

Syllabus for Servant Leadership &  
Pastoral Ministries (FMT 501)  
Front Range Bible Institute



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# I. Course Description

Servant Leadership/Pastoral Ministries (FMT 501) is a pastoral ministry class to help equip men for spiritual leadership within the church. The class will discuss a wide variety of topics dealing with both the principles and practices of pastoral ministry. The class is designed to be a practical time of teaching future leaders on what it takes to be a spiritual leader in God's church.

One portion of the class will deal with principles of servant leadership and how elders and pastors are to lead the church in gentleness and humility. A large portion of the class will deal with practical issues of pastoral ministry, including instruction on how to carry out various pastoral and church leadership roles.

# II. Course Objectives

A first objective is to have the student become well grounded in understanding the spiritual qualities that must characterize church leadership (i.e., pastors, elders, overseers, deacons).

A second objective is to have the student learn the basic principles and practices of church leadership in guiding the church toward spiritual goals (i.e., a leadership team and the whole congregation).

A third objective is to have the student learn the basic principles and practices of believer baptism.

A fourth objective is to have the student learn the principles and practices of new member visitation, new member assimilation, basic doctrine classes, and new believer discipleship.

A fifth objective is to have the student learn the basic principles and practices of church administration and finances.

A sixth objective is to have students learn the basic principles and practices of church music and worship. This would include certain principles of worship and music, but it would also include basic ideas about putting together music selections and personally leading congregational singing (and raising up others to take these roles).

A seventh objective is to have students learn the principles and practices of how to lead couples in pre-marital counseling and how to perform weddings.

An eighth objective is to have students learn the principles and practices of presiding over funerals.

A ninth objective is to have students learn the principles and practices of recognizing and appointing church servants (i.e., deacons) for the administration of various tangible needs within the church (i.e., Sunday School superintendents, AWANA leadership, Men's Ministries, Women's Ministries, facility maintenance, etc.).

A tenth objective is to have students learn the principles and practices of raising up future leaders. This would include the practical issues of how to go through the process of recognizing and appointing such leaders.

### III. Required Course Materials

#### A. All students:

- i. This course syllabus.
- ii. Dane, Tim. "MARRIAGE, DIVORCE AND REMARRIAGE: UNTWISTING THE KNOTS OF MAN'S SIN." An unpublished research paper from BBS. (51 pp.).
- iii. Dane, Tim. *Philosophy of Ministry (Purpose of the church)* (30 pp.+).
- iv. Ordination Manual (from Front Range Bible Institute).
- v. Sample By-Laws (from Anza Avenue Baptist Church).
- vi. Sample Doctrinal Statement (from Anza Avenue Baptist Church).
- vii. Sample Elder Nomination Form (from Anza Avenue Baptist Church).
- viii. Sample Baptism Information Sheet (from Anza Avenue Baptist Church).
- ix. Sample New Member Worksheet (from Anza Avenue Baptist Church).
- x. Sample Benevolence Request (from Anza Avenue Baptist Church).
- xi. Total potential reading for all students (1480+-).
- xii. Dever, Mark and Paul Alexander. *The Deliberate Church: Building Your Ministry on the Gospel*. Wheaton: Crossway, 2005. (204). **(DONE)**
- xiii. MacArthur, John. *The Master's Plan For The Church*. Chicago: Moody, 1991. (266 pp.) (if not already read in Theology IV). **(DONE)**
- xiv. MacArthur, John. *Rediscovering Pastoral Ministry: Shaping Contemporary Ministry With Biblical Mandates*. Dallas: Word, 1996. (414 pp.). **(DONE)**
- XV. Sanders, Oswald. *Spiritual Leadership*. Chicago: Moody, 1980. (202). **(DONE)**
- XVI. Strauch, Alexander. *Biblical Eldership*. Littleton: Lewis and Roth, 1986. (287). **(DONE)**
- xvii. Miller, Steve. *The Contemporary Christian Music Debate*. (227).
- xviii. Mohler, Al. *Called To Lead*.
- xix. Tripp, Paul David, *Dangerous Calling: Confronting the Unique Challenges of Pastoral Ministry*.

