-194</li> <li>- “Church Opening, Dedication, and Groundbreaking,” ch. 36, pp. 205-215.</li> </ul> <p>Deborah Moore, “A Multipurpose Commissioning Service,” from <i>Church Administration</i> in the Reading Supplement.</p>	Assignment 9 Pastoral Ministry Project
	Lesson 10: Pastor as Worship Leader	<p>C. Raymond Holmes, “Authentic Adventist Worship,” from <i>Ministry</i> in the Reading Supplement.</p> <p>Jim Guffie, “Planning a Worship Enrichment Weekend,” from <i>Church Administration</i> in the Reading Supplement.</p> <p>C. Raymond Holmes, “Suggested Orders of Service,” <i>Sing a New Song</i>, pp. 163-173.</p> <p>Lyell V. Heise, “Music and Worship,” from <i>Ministry</i> in the Reading Supplement.</p> <p>Rosey Davis, “Involving Children in Worship,” from <i>Church Administration</i> in the Reading Supplement.</p> <p>Chuck Esary, “Evaluating Worship in Your Church,” from <i>Church Administration</i> in the Reading Supplement.</p> <p>C. Raymond Holmes, “Selected Comments on Worship by EGW,” <i>Sing a New Song</i>, pp. 174-183</p>	Assignment 10 Knowledge Check Assignment 10 Short Essay
6	Lesson 11: Pastoral Visitation	<p>Doug Self, “Home Visitation in an Age of Teleconferencing,” from <i>Mastering Pastoral Care</i> in the Reading Supplement.</p> <p>John Killinger, “Turning Sheep Into Shepherds,” from <i>The Tender Shepherd</i> in the Reading Supplement.</p> <p><i>SDA Minister’s Manual</i>, “Visitation,” pp. 149-154.</p> <p>Rex D. Edwards, “Visitation: A Dying Art?” from <i>Ministry</i> in the Reading Supplement.</p>	Assignment 11 Short Answer
	Lesson 12: Effective Church Leadership	<p>The Following Ch.s from Dale’s <i>Pastoral Leadership</i>:</p> <ul style="list-style-type: none"> <li>- Ch. 2, “Servanthood: The Primary Biblical Image of Leadership,” pp. 25-38.</li> <li>- Ch. 3, “Selecting Your Leader Style,” pp. 39-54.</li> <li>- Ch. 4, “The Leadership Triangle: A Ministry Challenge,” pp. 55-65.</li> <li>- Ch. 5, “Biblical Models of Leader Styles,” pp. 65-80.</li> </ul> <p>The following articles from <i>Church Administration</i> in the Reading Supplement:</p> <ul style="list-style-type: none"> <li>- “Twelve Leadership Skills and How they Affect People”</li> <li>- “Common Leadership Errors and How to Prevent Them”</li> </ul> <p><i>SDA Minister’s Manual</i>, “Servant Leadership,” pp. 101-102.</p>	Assignment 12 Knowledge Check Assignment 12 Short Answer

Module	Lessons	Readings	Assignments
7	Lesson 13: Conflict Resolution and Problem Solving	Speed B. Leas, "Curbing Conflict," from <i>Leadership and Conflict</i> in the Reading Supplement. Robert E. Firth, "Blueprint for Problem Solving," from <i>Guidelines for Committee and Board Members</i> in the Reading Supplement. Alvin J. Lindgren and Norman Shawchuck, "Problem Analysis," from <i>Management for Your Church</i> in the Reading Supplement. Robert D. Dale, "Resolving Congregational Conflicts," <i>Pastoral Leadership</i> pp. 158-168	Assignment 13 Knowledge Check
	Lesson 14: Motivating Volunteers	Marlene Wilson, "What is Happening Now?" and "What Can We Do About It?" <i>How to Mobilize Church Volunteers</i> , pp. 21-66. <i>SDA Minister's Manual</i> , "Motivating Volunteers," pp. 108-110. Robert D. Dale, "Motivating Ministry Volunteers," <i>Pastoral Leadership</i> , pp. 148-157.	Assignment 14 Knowledge Check Assignment 14 Short Answer
8	Lesson 15: Pastoral Burnout Avoidance Strategy	H. Newton with Donald Folkenberg, "Ministerial Burnout," from <i>Leadership</i> in the Reading Supplement. Robert D. Dale, "Spiritual Disciplines for Leaders," <i>Pastoral Leadership</i> , pp. 189-199. <i>SDA Minister's Manual</i> , - "Spiritual Formation," pp. 18-21 - "Personal Health," pp. 29-31 Robert D. Dale, "Avoiding Leader Burnout," <i>Pastoral Leadership</i> , pp. 200-212.	Assignment 15 Knowledge Check Assignment 15 Short Answer Assignment 15 Short Essay
	Lesson 16: Conclusion	Robert D. Dale, "Family Leadership" and "Career Development for Leaders," <i>Pastoral Leadership</i> , pp. 213-236	
	<b>PROCTORED FINAL EXAM</b>		

