



**PASTORAL LEADERSHIP**  
INSTITUTE

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**MINISTRY INTERNSHIP**  
**PRACTICAL THEOLOGY**

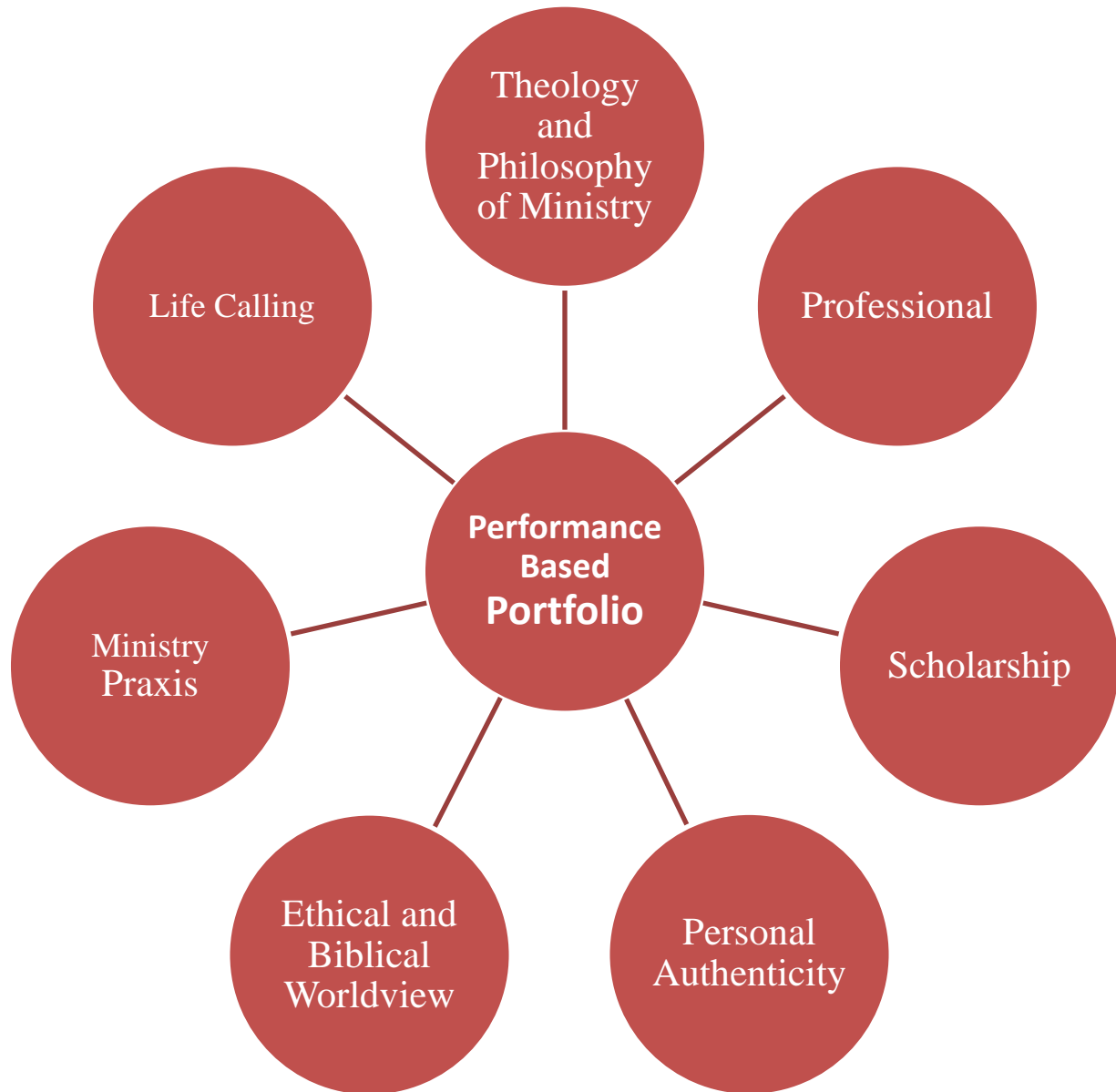
PL700 (YEAR 1)

PL800 (YEAR 2)

OCTOBER 2018

# MINISTRY INTERNSHIP - PRACTICAL THEOLOGY

## PASTORAL LEADERSHIP INSTITUTE



**ELEMENTS WITH THE PERFORMANCE BASED PORTFOLIO**

## Performance Based Portfolio

One of the most satisfying and tangible results of your Ministry Internship will be the completion of your Performance based Portfolio. This will serve as a ministry guidebook, as well as demonstrate to others (i.e., pastor search committees, denominational leaders) your proficiency as a pastor-theologian.