#### B. Your own computer or at least access to a computer

- i. Class work should be on Microsoft Word (or any comparable word processing program), although the hard copies of your project do

not necessarily have to be done on this program. Using the same program may be helpful when it comes to questions about style and formatting.

- ii. One may employ Power Point in putting together resources.
- iii. You do not need to have a laptop in class, but you may use one for note-taking if you prefer.

C. Logos Libronix Bible Software Program (highly **recommended** as a personal study tool, but not required for the class. Group discount may be possible through FBI).

## IV. Course Requirements

- A. **Attend all classes** (if a student must miss a class, he/she must obtain a DVD copy and watch the lecture).
- B. **In this case, the videos will be Pastoral Ministry lectures from TMS from Alex Montoya.**
- C. **Aleksey, your reading will be according to our discussion and as noted above in Required Materials.**
- D. **All students** read the following books/articles:

- i. MacArthur, John. *The Master's Plan For The Church*. Chicago: Moody, 1991. (266 pp.) (**if not already read in Theology IV**)
- ii. MacArthur, John. *Rediscovering Pastoral Ministry: Shaping Contemporary Ministry With Biblical Mandates*. Dallas: Word, 1996. (414 pp.)
- iii. Dever, Mark and Paul Alexander. *The Deliberate Church: Building Your Ministry on the Gospel*. Wheaton: Crossway, 2005. (204).
- IV. Sanders, Oswald. *Spiritual Leadership*. Chicago: Moody, 1980. (202).
- V. Strauch, Alexander. *Biblical Eldership*. Littleton: Lewis and Roth, 1986.
- VI. Miller, Steve. *The Contemporary Christian Music Debate. The Contemporary Christian Music Debate*.
- vii. Dane, Tim. "MARRIAGE, DIVORCE AND REMARRIAGE: UNTWISTING THE KNOTS OF MAN'S SIN." An unpublished research paper from BBS. (51 pp.).
- viii. Dane, Tim. Philosophy of Ministry (Purpose of the church).

- E. **All students must reply to the ministry questions.**
- F. **Complete the course project** (Philosophy of Ministry) as described below.

## V. Course Grading Criteria

- A. 30% Completion of all course reading
- B. 30% Weekly question replies (or interaction with professor/pastor)
- C. 40% Philosophy of Ministry Course Project

## VI. Class Projects

- A. **All students** must answer weekly ministry questions with a reply to the professor’s question and a reply to each student.
- B. **All students** must read the “Philosophy of Ministry” statements supplied by the professor and produce their own Philosophy of Ministry statement.

## VII. Course Schedule

	Date	Class Topic	Personal reading	<p>Questions for answer or interaction</p> <p>Find answers in your textbook, other personal resources, or internet.</p> <p>Answer the professor’s question by Wednesday of that week (<b>your answer should be in the range of 100-250 words</b>).</p> <p>You must also reply to the answer of at least one other student by Saturday of that week (<b>25-100 words+</b>). You can answer the questions on the very day they are due. You can work ahead and answer them before they are due, too. Each answer should include a Cc to the professor and the other students. Your response to other students should always be gracious. Your reply to other students should provide (if possible) some kind of helpful supplements to what has already been said by those other</p>

				students. Try to think about the fact that in this process each of you is becoming a teacher to the other as “iron sharpens iron.” We have much to learn from one another. The professor will interact online with both your initial answer as well as your replies to the other students.
1	9-4-12	Class discussions on the spiritual qualities that must characterize church leadership (i.e., pastors, elders, overseers, deacons).	Begin reading <i>Rediscovering Pastoral Ministry</i> .	<b>Spiritual Character:</b> How would you rank the top three character qualities that one should personally strive for as a spiritual leader and why?
2	9-11-12	Class discussions on the basic principles and practices of church leadership in guiding the church toward spiritual goals (i.e., a leadership team and the whole congregation).		<b>Spiritual Functions:</b> How would you rank the top three roles of the church leader and why? (Let’s assume senior pastor, but if you are thinking about church leadership in a broader sense, state so and answer accordingly).
3	9-18-12	Class discussions on the basic principles and practices of believer baptism.  Class discussions on the principles and practices of new member visitation, new member assimilation, basic doctrine classes, and new believer discipleship.	Begin reading <i>Spiritual Leadership</i> .	<b>Proactive Leadership:</b> Why do you think it is that a large percentage of churches do not appear to be thriving? Let’s try to really be honest and critical as we think about this issue, for it is a widespread problem? How can you help to nurture vibrant spiritual life? What will you do that is going to make a difference? How can we pastors be faithful to our call to “preach the Word” yet not struggle with the meager growth (or often decline) that one often finds in fundamental, Bible churches?
4	9-25-12	Class discussions on		<b>Elder Leadership:</b> How important