### Suggested schedule for completion in 16 weeks:

Module	Lessons	Readings	Assignments
Intro	These items will need to be completed before you will have access to the rest of the course	Orientation Course Overview Introductions Academic Integrity	Schedule Introduce Yourself Academic Integrity Quiz Academic Integrity Statement
1	Lesson 1: The Call to Ministry	Robert D. Dale, "Foundations for a Ministry of Leadership," <i>Pastoral Leadership</i> , pp. 13-24. Charles A. Tidwell, "Introduction," <i>Church Administration</i> , pp. 11-24. Ellen G. White, "Called With a Holy Calling," <i>Gospel Workers</i> , pp. 13-39. Glenn E. Whitlock, "The Call to Ministry as a Christian Vocation" and "the Call to Ministry in the Protestant Tradition." From <i>Call to Service</i> in the Reading Supplement. Paul Cedar, Kent Hughes, Ben Patterson, "A Call or Career?" in the reading Supplement.	Assignment 1 Knowledge Check Assignment 1 Short Answer Assignment 1 Short Essays

Module	Lessons	Readings	Assignments
2	Lesson 2: The Church: It's Nature, Purpose, and Organization	Robert D. Dale, "Sharpening Your Congregation's Vision," <i>Pastoral Leadership</i> , ch. 7, pp. 93-103. Alvin J. Lindgren, "The Nature and Mission of the Church," from <i>Foundations for Purposeful Church Administration</i> in the Reading Supplement. SDA Church Manual, - Introduction - Ch. 1, "Why a Church Manual," pp. 15-19 - Ch. 2, "The Church of the Living God," pp. 20-23 - Ch. 3, "Organization and Authority," pp. 24-30 Charles A. Tidwell, "Purpose of Church," <i>Church Administration: Effective Leadership for Ministry</i> , ch. 2, pp. 57-75	Assignment 2 Knowledge Check Assignment 2 Short Answer
3	Lesson 3: Management by Objectives	Robert D. Dale, "Diagnosing the Climate of Your Church," <i>Pastoral Leadership</i> , ch. 6, pp. 81-92. Alvin J. Lindgren, "A Concept of Purposeful Church Administration" in the Reading Supplement. Alvin J. Lindgren and Norman Shawchuck, "The Influence of Organization Theory on the Practice of Ministry," "Viewing the Church from a Systems Perspective," and "Mission Intentionality and Systems Theory," in the Reading Supplement. Kelley R. Vaughan, "How to Write Church Objectives" in the Reading Supplement. Charles A. Tidwell, "Ministering by Objectives," <i>Church Administration</i> , ch. 3, pp. 76-78.	Assignment 3 Knowledge Check Assignment 3 Short Answer
4	Lesson 4: The Dynamics of Church Planning	Robert D. Dale, "Planning for Change," <i>Pastoral Leadership</i> , ch. 8, pp. 104-115. Alvin J. Lindgren, "Strengthen the Church by Coordinated, Comprehensive Planning" in the Reading Supplement. J. Truman Brown, "Growth Through Effective Church Planning" in the Reading Supplement. Michael R. Baer, "Strategic Planning Made Simple" in the Reading Supplement Charles A. Tidwell, "Developing Church Ministry Plans," <i>Church Administration</i> ch. 4, pp. 89-102	Assignment 4 Knowledge Check Assignment 4 Short Answer
5	Lesson 5: Design for Church Organization	Charles A. Tidwell, "Designing Church Organization," <i>Church Administration</i> , ch. 5, pp. 103-125. <i>SDA Church Manual</i> , Ch. 7, "Local Church Officers and Organizations," pp. 69-86. Larry Maddox, "Delegation: Sharing Your Work" in the Reading Supplement. Rex D. Edwards, "The Pastor as Church Administrator" in the Reading Supplement	Assignment 5 Knowledge check Assignment 5 Short Answer