### Elements within the **Performance Based Portfolio:**

1. **Philosophy of Ministry.** Working together with your PLI Consultant, you will be writing a synthesis paper describing your theology and philosophy of ministry. This is what I believe about ministry.
2. **Professional.** This section will include your resume, performance reviews, eProf feedback, Coach recommendation, and any earned certificates and award.
3. **Scholarship.** You will include 4-6 of your best academic research papers completed during the course of your PLI journey.
4. **Personal Authenticity.** Include one or more exhibits that demonstrates the importance of integrity, both at home and in ministry.
5. **Ethical and Biblical Worldview.** Creation, the Fall, Redemption, Truth, as discussed at the beginning of the second year of your internship.
6. **Ministry Praxis.** Present 4-7 exhibits showing your experiential learning as a pastor-theologian.
7. **Life and Leadership Calling.** Why do you believe God is calling you into vocational Christian ministry? How do those closest to you validate this calling in your life?

# Ministry Internship – Practical Theology

## Syllabus Overview

The Pastoral Leadership Institute *Internship Syllabus* is a unique document. It is more a plan of action than a typical academic syllabus. It is a roadmap to experiencing many of the duties of a pastor, a guide to developing pastoral ministry skills. But more than mere experience or skill development, it is the hope and prayer of the Pastoral Leadership Institute that this document will inflame your passion for God and for ministry to His people.

**You will see the following road signs at appropriate locations in the syllabus:**

### **Important Reading**

STOP: This road sign should draw the coach's attention to read at least the **bold red** text.

### **Action Step**

GO: This road sign is designed to alert you to active participation of the coach. Sometimes the actual action step is noted inside the box, other times the step is in **bold green** text within the body of the syllabus.

### **No Coach Action Required In This Section**

This road sign is obviously a coaching time saver. Simply skip over the section.

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**Pastoral Leadership Institute, MCUSA  
Ministry Internship - Practical Theology**

**Coach Selection**

**Candidate** (circle one):      Mr.      Mrs.      Ms.

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**Personal Information from Coach**

Title (circle one):      Dr.      Rev.      Mr.      Mrs.      Ms.

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Last Name                      First Name

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Organization

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Address

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City                      State                      County                      Zip

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Work Address  
(if different from above)

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City                      State                      County                      Zip

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Home Telephone:                      Work Telephone:

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Email:

**Submission to:**  
Dr. Jim Carder, Internship Consultant  
Pastoral Leadership Institute  
Ministry Internship in Practical Theology  
Plidirector@mcusa.org

## Special Introduction to the Coach

From the synergistic feedback of Pastoral Leadership Institute (PLI) coaches, we've been able to pinpoint a few special tips designed specifically to help you, the PLI coach, become a more effective, more efficient, and more punctual mentor.

The PLI internship was not designed to burden the coach; it was designed to challenge the student. The coach's role in the student's PLI internship is to (1) encourage and mentor the student through the difficult learning process of ministry training, (2) provide accountability, and facilitate "intern-led conferences" wherein the aspiring pastor-theologian can focus on internship theory, practice, and authentic ministry development experiences as prescribed by PLI, (3) facilitate the most beneficial field-based learning experiences for the leadership intern within the time constraints of a six credit hour internship (e.g., make arrangements to include the student in a baptism), and (4) help the intern fulfill practical ministry development experiences and practice as prescribed by the internship performance based assessments.

*The intern should keep you informed of internship requirements and how you can encourage, help or validate them along their practical theology journey.*

### COACH COMMITMENT

It is important to the Coach assignment agreement process that you commit to your availability and willingness to take part in a series of conferences, meetings, and reporting activities during the leadership intern's year-long internship (i.e., six credit hours). The Coach relationship will require about twelve to fifteen intern-led conversations or meetings during the Internship. A Coach's expertise and help and the intern's understanding of the prescribed performance-based portfolio responsibilities will flow into opportunities for the intern to practice ministry skills and experiential learning.

## Internship Plan & Checklist

**Important Reading**

The student should check off all activities as they are completed; and the coach should review, affirm, and initial the checklist at the end of each quarter. When all Level One and Level Two academic courses and all activities of this internship are completed, send a copy of the “Internship Plan & Checklist” pages (duly checked and initialed by the coach) to the Pastoral Leadership Institute office. **(NOTE: This internship was designed to be completed simultaneously with academic coursework, so pace your internship activities according to your academic schedule.)**

## Summer Internship Seminars

In addition to the activities and academic courses, you will be required to participate in two Summer Internship Seminars, each year.

1. **Becoming a Master Student** (beginning of year one)
2. **Personal Authenticity** (end of year one)
3. **Ethics and Biblical Worldview** (beginning of year two)
4. **Exploring my Life and Leadership Calling** (end of year two)

## Next Steps

**The Internship Syllabus is designed in a checklist format. This format was chosen to provoke a substantial level of accountability.** If you, the student, check off an activity, you are testifying that you have completed the activity at a level of excellence that indicates future competency. If you check off a reading assignment, it indicates you have thoughtfully and heartfully completed the reading. To check off an item with less accomplishment is a breach of integrity. **For additional accountability, PLI asks that you consult with your coach – usually your senior pastor – as to his opinion of your competency and completion.**

**The checklist format also provides a sense of sequence. The ministry praxis checklist is prioritized and works best when completed in the sequential steps written within the praxis categories.**

