

# **MINISTERIAL INTERN DEVELOPMENT NOTEBOOK**

## **Upper Columbia Conference**

### **Department of Pastoral Ministries**

## **INTRODUCTION**

This notebook is designed and set up for the purpose of aiding you while you develop and improve your pastoral skills. It will serve as a tool for your mentoring pastor and ministerial director to use as a guide to the general areas of ministry with which you need to be familiar.

The following pages outline some specific skills that you should strive to master. All sections are for you to fill in yourself. Your mentor will be asked to evaluate your skill, knowledge of theory and the degree to which you have completed the steps of observation and practice. You should seek to establish confidence in your ability to perform each specific ministry task.

The mentoring pastor will use a portion of your regular meeting time to discuss the types of ministry in this book. There will be times when you may choose to observe him as he models the application. At other times there will be an observation of what you are doing. Whether the observer is your mentor or someone else, it is important that you request frank written comments that will give you a clear statement of the quality of your work in that area and will suggest if you should continue to work on that particular skill.

The mentoring pastor and ministerial director will schedule two meetings each year with you for the purpose of evaluating progress and answering any questions that you might have.

While the content of this book may seem very detailed and challenging, it is for the sole purpose of your professional development. It is a tool that supplements the mentoring relationship you develop with your mentor and the ministerial director that serves you. It is important to remember that the quality of the relationship you develop with your mentors will have a greater impact on your growth than the simple processing of information on these pages.

We trust that as we work together to develop pastoral skills the power and the wisdom and the Spirit of heaven might be in our midst that we may follow in the footsteps of the Master. Jesus, as our mentor, set the example and chose twelve that became the first in a long line of Christian leaders that have empowered others in ministry.

# INTERNSHIP

Every profession requires an internship of some kind. Physicians serve in a residence. Baseball player's play in the minor leagues, masons serve an apprenticeship, etc. This time is set aside so that these professionals might develop, acquire and sharpen the skills necessary to perform with confidence, dignity and joy.

It is in such light that we view your internship. You come to us as one called out; you already have skills and abilities, this is obviously one of the reasons you were chosen. It is our hope that these skills will be so refined and sharpened that they truly will work as a sharp two-edged sword.

Your internship here in Upper Columbia Conference will typically consist of close supervision for approximately two years with your mentoring pastor before seminary, and the remaining time leading up to ordination will allow for more independent ministry in the context of your mentor/intern relationship.

## THE TIME SPENT WITH A MENTORING PASTOR

1. You are a minister, a professional and will be treated in that manner.
2. The Senior Pastor is your mentor, your pastor and the one with whom you have an accountability relationship.
3. The time you spend together will serve to develop your pastoral skills.

## THE MENTORING PASTORS IN UPPER COLUMBIA FEEL THEY OWE YOU

1. Time:
  - a. For regular meetings together:
2. Meetings to be early each week
3. Things to be dealt with in these meetings:
  - a. Planning, information, fellowship, study and devotional time
  - b. Personal Instruction in the following skills:
    1. Pastoral
    2. Administrative
    3. Evangelism
    4. Preaching
    5. Membership development
  - c. Counseling and Reviewing:
    1. An example in professional skills as well as ministerial characteristics
    2. Loyalty
    3. Latitude to develop your own gifts

We want you to capitalize on those skills that you possess and to pursue your interest in them, all under the counsel and guidance of your mentoring pastor.

## **THINGS THE INTERN OWES THE MENTORING PASTOR AND CHURCH**

### 1. Time

Pastoral Ministry is not an eight-to-five job. It is a commitment. A minister's schedule varies, as you will see with experience. There should be time off for family and recreation and we expect you to take that time regularly. When emergencies such as funerals, evangelistic meetings, or specially called meetings come on your day off, then substitute another day. While there must be flexibility, we also expect you to take family time, holidays and vacations as set forth in your Conference Policy Book.

### 2. Cooperation

You must be flexible in scheduling time with the mentoring pastor to allow for the normal challenges he faces in managing the ministry to which God has called him. Seriously consider all counsel given and test its value in your own ministry.

### 3. Loyalty

Professional ethics must be remembered. We in the ministry owe one another the courtesy of support and loyalty. We owe it not only to our mentoring pastor, but also to the Conference staff and the church working force as a whole. Loyalty is a professional ethic and a Christian principle that should distinguish those called to professional ministry.

### 4. An example

- a. We need to be an example in our profession along the lines of Christian attributes.
- b. Be an example of your profession in dress and deportment.
- c. Be an example in church participation.
- d. Be an example by being punctual and considerate of other's time.
- e. Be an example by being friendly with all church members. We cannot afford the luxury of letting ourselves associate with just a few. We must embrace every one as brothers and sisters in the church. Some are more difficult to minister to than others yet our responsibility is to learn to reach meaningfully into the lives of all.