Module	Lessons	Readings	Assignments
6	Lesson 6: Administering Committees	<p><i>SDA Church Manual</i></p> <ul style="list-style-type: none"> <li>- Ch. 8, "The Communication Committee," p. 89</li> <li>- Ch. 8, "Health Ministries Council," p. 94</li> <li>- Ch. 8, "Officers of the Sabbath School Council," pp. 97-98</li> <li>- Ch. 8, "Personal Ministries Council," pp. 100-101</li> <li>- Ch. 8, "The Adventist Youth Ministries Committee," pp. 105-106</li> <li>- Ch. 10, "The Church Board and Its Meetings," pp. 129-132</li> <li>- Ch. 10, "School Board Meetings," p. 133</li> <li>- Ch. 10, "Business Meetings," pp. 126, 183-184</li> <li>- Ch. 9, "Nominating Committee," pp. 110-113</li> </ul> <p>J. Ralph Hardee, "The Role of the Committee Chairperson," from <i>Church Administration</i> in the Reading Supplement.</p> <p>Lyle E. Schaller, "Allies, Coalitions, and Meetings," from <i>Getting Things Done</i> in the Reading Supplement.</p> <p>Robert D. Dale, "Managing Decision-Making Meetings" and "Building Ministry Teams," <i>Pastoral Leadership</i>, ch. 10 and ch. 11, pp. 126-147</p>	<p>Assignment 6 Knowledge Check</p> <p>Assignment 6 Short Answer</p>
7	Lesson 7: Administering Church Finance	<p>Robert D. Dale, "Budgeting for Ministry Action," <i>Pastoral Leadership</i>, ch. 9, pp. 116-125.</p> <p><i>SDA Church Manual</i>, "Gospel Finance," ch. 11, pp. 135-141.</p> <p>Charles A. Tidwell, "Administering Financial Resources," <i>Church Administration</i>, ch 8, pp. 158-176.</p>	<p>Assignment 7 Knowledge Check</p> <p>Assignment 7 Short Answer</p> <p>Assignment 7 Short Essay</p>
<b>Proctored Midterm Exam</b>			
8	Lesson 8: The Pastor as Counselor	<p>Philip M. Larson, Jr., "Saving Life Through Counseling," from <i>Vital Church Management</i> in the Reading Supplement.</p> <p>Joseph E. McCabe, "Pastoral Calling When It's Effective" and "The Counseling Shelf," from <i>The Power of God in the Parish Program</i> in the Reading Supplement.</p> <p>Reggie McNeal, "The Doctor Is Out," from <i>Church Administration</i> in the Reading Supplement.</p> <p>David Abernathy, "On-the-Spot Counseling," from <i>Church Administration</i> in the Reading Supplement.</p> <p>Jay E. Adams, "What is Counseling?" "The Counseling Process," "Twenty-five Basic Principles," and "Help on Data Gathering," from <i>Ready to Restore</i> in the Reading Supplement.</p>	<p>Assignment 8 Knowledge Check</p> <p>Assignment 8 Short answer</p> <p>Assignment 8 Short Essay</p>
9	Lesson 9: Pastor as Celebrant	<p>"Ordination," and "Ordination Services," <i>Minister's Manual</i>, pp. 75-92.</p> <p><i>SDA Minister's Handbook</i></p> <ul style="list-style-type: none"> <li>- "Child Dedication," ch. 33, pp. 185-188</li> <li>- "Baptism," ch. 30, pp. 163-167</li> <li>- "Communion," ch. 31, pp. 168-173</li> <li>- "Weddings," ch. 32, pp. 174-184.</li> <li>- "Funerals," ch. 35, pp. 195-204</li> <li>- "Ordination and Commissioning," ch. 15, pp. 85-89.</li> <li>- "Ordination and Commissioning Services," ch. 16 pp. 90-95</li> <li>- "Anointing and Deliverance," ch. 34, pp. 189-194</li> <li>- "Church Opening, Dedication, and Groundbreaking," ch. 36, pp. 205-215.</li> </ul> <p>Deborah Moore, "A Multipurpose Commissioning Service," from <i>Church Administration</i> in the Reading Supplement.</p>	<p>Assignment 9 Pastoral Ministry Project</p>