There are many and varied activities in this syllabus. A quick perusal of its pages may produce a feeling of being overwhelmed. This is natural. The only way to eat an elephant is one bite at a time. **At the back of the syllabus you will find a Planning Worksheet and instructions on how to use it. The purpose of the worksheet is to facilitate your complete digestion of the “elephant.” In utilizing the worksheet you will also learn how to strategically plan to accomplish something that appears beyond your possibilities.**

**Finally, begin your internship by filling out the commitment contracts. Give a copy of your signed contract to your coach. If necessary, negotiate any part of the contract with which either of you is uncomfortable.**

## Student (Protégé) Commitment

**Action Step:  
Complete Contract**

1. I will schedule appointments with my coach and note them on my calendar.
2. I will be prompt to my appointment and mindful of the total time taken in the appointment out of respect for my coach's busy schedule.
3. I will be responsible for scheduling the next appointment.
4. If I need to cancel an appointment, I will attempt to give my coach 24-hour advance notice. I will be responsible for rescheduling any cancelled appointments.
5. I will make sure there are no interruptions during my time with my coach (cell phones turned off, etc.).
6. I will be honest in all the areas we discuss.
7. I will be cognizant that this internship is for me. I will stay focused and make every effort to complete the internship with thoroughness and excellence. I will avoid asking my coach to do internship work that I am capable of doing.
8. I will refrain from being defensive when I am given a hard truth in love about myself. I will seek what God is telling me in this hard truth.
9. I will strive to become the person God has designed me to be to the best of my ability and through the power of the Holy Spirit.

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Student Signature

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Date

THIS FORM WILL BE GIVEN TO THE APPROVED COACH



## Coach (Mentor) Commitment

**Action Step:  
Complete Contract**

1. I am committed to *active listening*. (I will repeat what you say, if necessary, to make sure my interpretation is true to your communication.)
2. I am committed to being 100% honest and forthright with you in all areas of our coaching relationship. I will speak the truth, even if it is a hard truth, and I will be gracious in proportion to the hardness.
3. I am committed to helping you mature spiritually, becoming the person God has called you to be.
4. I am committed to helping you reach the goals you have set for yourself – finishing on time and with excellence.
5. I am committed to encouraging you, lifting you up when you get discouraged.
6. I am committed to helping you focus your thoughts and your priorities, remaining true to your values.
7. I am committed to holding you accountable – to promptness, excellence, thoroughness, and completion.
8. I am committed to helping you maintain a soft heart, active mind, and healthy body as well as wisely stewarding your time and money.
9. I will attempt to help you become a minister of the Gospel according to your unique divine design – even if you surpass me in ability.
10. I am committed to helping you become a better spouse, parent, and friend.
11. I am committed to being an excellent “example of a believer,” modeling Christ for you to the best of my ability by the power of the Holy Spirit.

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Coach Signature

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Date

\ THIS FORM WILL BE GIVEN TO THE STUDENT INTERN

# THE HEART, HEAD, AND HANDS

## Important Note

## Action Step

### *The Heart*

#### First Quarter

- **Prepare your PLI coach for coaching excellence**
  - **Purchase for your PLI coach the book *Coaching 101: Discover the Power of Coaching* (ISBN 1889638374) OR the handbook (ISBN# 1889638382). **The book is more detailed, the workbook more conceptualized and action-oriented – so ask your coach what he prefers.****
  - **Respectfully request that your coach read the *Coaching 101* book and/or handbook.**
  - **After he's read *Coaching 101*, make an appointment to meet with your coach.**
  - **Discuss what your coach has learned about coaching from *Coaching 101* and how it will impact and structure your future coach/protégé meetings. What feedback can you expect from your coach? What coaching-excellence goals has your coach formed based on the reading? How can you help your coach achieve coaching excellence?**
- **Discuss with your coach** the profile results of your DiSC assessments noting areas of accuracy (or inaccuracy). (If your coach has not received copies of your assessment reports, ask PLI's Administrator to forward them.) Communicate to your coach (in your preferred written form – e.g., outline, note, manuscript, etc.) how you believe your behavior and temperament style affects others and how you must adjust your relational style to best relate to the other three primary temperament styles.

#### Subsequent Quarters

- **Meet with your PLI coach weekly or biweekly.** Report on your academic progress and internship activities and be prepared to tell him what you have learned and how you feel about God, about ministry, and about yourself.
- Copy and complete the *Six Month Personal Growth Plan & Assessment* form (included in this syllabus below) at the outset of every six-month period and **discuss with your coach.**
- Choose a one-year devotional book from the *Basic Reading List/Spiritual Formation* (included in this syllabus below) and schedule to read it daily (choose a new book every year).
- During the first half of your internship, read and discuss with your coach four (4) books from the *Basic Reading List/Spiritual Formation* (included in this syllabus below) and four (4) books from the *Basic Reading List/Ministry Philosophy & Skills* (included in this syllabus below). Do the same during the second half of the internship, but use the advanced reading lists (also included below).
- Spend quality time with your family. If applicable, intentionally date your spouse (twice/qtr) and children (once/qtr).