		the basic principles and practices of church administration and finances.		is an elder form of church government? If you plant a church, will this be how you set it up? Will you go into a church that is not set up as such? If you take a church that is not elder leadership, is it right to try and change that church and if so, HOW would you do this? How should the elders view themselves in relation to one another? How should the (“senior”) pastor view himself in relation to other elders?
5	10-2-12	Class discussions on the basic principles and practices of church music and worship. Principles of worship and music, basic concepts for putting together music selections and personally leading congregational singing (and raising up others to take these roles).	Begin reading <i>The Deliberate Church</i> .	<b>Baptism:</b> How should a church deal with new converts in terms of baptism? Should a church baptize immediately upon profession as we see in the Book of Acts? Must a church wait before baptizing? Is a class necessary, and if so, what kinds of things should this class include? Should a church baptize children (not infants)? Should the church have one standard policy on ages? What are the principles that you need to try to apply in this issue?
6	10-9-12	Class discussions on the principles and practices of how to lead couples in pre-marital counseling and how to perform weddings.		<b>New Believers/Visitors:</b> How should a church deal with new believers or new visitors? Should a church have an orientation class and what should it cover? Should a church provide a basic doctrines class and if so how long and how deep? Should a church have formal membership, and if so why? How will people become members? A big one: how are you going to effectively meet, get acquainted with, and follow up with people who visit (whether they are already saved or not)?
7	10-16-12	Class discussions about divorce and remarriage.	Begin reading <i>Biblical Eldership</i> .	<b>Administration:</b> According to what we can see in the Bible, who should have authority for making decisions about ministry funds? Can the

				person (or group) who has responsibility for making financial decisions properly delegate the functions of bookkeeping? What kinds of things would you have your secretary do? This may be a full or part time paid secretary, but it may simply be a volunteer.
8	10-23-12	Class discussions on the principles and practices of presiding over funerals.		<b>Music and Corporate Worship:</b> Should a church strive to use only hymns, only choruses or some combination, and why? Should a church use instruments like drums or electric guitars, and why or why not? In short, how would you organize the order of a typical worship service? What kinds of practical tips can help to promote an orderly and worshipful gathering? What do you see as the important principles that govern these issues?
9	10-30-12	Class discussions on the principles and practices of training, recognizing and appointing church servants (i.e., deacons) for the administration of various tangible needs within the church (i.e., Sunday School superintendents, AWANA leadership, Men’s Ministries, Women’s Ministries, facility maintenance, etc.).	Begin reading <i>The Contemporary Christian Music Debate.</i>	<b>Marriage:</b> Will you do a marriage for a member if he/she wants to marry an unbeliever and why or why not? What if the other person professes Christ, but does not attend your church (or any church)? Would you marry two unbelievers and why or why not? Will you do a wedding if one of the parties has ever been married before, and why or why not? This is a real tough one! How would you conduct premarital counseling (e.g., what materials would you use and how for long would you conduct it)? How should a church deal with significant marital conflict?
10	11-6-12	Class discussions on the principles and practices of training, recognizing and appointing church servants (i.e., deacons) for the	Begin reading “Marriage , Divorce, and Remarriage.”	<b>Funerals:</b> What are key things you should think about when conducting a funeral? How can a minister be tactful in presenting Gods’ truth yet not compromise, especially if the deceased does not seem to have been a believer?