Module	Lessons	Readings	Assignments
10	Lesson 10: Pastor as Worship Leader	<p>C. Raymond Holmes, "Authentic Adventist Worship," from <i>Ministry</i> in the Reading Supplement.</p> <p>Jim Guffie, "Planning a Worship Enrichment Weekend," from <i>Church Administration</i> in the Reading Supplement.</p> <p>C. Raymond Holmes, "Suggested Orders of Service," <i>Sing a New Song</i>, pp. 163-173.</p> <p>Lyell V. Heise, "Music and Worship," from <i>Ministry</i> in the Reading Supplement.</p> <p>Rosey Davis, "Involving Children in Worship," from <i>Church Administration</i> in the Reading Supplement.</p> <p>Chuck Esary, "Evaluating Worship in Your Church," from <i>Church Administration</i> in the Reading Supplement.</p> <p>C. Raymond Holmes, "Selected Comments on Worship by EGW," <i>Sing a New Song</i>, pp. 174-183</p>	<p>Assignment 10 Knowledge Check</p> <p>Assignment 10 Short Essay</p>
11	Lesson 11: Pastoral Visitation	<p>Doug Self, "Home Visitation in an Age of Teleconferencing," from <i>Mastering Pastoral Care</i> in the Reading Supplement.</p> <p>John Killinger, "Turning Sheep Into Shepherds," from <i>The Tender Shepherd</i> in the Reading Supplement.</p> <p><i>SDA Minister's Manual</i>, "Visitation," pp. 149-154.</p> <p>Rex D. Edwards, "Visitation: A Dying Art?" from <i>Ministry</i> in the Reading Supplement.</p>	<p>Assignment 11 Short Answer</p>
12	Lesson 12: Effective Church Leadership	<p>The Following Ch.s from Dale's <i>Pastoral Leadership</i>:</p> <ul style="list-style-type: none"> <li>- Ch. 2, "Servanthood: The Primary Biblical Image of Leadership," pp. 25-38.</li> <li>- Ch. 3, "Selecting Your Leader Style," pp. 39-54.</li> <li>- Ch. 4, "The Leadership Triangle: A Ministry Challenge," pp. 55-65.</li> <li>- Ch. 5, "Biblical Models of Leader Styles," pp. 65-80.</li> </ul> <p>The following articles from <i>Church Administration</i> in the Reading Supplement:</p> <ul style="list-style-type: none"> <li>- "Twelve Leadership Skills and How they Affect People"</li> <li>- "Common Leadership Errors and How to Prevent Them"</li> </ul> <p><i>SDA Minister's Manual</i>, "Servant Leadership," pp. 101-102.</p>	<p>Assignment 12 Knowledge Check</p> <p>Assignment 12 Short Answer</p>
13	Lesson 13: Conflict Resolution and Problem Solving	<p>Speed B. Leas, "Curbing Conflict," from <i>Leadership and Conflict</i> in the Reading Supplement.</p> <p>Robert E. Firth, "Blueprint for Problem Solving," from <i>Guidelines for Committee and Board Members</i> in the Reading Supplement.</p> <p>Alvin J. Lindgren and Norman Shawchuck, "Problem Analysis," from <i>Management for Your Church</i> in the Reading Supplement.</p> <p>Robert D. Dale, "Resolving Congregational Conflicts," <i>Pastoral Leadership</i> pp. 158-168</p>	<p>Assignment 13 Knowledge Check</p>
14	Lesson 14: Motivating Volunteers	<p>Marlene Wilson, "What is Happening Now?" and "What Can We Do About It?" <i>How to Mobilize Church Volunteers</i>, pp. 21-66.</p> <p><i>SDA Minister's Manual</i>, "Motivating Volunteers," pp. 108-110.</p> <p>Robert D. Dale, "Motivating Ministry Volunteers," <i>Pastoral Leadership</i>, pp. 148-157.</p>	<p>Assignment 14 Knowledge Check</p> <p>Assignment 14 Short Answer</p>