- **Annually re-review with your coach** the results of your DiSC assessments, your previous written report on your profile, your observations over the past year, and your growing understanding of how your behavior and style affect others and how you must compensate to best relate to the other three primary temperament styles.
- Read *Understanding How Others Misunderstand You*, by Ken Voges and Ron Braund (ISBN# 0802411061). **Discuss with your coach** when reviewing the profile results of your assessment tests (see preceding item).
- Annually re-evaluate your gift and temperament mix.
  - Read Bruce Bugbee's *What You Do Best in the Body of Christ*, Zondervan, 1995. (ISBN# 0310257352)
  - **Discuss with your coach** (1) your church's current and future efforts to identify and utilize the congregation's spiritual gifts and (2) your spiritual gifts – your understanding of them and how you can best utilize them – as well as your passion and temperament and how it all intersects in ministry.
  - Compare the results of this new assessment with what you completed at the outset of PLI. What has changed and why? What new gifts have emerged? How could this affect your future ministry?

## *The Hands*

**The purpose of this part of the internship is to give you, the student-pastor, an opportunity to experience hands-on ministry under the tutelage of a seasoned pastor. It is designed to be completed concurrently with your academic studies; however, as long as you use common sense and don't allow yourself to neglect the internship entirely, you may exercise freedom in scheduling the completion of these activities.**

### **Small Group Ministry**

- Obtain and study *The Willow Creek Guide to Leading Life-Changing Small Groups*, Bill Donahue, on how to develop and lead small groups. (ISBN # 0310247500)
- Begin a small group
  - Recruit six to eight people to participate in the small group, establish a schedule for meeting, and use the Crown Ministries materials for a small group study.
  - Meet weekly or bi-weekly.
- Develop a small group leader
  - Review how to recruit and mentor a leadership apprentice.
  - Identify a small group leadership apprentice candidate or two.
  - Train your small group leadership apprentice.
  - Share small group leadership responsibilities with your apprentice.
  - Allow your apprentice to assume a full leadership role of the group while you observe, evaluate, and coach from the sidelines.
  - Engineer the formation of a second small group with the apprentice leading one of them.
  - Begin the process again with a new apprentice, and help your first apprentice find and train an apprentice of his own.

- **Develop a rough plan for the development of a church-wide small group ministry model. Account for development and reproduction strategies as well as overall ministry administration.**

### Ministry Praxis

- **Plan to synchronize the activities on the *Ministry Praxis Checklist* so that all items are completed by the time you finish your academic course work (approximately four or five activities per academic course).**

### Missions Focus

- Go to [www.wpartners.org](http://www.wpartners.org) and read World Partners' entire Web site (and/or communicate with World Partners staff as needed\*) to gain an understanding of their history, philosophy, vision, strategy, scope, programs, associated organizations, funding, and volunteer opportunities. (\*Because of security concerns for associates around the world, World Partners cannot publish much information on the Internet.)
- After **discussing with your coach**, design an actual or model missions week for the church. Consult World Partners ([www.wpartners.org](http://www.wpartners.org) or 260-747-9439) for help in planning. Be sure to include all details concerning personnel, logistics (food, equipment, supplies, time schedule, etc.), and associated church ministries involved.
- After **discussing with your coach**, design either an actual or model Missionary Church volunteer service short-term missions project. Be sure to include all details concerning personnel, logistics (food, equipment, supplies, time schedule, travel and accommodations, etc.), and associated church ministries involved. Consult World Partners for assistance.
- Write a church missions policy that is compatible with both your church and World Partners. Call World Partners (260-747-9439) for guidelines and sample policies. **Discuss your policy with your coach.**

## *The Head*

- **Review with your academic coach** your responses to the *Coach's Questions* for each course you are taking every quarter. These questions are posted at each course's site, usually in the "Course Documents" box.
- Develop time management skills
  - In a notebook, record your activities in 15-minute increments each waking hour every day (except Saturdays) for the duration of a quarter to study your time management skills.
  - **Discuss your observations of both the book and your time record with your coach.**
- **Work with your PLI Consultant** and write a synthesis paper explaining your ...
  - Theology – Does it differ from that of the Missionary Church? How does it affect the way you live, minister, and make decisions? Use biblical references.
  - Philosophy of ministry – How (models, methodologies, biases, etc.) and why should ministry be done as you understand it? Use biblical references.

# Ministry Praxis Checklist

**Note:** Each filled or unfilled round bullet (●) represents a praxis category and has no sequential relationship to other bullets. However, each box-bullet (☐) within the praxis category precedes a required activity and is listed in sequential order. Your “Ministry Praxis Checklist” need not be submitted to the PLI office upon completion.