		administration of various tangible needs within the church (i.e., Sunday School superintendents, AWANA leadership, Men’s Ministries, Women’s Ministries, facility maintenance, etc.).		
11	11-13-12	Class discussions on the principles and practices of training, recognizing and appointing future leaders. This would include the practical issues of how to go through the process of recognizing and appointing such leaders.	<p>Turn in your completed Philosophy of Ministry statement.</p> <p>Turn in a written statement that you have completed all the specific requirements of this syllabus. If anything was not completed, show what percentage was not completed.</p>	<p><b>Raising up, Training, and Installing Leaders:</b> What will you do in seeking to appoint Christian workers (think especially about the practical reality if being in a small church with limited numbers)? If someone wants to help, should you automatically allow them to serve? Should some roles and ministries have higher spiritual demands than others? What is the practical means by which you will seek to raise up future servants leaders for recognized roles (i.e., deacons and elders)?</p>

BIBLIOGRAPHY

- Akin, H. L. Bert. *The Pastor's Complete Guide To Personal Financial Planning*. Nashville: Thomas Nelson, 1993. This book is one of many tools on the subject of ministry finances. Pastors and missionaries do well to seek out a book like this to become familiarized with some of the special tax and financial issues that relate to ministry finances.
- Anderson, Robert C. *The Effective Pastor: A Practical Guide to the Ministry*. Chicago: Moody, 1985. This book is a very helpful and practical tool. It discusses issues like the role, relationships, and responsibilities of the pastor.
- Ascol, Thomas K. ed. *Dear Timothy: Letters On Pastoral Ministry*. Cape Coral: Founders, 2004. This book is a compilation of articles from multiple, experienced ministers on issues of pastoral ministry (e.g., priorities, family life, courage, humility, evangelism, etc.).
- Baxter, Richard. *The Reformed Pastor*. Carlisle, PA: Banner of Truth Trust, 1991. This book is a classic Puritan work on personal faithfulness to the shepherding responsibilities that belong to the pastor.
- Beals, Paul A. *A People for His Name: A Church-Based Missions Strategy*. Grand Rapids: Baker, 1988. This is an excellent tool for helping a church develop and implement a biblically driven missions program.
- Bridges, Charles. *The Christian Ministry: With An Inquiry Into The Causes Of Its Inefficiency*. Carlisle, PA: Banner of Truth Trust, 1991. This book is a very practical book that examines the challenges of pastoral ministry. The book helps the Christian leader think about the kinds of hazards that come with pastoral ministry and suggests ways of overcoming these hazards.
- Dever, Mark. *The Deliberate Church: Building Your Ministry on the Gospel*. Wheaton: Crossway, 2005. This book is a very helpful and practical tool on what kinds of priorities and practices the church should be putting into place. The book deals with every area of church ministry (e.g., evangelism, new members, the worship service, Sunday School, other gatherings, elder leadership, etc.).
- \_\_\_\_\_. *Nine Marks of a Healthy Church*. Washington: Wheaton: Crossway, 2000. Dever's booklet is an excellent tool for reminding the pastor and church leader about what kinds of core commitments and practices every church should put in place.
- Frame, John. *Contemporary Worship Music: A Biblical Defense*. Phillipsburg: Presbyterian and Reformed, 1997. This outstanding book discusses the nature of contemporary worship music and makes the case (from biblical and practical perspectives) that the church should openly brace contemporary Christian hymns and choruses if they are theologically sound. Frame (who comes from a very conservative Reformed background) makes a persuasive case that churches that despise good contemporary music simply because it is new and not in the same

style as older hymns are likely to lack in having the kind of quality worship that they could have.

Gangel, Kenneth O. *Feeding and Leading: A Practical Handbook On Administration In Churches And Christian Organizations*. As the title suggests, this book deals with many of the practical issues of leading and administering. A book like this is a great compliment to the other kinds of books that are more theologically driven.

Getz, Gene A. *Sharpening Your Focus Of The Church*. Wheaton: Victor, 1984. Along with John MacArthur's book *The Master's Plan for the Church*, this book is a very helpful tool in understanding the nature and purpose of the church. It is a must-read for pastors.

