



# LEAVELL COLLEGE

## NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

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### PMCM3378-30 Bivocational Ministry

Fall 2019/20 (Term 201)

Thursday, 8:00 – 9:50 pm

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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 **Spiritual Vitality**: We are a worshiping community emphasizing both personal spirituality and gathering together as a Seminary family for the praise and adoration of God and instruction in His Word. Spiritual Vitality is addressed by reminding students that a dynamic relationship with God is vital for effective ministry.

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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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#### General Education Competencies (GECs)

Leavell College has identified four General Education Competencies:

1. Critical Thinking
2. Oral Communication
3. Written Communication
4. Quantitative Reasoning

This course addresses GEC #3.

## **Bachelor of Arts in Christian Ministry Program Student Learning Outcomes (BACM SLOs) AND Bachelor of Arts in Music with an Emphasis in Worship Program Student Learning Outcomes (BAM PSLOs)**

Leavell College has identified three Program Student Learning Outcomes for the BACM and three Program Student Learning Outcomes for the BAM:

1. Biblical Interpretation (BACM PSLO #1)
1. Worship Leadership (BAM PSLO#1)
2. Service and Leadership (BACM PSLO #2 and BAM PSLO #2)
3. Historical and Theological Interpretation (BACM PSLO #3 and BAM PSLO #3)

This course addresses BACM SLO #2 and BAM PSLO #2.

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### **Course Student Learning Outcomes (CSLOs)**

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**:

Farmer, Jeffrey, editor. *Small Church, Excellent Ministry: A Guidebook for Pastors*. Eugene, OR: Wipf and Stock, 2017.

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.

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

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## Course Requirements and Grading

1. **Class participation** – Attendance in class is a necessary part of instruction in this course. Each class meeting students should have completed the assigned reading and be prepared for class discussion. This discussion will take place in a professional manner that reflects the high expectations of students of Leavell College and, far more importantly, members of the Kingdom of God. *This assignment relates to GEC #1&2, BACM PSLO #1&2, and CSLO #1 & 2.*
2. **Annotated Analysis.** Submit **one** typed, three pages or less (single-spaced) **annotated analysis** of the required textbook (Farmer) 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). *This assignment relates to GEC #3, BACM PSLO #2, BAM PSLO #2, and CSLO #1, #2 and #3.*

3. **Read 1 Timothy and 2 Timothy.** 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. *This assignment relates to GEC #3, BACM PSLO #2, BAM PSLO #2, and CSLO #1, #2 and #3.*
4. **Biblical Basis and Ministry Plan Assignments** 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). *This assignment relates to GEC #3, BACM PSLO #2, BAM PSLO #2, and CSLO #1, #2 and #3.*

**Grading Scale:**

Class Participation – 25%  
Annotated Analysis –25%  
Biblical Basis Paper –25%  
1 & 2 Timothy Assignment – 25%

A: 93 – 100  
B: 85 – 92  
C: 77 – 84  
D: 70 – 76  
F: Below 70

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**Course Outline--Topics and Assignments**

**Course Outline**

All topics and dates (except the final exam) are subject to change. Note: Readings should be completed prior to coming to class.

Week	Date	Topic	Reading/Assignments
1	8/22	Introduction/Syllabus  Student Background Survey  The Opportunity and Challenge of Bi-Vocational Ministry	1 Timothy
2	8/29	The Biblical Basis of Bi-Vocational Ministry and Christian Shepherding  Biblical and Historical Concepts  The Calling to Bi-Vocational Ministry and Shepherding	2 Timothy Titus
3	9/5	The Matter of Ordination  Bi-Vocational Considerations Personal Residence or Church Housing  Ministry Compensation and Expense  Ministry Schedule and Church Expectations	Farmer, chap 7

Week	Date	Topic	Reading/Assignments
4	9/12	God's Will and Pastor Search/Personnel Committees  Plan for Carrying Out Bi-Vocational Ministry Essentials of an Effective Shepherding Ministry  Ministry Competencies	Farmer, chap 1
5	9/19	Beginning and Carrying Out Bi-Vocational Ministry in a Church  Praying in Services and at Other Places and Times	Farmer, chap 10
6	9/26	Preaching and Worship Services: Preparing and Planning	Farmer, chaps 4-5
7	10/3	Performing the Ordinances  Performing Funerals, Weddings, and Ordinations  Visiting and Counseling	Reading to be provided
8	10/7	Witnessing and Equipping  Servant Leadership and Church Administration  Interpersonal Relationships and Skills (Deacon, Staff, Community, and Family)	Reading to be provided
9	10/14-18	Fall Break-No Class	
10	10/22	Problem Solving, Planning, Decision Making, and Conflict Management  Managing Change and Reviving a Church	Farmer, chap 8