- **Hospital Visitation**

- ☐ **Discuss hospital visitation procedures with your coach and accompany and observe the coach on a hospital visit**
- ☐ **Accompany the coach** on a hospital visit and participate in the visitation procedures in a significant manner
- ☐ **Accompany the coach** on a hospital visit and participate in a complete way **with the coach only observing**
- ☐ Visit parishioners in the hospital by yourself **without the coach**

- **Communion Service**

- ☐ **Discuss with the coach** how to serve the communion elements and **accompany the coach** in an actual communion service
- ☐ Serve communion **with only the assistance of the coach**
- ☐ Conduct a communion service by yourself **without the coach**

- **Baptismal Ceremony**

- ☐ **Discuss with the coach** biblical and local church requirements for baptism. Create and publish an attractive baptismal booklet/handout that presents the church’s position on baptism (include scripture referencing the who, how, why, and when of baptism)
- Participate in a baptismal service
  - ☐ Meet with and counsel baptismal candidates
  - ☐ **Practice baptismal procedures with the coach**
  - ☐ **Participate in a baptismal service, baptizing at least two candidates**

- **Sunday Worship Services**

- *Worship Service Presentations* (e.g., announcements, welcomes, Scripture readings, etc.) – participate in a minimum of 10 presentations
  - ☐ **Discuss with coach** the necessities, logistics, and methodology of Worship Service Presentations
  - ☐ Announcements/welcome
  - ☐ Announcements/welcome
  - ☐ Announcements/welcome
  - ☐ Scripture readings
  - ☐ Scripture readings
  - ☐ Scripture readings
  - ☐ Your choice
  - ☐ Your choice
  - ☐ Your choice
  - ☐ Your choice

- *Worship Service Planning and Programming*
  - Discuss with the pastor** or worship pastor/leader the process of planning and assembling *each* element of introduction (welcome, announcements etc.), music (participatory, performance, band, choir, etc.), drama (if applicable), liturgy (prayer, Scripture, sermon, etc.), and production (sound, lighting, wardrobe, casting, etc.) of an effective worship service and create on paper a sample order of service for a...
    - Regular Sunday worship service
    - A non-religious holiday service (e.g., Mother's Day)
    - A religious holiday service (e.g., Christmas, Easter, etc.)
  - Collect five samples from other churches and create a generic worship service planning form
  - Create and produce a regular Sunday worship service
  - Create and produce a regular Sunday worship service
  - Create and produce a regular Sunday worship service
  - Create and produce a regular Sunday worship service
  - Create and produce a holiday (religious or non-religious) Sunday worship service
- *Preaching/Speaking* (suggested prerequisite, PL251 Homiletics course)
  - Discuss, plan with your coach**, and preach a message on a Sunday evening, Wednesday evening or comparable time. Have five people evaluate the message (use the PL251 Sermon Evaluation Form) and afterward **discuss these evaluations with your coach**.
  - Preach a message during a Sunday or midweek worship service *after* completing PL251 Homiletics course. Have five people evaluate the message (use the PL251 Sermon Evaluation Form) and afterward **discuss these evaluations with your coach**.
  - Preach a message during a Sunday or midweek worship service *after* completing PL251 Homiletics course. Have five people evaluate the message (use the PL251 Sermon Evaluation Form) and afterward **discuss these evaluations with your coach**.
- *Specialty Services*
  - Discuss with your coach** the state laws and procedures concerning marriages and wedding officiating.
  - After **discussion with your coach**, design a wedding policy that takes into consideration marriage theology, pre-marital steps and facility usage.
  - After **discussion with your coach**, design a wedding service and message. (suggested prerequisite, PL251 Homiletics course)
- **Bereavement Ministry**
  - Discuss bereavement visitations with your coach** and, if possible, **accompany the coach** on an actual bereavement visit. If such an accompaniment is not possible, role-play the visit.
  - Make an appointment and **visit a funeral home with your coach**. Query the funeral home director about his profession, observations, and procedures.
  - After **discussion with your coach**, design a funeral service and a graveside service for an elderly believer. (suggested prerequisite, PL251 Homiletics course) **Role-play the service**.
  - After **discussion with your coach**, design a funeral service and a graveside service for a middle-aged non-believer. (suggested prerequisite, PL251 Homiletics course) **Role-play the service**.
  - After **discussion with your coach**, design a funeral service and a graveside service for an infant or child. (suggested prerequisite, PL251 Homiletics course) **Role-play the service**.

- **Child Dedication Services**

- Discuss with the coach** the purpose and methodology of a child dedication and **role-play the ceremony**. Consider in the discussion the influence of divorce and blended families on the dedication service.

- **Counseling** (suggested prerequisite PL315 Fundamentals of Christian Counseling)

- *Premarital Counseling*

- Collect three sample marriage/wedding policies and then develop your own personal marriage policy (guidelines before consenting to perform ceremony) and wedding policy (guidelines as to how the ceremony can be executed) and **discuss with your coach**.

- After **discussion with your coach**, plan a premarital counseling session. If possible, **observe the coach** in a premarital counseling session. Otherwise, role-play a premarital counseling session.

- *Behavioral Counseling*

- Discuss** a philosophy of counseling (who, what, where, when, how, etc.) **with the coach** and design a personal philosophy of counseling.