Haugk, Kenneth C. *Antagonists in the Church: How to Identify and Deal with Destructive Conflict*. Minneapolis: Augsburg, 1988. Conflict is the unfortunate reality of life in a cursed world. The church is certainly no exception to this rule. In this very helpful book Haugk addresses the reality of destructive conflict and provides very helpful suggestions on how to deal with it. This book can help the pastor and other leaders recognize destructive conflict and stop it before it spreads.

Hughes, Kent. *Liberating Your Ministry from the Success Syndrome*. Wheaton: Tyndale, n.d. This book should be read by all in Christian ministry. Hughes reminds the Christian leader that God does not command Christians to gauge success by the same kinds of standard as the business world. God's primary command is faithfulness to the Great Commission. This tool can help the Christian leader from getting swept away by the feeling that he is in competition with other ministries.

Hybels, Bill. *Courageous Leadership*. Grand Rapids: Zondervan, 2002. Hybels does an excellent job of challenging Christian leaders to think, formulate goals, and strive for those goals. Hybels talks about the way that he started Willow Creek Church as a ground up church plant and what kinds of challenges he faced over the years. Regardless of whether one embraces a "Willow Creek Model" as being right or best, Hybels' book is a helpful tool in becoming a proactive leader.

Jefferson, Charles. *The Minister as Shepherd*. Hong Kong: Living Books for All, 1984. This short book reminds the pastor that his call is to be that of a shepherd to the God's flock and what the essence of being a shepherd really is.

MacArthur, John. *Ashamed of the Gospel: When the Church Becomes Like the World*. Wheaton: Crossway, 1993. This book deals with the contemporary trends in the church of seeking a minimal gospel. From history the author shows the disastrous results of minimizing the gospel and calls on pastors to teach the Bible as it stands.

\_\_\_\_\_. *The Book on Leadership*. Nashville: Thomas Nelson, 2004. In this book MacArthur teaches leaders about the requirements and demands of spiritual

leadership, how to qualify for spiritual leadership, and how to help prevent oneself from failure in spiritual leadership.

\_\_\_\_\_. *Charismatic Chaos*. Grand Rapids: Zondervan, 1992. This book helps the student understand on a broad scale the problems that charismatic theology brings into the church.

\_\_\_\_\_. *The Master's Plan For The Church*. Chicago: Moody, 1991. This is an excellent book on the nature and purpose of the church. It is a must read for all who want to become active in serving as effective ministers in the church.

\_\_\_\_\_. *Reckless Faith: When the Church Loses Its Will to Discern*. Wheaton: Crossway, 1994. The main focus on this book is the way that certain major voices within the church are seeking to minimize the differences between evangelical and Roman Catholic teachings. The author charges the church to apply truthful and biblical standards to issues of doctrine.

\_\_\_\_\_ and the Master's Seminary Faculty. *Rediscovering Pastoral Ministry: Shaping Contemporary Ministry With Biblical Mandates*. Dallas: Word, 1996. This is a very helpful tool for giving a biblical perspective to the requirements and responsibilities of pastoral ministry.

Mack, Wayne and David Swavely. *Life in the Father's House: A Member's Guide to the Local Church*. Phillipsburg: Presbyterian and Reformed, 1996.

\_\_\_\_\_. *Preparing for Marriage God's Way*. A very practical resource for leading couples in premarital counseling.

Malphurs, Aubrey. *Advanced Strategic Planning*. Grand Rapids: Baker, 2005. This is a very good book on helping Christian workers become more effective, proactive leaders. Much of the book deals with the issue of "strategic planning," i.e., analyzing one's present ministry, setting goals for the future, and charting out a course on how to reach those goals. This book can be a very helpful tool for the Christian, especially for the Christian leader who is driven by biblical core values and presuppositions.

Mayhue, Richard. *What Would Jesus Say About Your Church?* Scotland: Christian Focus, 2002. This book is modeled after the messages to the churches in Revelation. It is a good book for self reflection on priorities and practices.

Peace, Martha. *The Excellent Wife*. Bemidji: Focus, 1998. A very good tool for counseling women about God's desire for them. This can be used for before or after marriage. It is a great companion to *The Exemplary Husband* by Stuart Scott.