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## CHARACTER

TOPIC: A Minister's Appearance

### DISCUSSION:

1. What the occasion demands
  - a. Sabbath
  - b. Week days
  - c. Leisure
2. Representative of God's church and message
3. Building confidence by dress
4. Cost containment
5. Practicality
6. Fads and fashion

### APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

### EVALUATION AND NOTES:

## CHARACTER

TOPIC: A Ministers' Calling From God

PASTORAL SKILL: The ability to discern and follow God's calling upon your life.

### DISCUSSION:

1. What is a call from God?
2. The sacredness of this calling
3. Responding to God's calling
  - a. Going to serve where God directs
  - b. Ministering as God prompts you
4. Having no "plan B" for life

### APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

### EVALUATION AND NOTES:

## CHARACTER

TOPIC: A Minister's Ethics and Integrity

### DISCUSSION:

1. Ethics and personal effectiveness
  - a. Honesty in all situations
  - b. Personal initiative
  - c. Being self-disciplined
2. Being open to council
3. Developing discernment
4. Each person's moral worth
5. Understanding human relationships
  - a. Pastor/family
  - b. Pastor/close friends
  - c. Pastor/staff
  - d. Pastor/board
6. Three areas of relationships:
  - a. Spiritual
  - b. Social
  - c. Business
7. Interchurch issues
8. Membership problems and confidentiality

### APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

### EVALUATION AND NOTES:

## CHARACTER

TOPIC: A Minister's Finances

### DISCUSSION:

1. Building the family budget
2. Living within the budget
3. Planning for the future
4. Preparing for retirement
5. Buying with credit
6. Which car?
7. Which house?
8. Tithe
9. Giving habits
10. Should the spouse work?
11. Planning ahead for Christian education
12. Loans from Church members

### APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

### EVALUATION AND NOTES:



## CHARACTER

TOPIC: A Minister's Health

DISCUSSION:

1. What is health?
2. How important is health?
3. Maintaining health
  - a. Exercise
  - b. Rest
  - c. Diet
  - d. Recreation
  - e. Mental Attitudes
  - f. Vacations
  - g. Day off

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## CHARACTER

TOPIC: A Minister's Home

### DISCUSSION:

1. The place where you live says a lot:
  - a. Location
  - b. Appearance inside and out
  - c. Furnishings
  - d. Practicality – Durability – Economy
2. Use of your home for church work

### APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

### EVALUATION AND NOTES:

## CHARACTER

TOPIC: A Minister's Personal Devotions

DISCUSSION:

1. Importance of devotional experience
2. Time problems
3. Personal problems that discourage a devotional experience
4. Prioritizing devotional time
5. What constitutes a devotional time?
6. Materials
7. Establishing a sacred place

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## CHARACTER

TOPIC: A Minister's Relationship with the Conference

DISCUSSION:

1. The pastor as a team member
2. Loyalty to conference leadership
3. Support of conference goals and objectives
4. Pastor's role in conflict between church and conference
5. Pastor and Lay Advisory Council member
6. How to disagree agreeably
7. How to relate to conference correspondence
8. How to fill out reports
9. Conference resources that are available
10. Understanding the Policy Book

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## CHARACTER

TOPIC: A Minister's Spouse

DISCUSSION:

1. Spouse as a partner in ministry
2. Spouse as a counselor/confidant to yourself and members
3. Allowing your spouse's talents to be developed freely
4. Time for togetherness
5. Image of pastors' spouse
6. How much freedom does he/she have to be himself/herself?
7. Spouse as parent
8. Close friends
9. Spouse with a career
10. Parenting responsibilities while pastoring
11. *Shepherdess* organization for wives

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## EVANGELISM

TOPIC: Baptismal Class

PASTORAL SKILL: The ability to effectively lead a group of people through a Christ-centered study of SDA doctrines to a commitment to baptism.

DISCUSSION:

1. Developing interests
2. Organizing the class
3. Choosing appropriate material
4. Scheduling
5. Location
6. Personal interaction among class members
7. Getting decisions
8. Follow-up
9. Types of Baptismal classes

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_  
Modeling Date \_\_\_\_\_ Model \_\_\_\_\_  
Observation Date \_\_\_\_\_ Observer \_\_\_\_\_  
Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## EVANGELISM

TOPIC: Bible Studies

PASTORAL SKILL: The ability to lead a non-church member into the study of Christian principles and doctrines.