- Observe the coach** in a counseling session (session #1)

- Observe the coach** in a counseling session (session #2)

- Observe the coach** in a counseling session (session #3)

- **Teaching Ministries** (suggested prerequisite PL351 Teaching Methods & Christian Education)

- *Teaching Adults*

- Observe and discuss the teaching of an adult Sunday school class or Bible study for one quarter (three months). **Discuss your observations with both the regular teacher and your coach**.

- Create a teaching plan with the regular teacher or your coach** and teach an adult Sunday school class for a minimum of one quarter.

- Search the Web for information on the learning styles of adults and the distinctives of teaching adults versus children.

- *Teaching Children*

- Observe and discuss the teaching of a children's Sunday school class or Bible study for one quarter (three months). **Discuss your observations with both the regular teacher and your coach**.

- Create a teaching plan with the regular teacher or your coach and teach a children's Sunday school class for a minimum of one quarter.

- Interview the organizers of and observe a vacation Bible school program (or comparable) and **discuss your observations with your coach**.

- Interview the organizers of and observe a youth ministry program for a contiguous three months (both middle and high school programs if available) and **discuss your observations with your coach**.

- **Evangelism**

- Develop your testimony into a two-minute presentation with a gospel presentation suffixed to it in a third minute and **role-play it with your coach.**
- Discuss with the coach** the elements of an evangelistic visitation **and accompany him** on such a visit.
- Present the gospel clearly and compellingly to at least one person.
- Discuss/design** the programming for a sample evangelistic church service.
- Discuss/design** a sample evangelistic outreach program that operates outside the current programming of the church. Be creative. Demonstrate understanding of the people you are reaching.
- Preach an evangelistic message at the area mission (Sunday or midweek), jail, or youth facility (preferably after completing the Homiletics course). Have the facility shift supervisor and one other observer evaluate your message using the PL251 Sermon Evaluation Form. **Discuss the experience and the evaluations with your coach.**

- **Leadership Development**

- Read *The Effective Board Member*, by Bobb Biehl and Ted Engstrom (ISBN # 0805401741).
- Attend a minimum of six “Elder” board meetings and **discuss your observations with your coach.**
  - “Elder” board meeting #1
  - “Elder” board meeting #2
  - “Elder” board meeting #3
  - “Elder” board meeting #4
  - “Elder” board meeting #5
  - “Elder” board meeting #6
- Attend a minimum of six “Deacon” board meeting and **discuss your observations with your coach.**
  - “Deacon” board meeting #1
  - “Deacon” board meeting #2
  - “Deacon” board meeting #3
  - “Deacon” board meeting #4
  - “Deacon” board meeting #5
  - “Deacon” board meeting #6
- Attend a Christian education committee meeting and **discuss your observations with your coach.**
- Attend a missions committee meeting and **discuss your observations with your coach.**
- Make a presentation to the “Elder” board on the current status of a significant ministry and **discuss your post-meeting observations with your coach.**
- Present a teaching time to the “Elder” board on a foundational leadership principle.
- Develop a one-year schedule for teaching leadership principles to a group of emerging church leaders.
- Read and discuss with your coach** the church’s constitution. If you could rewrite it, what would you change?
- Design an organizational chart of the church.
- Interview three pastors with questions from *Questions for the Asking*
  - Interview your coach**
  - Interview a pastor suggested by your coach (see “Questions for the Asking”)
  - Interview a pastor suggested by your District Superintendent (see “Questions for the Asking”)



## Reading Checklist

\*SUBJECT TO CHANGE ON 01/01/2019

**No Coach Action Required  
In This Section**

Year-Long Devotionals (choose a different devotional annually)

- *Face to Face: Praying the Scriptures for Spiritual Growth*, Kenneth Boa, Zondervan
- *Handbook to Prayer: Praying Scripture Back to God*, Kenneth Boa, Trinity House
- *My Utmost for His Highest: Updated Version in Today's English*, Oswald Chambers, Discovery House
- *One Year Bible*, NLT, Tyndale House or Harvest House
- *Tozer on the Almighty God*, A.W. Tozer, Publisher?
- *Beyond Words: Daily Readings in the ABC's of Faith*, Frederick Buechner, Publisher?
- *Face to Face: Praying the Scriptures for Intimate Worship*, Kenneth Boa, Zondervan
- *One Year Chronological Bible*, NIV, Tyndale House
- *One Year Bible Companion*, NIV, Tyndale House

### BASIC READING LIST (FOR LEVEL ONE)

Spiritual Formation Reading List (choose four books)

- *Celebration of Discipline*, Richard Foster, Zondervan
- *The Normal Christian Life*, Watchman Nee, Tyndale House
- *The Spirit of the Disciplines*, Dallas Willard, Harper & Row
- *Divine Conspiracy: Rediscovering Our Hidden Life in God*, Dallas Willard, Harper & Row
- *Renovation of the Heart: Putting on the Character of Christ*, Dallas Willard, NavPress
- *The Pursuit of God*, A.W. Tozer, Christian Publications
- *Sacred Pathways: Discover Your Soul's Path to God*, Gary Thomas, Zondervan
- *The Sacred Romance: Drawing Closer to the Heart of God*, B. Curtis & J. Eldridge, T. Nelson Pub
- *Disciplines of a Godly Man*, R. Kent Hughes, Crossway Books
- *The Reflective Life*, Ken Gire, Kingsway Publications
- *The Life You've Always Wanted*, John Ortberg, Zondervan
- *Shaped by the Word: The Power of Scripture in Spiritual Formation*, Robert Mulholland, Upper Room