Module	Lessons	Readings	Assignments
15	Lesson 15: Pastoral Burnout Avoidance Strategy	H. Newton with Donald Folkenberg, "Ministerial Burnout," from <i>Leadership</i> in the Reading Supplement. Robert D. Dale, "Spiritual Disciplines for Leaders," <i>Pastoral Leadership</i> , pp. 189-199. <i>SDA Minister's Manual</i> , - "Spiritual Formation," pp. 18-21 - "Personal Health," pp. 29-31 Robert D. Dale, "Avoiding Leader Burnout," <i>Pastoral Leadership</i> , pp. 200-212.	Assignment 15 Knowledge Check Assignment 15 Short Answer Assignment 15 Short Essay
16	Lesson 16: Conclusion	Robert D. Dale, "Family Leadership" and "Career Development for Leaders," <i>Pastoral Leadership</i> , pp. 213-236	
<b>PROCTORED FINAL EXAM</b>			

### Completing Assignments

All assignments for this course will be submitted electronically through LearningHub unless otherwise instructed. Assignments and exams must be completed **within 180 days** of course registration date. This timeframe is subject to change depending on deadlines set by your home institution.

## Part 4: Grading Policy

### Graded Course Activities

Percent %	Description
25%	Assignment 1–8, 10–15
25%	Assignment 9
25%	Midterm Exam
25%	Semester Exam
100	Total Percent Possible

### Viewing Grades in Moodle

- Click into the course.
- Click on the **Grades** link in Administration Block to the left of the main course page.

### Letter Grade Assignment

Letter Grade	Percentage
A	93-100%
A-	90-92%
B+	88-89%
B	83-87%
B-	80-82%

Letter Grade	Percentage
C+	78-79%
C	73-77%
C-	70-72%
D	60-69%
F	0-59%

## Part 5: Course Policies

### Withdrawal and Incomplete Policies

The current withdrawal policy can be found online at <https://www.andrews.edu/distance/students/gradplus/withdrawal.html>. The incomplete policy is found online at <http://www.andrews.edu/web/msc/moodle/public/incompletes.html>.

### Maintain Professional Conduct Both in the Classroom and Online

The classroom is a professional environment where academic debate and learning take place. Your instructor will make every effort to make this environment safe for you to share your opinions, ideas, and beliefs. In return, you are expected to respect the opinions, ideas, and beliefs of other students—both in the face-to-face classroom and online communication. Students have the right and privilege to learn in the class, free from harassment and disruption.

### Academic Accommodations

Students who require accommodations may request an academic adjustment as follows:

1. Read the Andrews University Disability Accommodation information at <https://www.andrews.edu/services/sscenter/disability/>
2. Download and fill in the disability form at <http://www.andrews.edu/services/sscenter/disability/accommodationsreqform.pdf>. Preferably type answers. To save a digital copy, 1) print to file and save or 2) print and scan. Email the completed form and disability documentation (if any) to [success@andrews.edu](mailto:success@andrews.edu) or fax it to (269) 471-8407.
3. Email [sdestudents@andrews.edu](mailto:sdestudents@andrews.edu) to inform the School of Distance Education that a disability has been reported to Student Success.

### Commitment to Integrity

As a student in this course, and at the university, you are expected to maintain high degrees of professionalism, commitment to active learning, participation in this course, and integrity in your behavior in and out of this online classroom.

### Commitment to Excellence

You deserve a standing ovation based on your decision to enroll in, and effectively complete this course. Along with your pledge of “commitment to Integrity” you are expected to adhere to a “commitment to excellence.” Andrews University has established high academic standards that will truly enhance your writing and communication skills across the disciplines and in diverse milieu with many discourse communities in the workplace.

### Honesty

Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student’s academic standing. Lessons may be discussed with other students, tutors may help to guide a student’s work, and textbooks, encyclopedias and other resource materials may be used for additional assistance, but the actual response must be the student’s own work. A student who gives information to another student to be used in a dishonest way is equally guilty of dishonesty.

Any violation of this policy will be taken before the Higher Education Academic and Curriculum Committee for appropriate punitive action.

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