Week	Date	Topic	Reading/Assignments
11	10/29	Scheduling, Time Management, and Ministry Priorities  Spiritual Life, Example, Finances/Stewardship, and Personal Growth	<b>1 &amp; 2 Timothy Assignment: Due October 31, 2019</b>
12	11/5	Ministry, Technology, and Social Networking	Reading to be provided
13	11/12	Managing Facilities, Austere Times, and Ministry Transitions  Participating in Associational Events	Farmer, chap 6
14	11/19	Ending Bi-Vocational Ministry with a Church  The Call to a New Work  Ending Responsibilities and Making New Commitments  Continuing Relationships and Returning	<b>Annotated Analysis: Due November 21, 2019</b>
15	Nov 25–29	<b>Thanksgiving Break: No Class</b>	
16	12/3	Concluding Matters in Bi-Vocational Ministry and Christian Shepherding	<b>Biblical Basis Paper: Due December 5, 2019</b>

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## Scheduled Due Dates

Annotated Analysis	<i>Due November 21, 2019</i>
Biblical Basis Paper	<i>Due December 5, 2019</i>
1 & 2 Timothy Assignment	<i>Due October 31, 2019</i>

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## Additional Course Information

### 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.

1. *Attendance Policy*: Per the Leavell College catalog, school policies regarding absences and tardies will be strictly enforced. Any student missing more than nine hours will automatically receive a grade of “F” for the course. Every three occasions of arriving late for class or leaving early for class will be counted as one hour of absence. The student is responsible for contacting the teacher if he or she is tardy, and the roll has been taken. The student is responsible for all material, including that which was covered during an absence. Since this course meets only once per week, an absence counts as 3 hours of absence. Any student missing more than 3 weeks will receive an “F” for the course.
2. *Blackboard/Self-Serve*: The student is responsible to check Blackboard for grades, assignments, course documents, and announcements. The student is also responsible for maintaining current information and current e-mail address on the Blackboard system and Self-Serve. As Blackboard and Self-Serve do not communicate with one another, students will need to enter updates on both platforms.
3. *Netiquette*: Each student is expected to demonstrate appropriate Christian behavior when working online. The student is expected to interact with other students in a fashion that will promote learning and respect for the opinions of others in the course. A spirit of Christian charity is expected at all times in the online environment.
4. *Academic Honesty Policy*: All students, whether on-campus, Internet, or extension center students, are expected to adhere to the highest Christian standard of honesty and integrity when completing academic assignments for all courses in every delivery system format. The

Bible provides our standard for academic integrity and honesty. This standard applies whether a student is taking tests, quizzes, exams, writing papers, completing Discussion Boards, or any other course requirement.

5. *Plagiarism Policy*: A high standard of personal integrity is expected of all Leavell College students. Copying another person's work, submitting downloaded material without proper references, submitting material without properly citing the source, submitting the same material for credit in more than one course, and committing other such forms of dishonesty are strictly forbidden. *Although anything cited in three sources is considered public domain, we require that all sources be cited.* Any infraction may result in failing the assignment and the course. Any infraction will be reported to the Dean of Leavell College for further action.
6. *Emergency Plan*: In the event the NOBTS schedule is impacted due to a natural event or epidemic, go to the seminary's website for pertinent information. Class will continue as scheduled through the Blackboard site. Please note announcements and assignments on the course's Blackboard site.
7. *For Technical Assistance*: For general NOBTS technical help, go to: [www.NOBTS.edu/itc/](http://www.NOBTS.edu/itc/)

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### **Selected Bibliography**

- 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.
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- 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.
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- Engle, Paul E., ed. *Baker's Funeral Handbook: Resources for Pastors*. Grand Rapids: Baker Books, 1996.
- Farmer, Jeffrey, editor. *Small Church, Excellent Ministry: A Guidebook for Pastors*. Eugene,



- OR: Wipf and Stock, 2017.
- 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.
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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.
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- Means, James E. *Effective Pastors for a New Century*. Grand Rapids: Baker Books, 1993.

Smith, Jr. Robert. *The Oasis of God: From Mourning to Morning, Biblical Insights from Psalm 42 and 43*. Mountain Home, AR: 2014

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.