Ministry Philosophy & Skills Development Reading List (choose four books)

- *Pastors At Risk*, H.B. London & Neil B. Wiseman, Victor Books
- *The Purpose Driven Church*, Rick Warren, Zondervan
- *Dying for Change*, Leith Anderson, Bethany House
- *Beyond Church Growth*, Bob Logan, Revell
- *Connecting*, Larry Crabb, Word
- *The Safest Place on Earth*, Larry Crabb, Word
- *Cultivating a Life for God*, Neil Cole, ChurchSmart
- *Postmodern Pilgrims*, Leonard Sweet, Broadman & Holman
- *Once Size Doesn't Fit All*, Gary McIntosh, Revell
- *Effective Pastoring*, Bill Lawrence, Word
- *Irresistible Evangelism*, Steve Sjogren, Dave Ping, Doug Pollock, Group Publishing
- *The Shaping of Things to Come*, Alan Hirsch & Michael Frost, Hendrickson Publishers

## ADVANCED READING LIST (FOR LEVEL TWO)

### Spiritual Formation Reading List (choose four books)

- *The Complete Works of E.M. Bounds on Prayer* (8 volumes), Baker/Revell
- *How Now Shall We Live*, Chuck Colson & Nancy Pearson, Tyndale House
- *Fresh Wind, Fresh Fire*, Jim Cymbala, Zondervan
- *Fresh Faith*, Jim Cymbala, Zondervan
- *Fresh Power*, Jim Cymbala, Zondervan
- *The Pursuit of Holiness*, Jerry Bridges, Navpress
- *The Master Plan of Evangelism*, Robert Coleman, Revell
- *Tolkien's Ordinary Virtues*, Mark Eddy Smith, InterVarsity

### Ministry Philosophy & Skills Development Reading List (choose four books)

- *The Contemplative Pastor*, Eugene Peterson, Eerdmans
- *Natural Church Development*, Christian Schwarz, ChurchSmart
- *The Interventionist*, Lyle Schaller, Abingdon
- *Boundaries*, Henry Cloud & John Townsend, Zondervan
- *The Barbarian Way*, Erwin McManus, Thomas Nelson
- *The Organic Church*, Neil Cole, Jossey-Bass
- *The Forgotten Ways*, Alan Hirsch, Brazos Press
- *Liquid Church*, Pete Ward, Hendrickson
- *The Present Future*, Reggie McNeal, Jossey-Bass
- *The Ripple Church*, Phill Stevenson, Wesleyan Publishing
- *The Five Dysfunctions of a Team*, Patrick Lencioni, Jossey-Bass
- *The Five Temptations of a CEO*, Patrick Lencioni, Jossey-Bass
- *The Four Obsessions of an Extraordinary Executive*, Patrick Lencioni, Jossey-Bass
- [www.injoy.com](http://www.injoy.com) – John Maxwell web site, leadership development tapes and books
- [www.willowcreek.org](http://www.willowcreek.org) – Willow Creek Community Church web site – leadership development, dramas, music, and books

### Designated Consultant Information

Dr. Jim Carder (phone or TM: 419-512-6780; mail: 872 Dickson Pkwy, Mansfield, OH 44907)

## Six Month Personal Growth Plan & Assessment

Name: \_\_\_\_\_ Beg Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### BEGINNING OF SIX-MONTH PERIOD

#### State of the Heart

Think and pray about your attitudes, feelings, and service toward each of the following. Identify items of praise and items of repentance.

*Your spiritual disciplines? (prayer, fasting, scripture reading, meditation, etc.)*

*Your spouse, children, and extended family?*

*Your pastor, your church, and other Christians?*

*Pre-Christian neighbors or co-workers?*

*God—Father, Son, and Holy Spirit?*

#### Strategy of the Heart

Based on one or two areas above that God has pointedly brought to your attention, what three things will you do over the next six months to address those areas? Make sure you state them in ways that are measurable and quantifiable (e.g., dates, numbers, location, etc.).

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### END OF SIX-MONTH PERIOD

#### Journal Summary

At the end of the six-month period, journal your heart-thoughts about what God has done in your heart during this period.

*(Feel free to complete electronically or print out a hard copy. For electronic copies, the boxes above will expand as needed for text. For hard copies, use the back side for additional journaling space.)*

## Questions for the Asking:

*A Guide for the Student's Conversation with the Coach*

**Important Reading**

**Action Step**  
Student interviews you.

**Assignment:** The student must explore several questions in each of the categories below with three (3) different pastors, including the coach. Your District Superintendent (or equivalent) should be able to suggest the names of pastors for you to interview.