Rainer, Thom S. *Breakout Churches: Discover How To Make The Leap*. Grand Rapids: Zondervan, 2005. Rainer did extensive research on those churches that (1) were stagnant for a considerable time, but (2) experienced healthy spiritual growth

- without a change in leadership. The book shows how churches that devote themselves to excellence in every area of ministry experience healthy growth. It is a very good leadership tool.
- Robert, Henry M III. *Robert's Rules of Order, Revised*. New York: Morrow Quill, 1979. This book is the standard book on the proper order of meetings. If one has no background in leading meetings, it can help one learn proper protocol.
- Sanders, J. Oswald. *Spiritual Leadership*. Chicago: Moody, 1980. This book is a must-read on what it means to be a spiritual leader. The book deals with issues of character, humility, spiritual convictions, spiritual practices and personal demands (among other topics).
- Scott, Stuart. *The Exemplary Husband*. Bemidji: Focus, 2002. This book is an excellent resource for counseling men about God's desire for them as husbands. This book can be used for before or after marriage. It is a great companion to *The Excellent Wife* by Martha Peace.
- Segler, Franklin M. *The Broadman Minister's Manual*. Nashville: Broadman, 1969. This is the little black book that pastors use for things like wedding vows. It is a practical little tool that explains how to do things like lead weddings and funerals and dedications, etc. Every pastor should have it when questions arise about "how to."
- Southerland, Dan. *Transitioning: Leading Your Church Through Change*. Grand Rapids: Zondervan, 1999. Southerland wrote this book as a guide for how a church might develop a commitment to being a "Purpose Driven Church" (i.e., a church that is modeled according to the principles of Rick Warren's *Purpose Driven Church*). The value of this book does not consist of extolling the virtues of Rick Warren's philosophy of ministry as a whole (whether any particular idea is good or not). Rather, the value of the book is in the sense that it may help the pastor consider the need to be a proactive thinker and leader. Many churches (especially those that have become stagnant over the years) need to be brought back to a new focus (a Great Commission focus). This book helps leaders think through the way this process can take place.
- Spurgeon, Charles. *Lectures To My Students*. Grand Rapids: Zondervan, 1954. This book is a classic work on the truths that Christian men should know and believe if they are going to serve as leaders in God's church.
- Strauch, Alexander. *Agape Leadership: Lessons In Spiritual Leadership From The Life Of R. C. Chapman*. Littleton: Lewis and Roth, 1991. An excellent, short booklet on the importance of gentleness and humility in Christian leadership.
- \_\_\_\_\_. *Biblical Eldership: An Urgent Call to Restore Biblical Church Leadership*. Littleton: Lewis and Roth, 1995. This book charges the church to have the church led by a plurality of godly men. The book shows how the Bible

teaches this concept of “elder leadership” and discusses many of the important “how tos.”

\_\_\_\_\_. *Biblical Eldership: An Urgent Call to Restore Biblical Church Leadership Workbook*. Littleton: Lewis and Roth, 1996. This companion workbook is a good tool for the discipleship of new leaders.

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\_\_\_\_\_. *Meetings the Work*. Littleton: Lewis and Roth, 2001. A very helpful tool on how to become a more effective leader, particularly in seeing elder meetings become more effective.

\_\_\_\_\_. *Minister of Mercy: The New Testament Deacon*. Littleton: Lewis and Roth, 1992. This book teaches about the nature of the “deacon” office. It is a very practical tool for helping to put God’s people into positions of delegated responsibility where they can effectively serve as God would have them serve.

Warfield, Benjamin B. *The Religious Life of Theological Students*. Phillipsburg: Presbyterian and Reformed, n.d. This small booklet helps the theological student cultivate a rich devotional life in the midst of the draining challenges of ministerial preparation.

Watson, Thomas. *The Godly Man’s Picture*. Carlisle, PA: Banner of Truth Trust, 1992. A very good, Puritan work on personal godliness

Wiersbe, Warren W. and David W. Wiersbe. *Making Sense of the Ministry: How To Apply Your Education to the Pastorate*. Grand Rapids: Baker, 1991. As the title suggests, this book has the goal of helping pastors and missionaries think about ways of applying in ministry the things they learned in the classroom.