PMCM3378-30 Bivocational Ministry  
Fall 2019/20 (Term 201)  
Thursday, 8:00 – 9:50 pm  

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Adjunct Professor  
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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.

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.

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.

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

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

1. 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).

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**:


The following textbooks are **optional** (will be helpful and may be used in class assignments):


Highland, James W. *Serving as a Bi-Vocational Pastor: Positive Help for a Growing Ministry.*
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%  
A: 93 – 100  
Annotated Analysis – 25%  
B: 85 – 92  
Biblical Basis Paper – 25%  
C: 77 – 84  
1 & 2 Timothy Assignment – 25%  
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.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reading/Assignments</th>
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| 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 Expensee  
Ministry Schedule and Church Expectations | Farmer, chap 7 |
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<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reading/Assignments</th>
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<tbody>
<tr>
<td>4</td>
<td>9/12</td>
<td>God’s Will and Pastor Search/Personnel Committees</td>
<td>Farmer, chap 1</td>
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<td>Plan for Carrying Out Bi-Vocational Ministry</td>
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<td>Essentials of an Effective Shepherding Ministry</td>
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<td>Ministry Competencies</td>
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<td>5</td>
<td>9/19</td>
<td>Beginning and Carrying Out Bi-Vocational Ministry in a Church</td>
<td>Farmer, chap 10</td>
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<td>Praying in Services and at Other Places and Times</td>
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<td>6</td>
<td>9/26</td>
<td>Preaching and Worship Services: Preparing and Planning</td>
<td>Farmer, chaps 4-5</td>
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<td>7</td>
<td>10/3</td>
<td>Performing the Ordinances</td>
<td>Reading to be provided</td>
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<td>Performing Funerals, Weddings, and Ordinations</td>
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<td>Visiting and Counseling</td>
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<td>8</td>
<td>10/7</td>
<td>Witnessing and Equipping</td>
<td>Reading to be provided</td>
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<td>Servant Leadership and Church Administration</td>
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<td>Interpersonal Relationships and Skills (Deacon, Staff, Community, and Family)</td>
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<td>9</td>
<td>10/14-18</td>
<td>Fall Break-No Class</td>
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<td>10</td>
<td>10/22</td>
<td>Problem Solving, Planning, Decision Making, and Conflict Management</td>
<td>Farmer, chap 8</td>
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<td>Managing Change and Reviving a Church</td>
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<td>Topic</td>
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<td>11</td>
<td>10/29</td>
<td>Scheduling, Time Management, and Ministry Priorities</td>
<td>1 &amp; 2 Timothy Assignment: Due October 31, 2019</td>
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<td>Spiritual Life, Example, Finances/Stewardship, and Personal Growth</td>
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<td>12</td>
<td>11/5</td>
<td>Ministry, Technology, and Social Networking</td>
<td>Reading to be provided</td>
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<td>13</td>
<td>11/12</td>
<td>Managing Facilities, Austere Times, and Ministry Transitions</td>
<td>Farmer, chap 6</td>
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<td>Participating in Associational Events</td>
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<td>14</td>
<td>11/19</td>
<td>Ending Bi-Vocational Ministry with a Church</td>
<td>Annotated Analysis: Due November 21, 2019</td>
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<td>The Call to a New Work</td>
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<td>Ending Responsibilities and Making New Commitments</td>
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<td>Continuing Relationships and Returning</td>
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<td>15</td>
<td>Nov 25–</td>
<td>Thanksgiving Break: No Class</td>
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<td>29</td>
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<td>16</td>
<td>12/3</td>
<td>Concluding Matters in Bi-Vocational Ministry and Christian Shepherding</td>
<td>Biblical Basis Paper: Due December 5, 2019</td>
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Scheduled Due Dates

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<tr>
<th>Assignment</th>
<th>Due Date</th>
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<tr>
<td>Annotated Analysis</td>
<td>Due November 21, 2019</td>
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<tr>
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<tr>
<td>1 &amp; 2 Timothy Assignment</td>
<td>Due October 31, 2019</td>
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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**


Farmer, Jeffrey, editor. *Small Church, Excellent Ministry: A Guidebook for Pastors*. Eugene,