Make sure he understands that these other pastors should be different from your coach in temperament, leadership style, church size, and other qualities. You also might want to indicate to him how far you are willing to travel to interview these pastors. (Note: Travel costs can be avoided by meeting these pastors at events you already plan to attend [e.g. summer camps, district conferences, etc.]. However, while such meetings may be more efficient, they may not allow you to visit other churches and observe other pastors in action.)

### The Calling

- How did Christ come into your life?
- How did you sense God calling you into full-time ministry?
- What has been the hardest part with your calling to ministry?
- If you had to do it all over again, what would you do differently?

### The Responsibility

- How many hours a week do you work? What is your schedule like?
- What kind of hours and days does your typical week contain?
- What is the stress of this career like and what creates it?
- How do you handle the demands the ministry places upon you?
- How do you relieve job stress?
- How much do pastors of this kind of church typically earn? Benefits?
- How would you describe your leadership style?
- What do you see as your primary responsibility?
- How does your time reflect the execution of your primary responsibility?
- What do you see as your primary giftedness?
- What do you see as your primary ministry passion?
- What periodicals do you subscribe to and read?
- What books have you read in the last year?
- How do you schedule your study time?

### The People

- What kind of people are a joy to work with?
- How do you work with difficult people? Are there many of them?
- How do you recruit people to do the work of the ministry?
- How would you compare and contrast the people of this church with the people of this community?
- How do you keep aware of key community issues?
- What landmines do people purposely or unknowingly place before their pastor?
- How do the people show their appreciation for your leadership?
- If you had to do it all over again, what would you do differently?
- What draws people to salvation and causes them to make the decision for Christ?
- What causes people to start a proactive journey to spiritual growth?
- How do you identify and develop people of unusual vision, giftedness and calling?
- How do you develop social and spiritual ties with church individuals and families?

- How do you develop social and spiritual ties between several families?
- How do you identify and relate to needy families?

### **The Ministry**

- What is ministry to you?
- What part of ministry is a joy? What part is difficult?
- What part of ministry did school (college, seminary, etc.) not prepare you for? How did you equip yourself for that aspect of ministry?
- If there was one class you could have taken in school that would have better prepared you for ministry, what would it have been? (You can custom design the course.)
- What one thing would make the greatest spiritual impact in this church's effectiveness?
- What are your ministry dreams? Disappointments?
- How do you define biblical ministry effectiveness/success?
- How do you measure the biblical effectiveness of this ministry? What would improve that effectiveness?
- How would you define this church's ministry/worship style? What are its up and downsides?
- If you had to do it all over again, what would you do differently?
- How are you creative in the pulpit?
- How do you design and prepare a multi-week sermon series?
- How do you design your yearly preaching schedule?
- How do you collect and use illustrations?
- How and with whom do you schedule pastoral visitations?
- How do you do counseling? What is your philosophy of counseling?
- How does the church make contact with unchurched people?
- How do you interest people in missions?

### **The Organization**

- How does this church govern itself?
- What are the various boards and committees? How do they interact?
- How does this church acquire and manage its finances?
- What practices does the church follow for recording and auditing financial contributions?
- What government mandates and ethical practices regulate church finances?
- What are the procedures for purchasing, using and maintaining equipment?
- What disciplinary policies are followed in the church?
- What two things make this group of people unique from other churches?
- If the budget were cut 25%, what would be the first to go?
- In this church facility, what works well? What needs replacing or remodeling?
- How does the preaching schedule relate to the rest of the church education program?
- What are the long- and short-term goals for the church?
- How does the church support missionaries and mission or parachurch organizations?

### **The Personal Life**

- How do your spouse and family feel about you being in the ministry?
- How do you spend time – quality and quantity – with your family?
- What has been the most positive effect of ministry on your family? What has been the most negative effect of ministry on your family?
- What is your spouse's role in your ministry? Is your spouse compensated by the church?
- Do your children have any vocational Christian ministry aspirations? Why or why not?
- As a pastor, what will you be like in five years? Ten years?
- As a person, what will you be like in five years? Ten years?
- If you had to do it all over again, what would you do differently?
- What are the hardest things for your kids growing up as "Pastor's Kids?"

- How do you have a time with God?
- If you could only do three things before you die, what would they be?
- What do you do to refresh yourself spiritually? Physically? Emotionally? Intellectually?

**Action Step**

## Coach's Questions

### *Questions for the Coach to Query the Student*

For most Pastoral Leadership Institute courses the course curriculum author or the eProf has prepared *Coach's Questions*. These questions are to be asked of the student by the coach in weekly synchrony with the student's taking of the course.\* The strategic motivation of the *Coach's Questions* is to help the student think through the academic knowledge within the context of the practical internship. The coach's role is to help the student apply the knowledge to real life situations. This is an opportunity for theology to be "fleshed out" and for the hypothetical to be tested. It may also be a great learning opportunity for the coach!

Each week the coach should wisely choose a few of the questions (the student downloads a set of questions from each course) and dialogue with the student. Try to choose questions pertaining to areas in which the student may not be proficient or questions that may have a unique application to the internship context. Feel free to direct the student's answer back to the eProf, through the student, if you feel the student's answer is inaccurate or irrelevant.