DISCUSSION:

1. Creating interests
2. Making the study relevant
3. Choosing appropriate lessons
4. Creating lessons
5. Location
6. Frequency
7. Length
8. Bible marking
9. Develop a simple plan of salvation
10. Getting decisions
11. Training laity
12. Audio-visual aids

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## EVANGELISM

TOPIC: Conducting a Baptism

PASTORAL SKILL: The ability to immerse a person in a worshipful atmosphere

DISCUSSION:

1. Organization of service
2. Methods and models in immersion
3. Prerequisites for baptism
4. Handling problems that preclude a baptism
5. Baptismal Certificate
6. Added touches to personalize
7. Difficult baptisms – elderly, handicapped, etc.

APPLICATION:

Discussion Date _____	Instructor _____
Modeling Date _____	Model _____
Observation Date _____	Observer _____
Solo Date _____	

EVALUATION AND NOTES:



## EVANGELISM

TOPIC: Evangelistic Visitation

PASTORAL SKILL: The ability to effectively visit people in their homes.

DISCUSSION:

1. Breaking the ice
2. Making the transition from secular to spiritual conversation
3. Being natural and genuine
4. Frequency of visits
5. Length of visits
6. Time
7. Counseling
8. Record keeping
9. Classification of interest
10. Mailing list
11. Organizing visits
12. Making appointments

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## EVANGELISM

TOPIC: Gaining Decisions for Christ

PASTORAL SKILL: The ability to lead a person to a salvific experience with Jesus Christ and a commitment to His will.

### DISCUSSION:

1. Timing
2. Psychology of human need
3. Our part
4. God's part
5. Follow-up
  - a. Sharing your personal testimony
  - b. Leading someone to Christ – have a format you follow
6. Effect on the family

### APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

### EVALUATION AND NOTES:

## EVANGELISM

TOPIC: Health Education

PASTORAL SKILL: The ability to organize the church to educate the community for healthful living.

DISCUSSION:

1. Purpose of Health Education
2. Medical ministry as the “right arm” of the gospel
3. Involvement of laity
4. Christ-centered approach
5. Traditional programs:
  - a. Smoking cessation
  - b. Weight Control
  - c. Stress
  - d. Vegetarian Cooking
  - e. Etc.
6. Creating health programs
7. Scheduling
8. Frequency
9. Follow-up
10. Motivation
11. Health needs of community
12. Advertising

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## EVANGELISM

TOPIC: Motivation and Mobilization of Members for Evangelism

PASTORAL SKILL: The ability to help church members feel the urgency for action that the gospel demands.

### DISCUSSION:

1. Vision casting
2. Intrinsic and extrinsic motivation
3. Tips for encouraging motivation
  - a. Share success stories
  - b. Have members join you
4. Road blocks for motivation
  - a. Time
  - b. Fear
  - c. Apathy
  - d. Overwhelmed
  - e. Prior bad experiences

### APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

### EVALUATION AND NOTES:

## EVANGELISM

TOPIC: Outreach Methods and an Evangelism Cycle

PASTORAL SKILL: The ability to create a cycle of effective evangelism.

DISCUSSION:

1. Understanding what a cycle of evangelism is
2. Sequential evangelism and how it works
3. Various methods of evangelism
4. How personal evangelism contributes to public evangelism
5. The importance of a scheduled time for a reaping event
6. Understanding “Christ’s Method” alone when doing evangelism

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

**EVANGELISM**

TOPIC: Pastor’s Bible Class, or Pastor’s Sabbath School Class

PASTORAL SKILL: The ability to develop, organize and conduct a class that teaches the basic tenants of the church, centered in the person of Christ and strengthens personal commitment.

DISCUSSION:

1. Transitioning people to this class
2. Size of the class
3. Atmosphere in the class
4. Material to use
  - a. Existing
  - b. Creating your own
5. Length
6. Question and Answer period
7. Sharing period
8. Commitments
9. Location
10. Church members’ support
11. How to teach

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## EVANGELISM

TOPIC: Prison Ministry

PASTORAL SKILL: The ability to communicate God's love and concern to prisoners.

DISCUSSION:

1. Visitation
2. Creating interest
3. Meeting human needs through a Christological approach
4. Bible study
5. Ministering to prisoner's family
6. Assisting in relocation
7. Helping the prisoner find a job
8. Counseling
9. Being a friend
10. Correspondence
11. Developing access
12. Training laymen

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_  
Modeling Date \_\_\_\_\_ Model \_\_\_\_\_  
Observation Date \_\_\_\_\_ Observer \_\_\_\_\_  
Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## EVANGELISM

TOPIC: Promoting and Modeling Spirituality for the Church

PASTORAL SKILL: The ability to call for a high level of spiritual dedication from the members.

DISCUSSION:

1. Annual Day of Prayer
2. 10 Days of Prayer
3. Bible reading for the congregation
4. Expectations for lay leaders and their spirituality
5. Remember, you have a study, not an office

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:



**EVANGELISM**

TOPIC: Public Evangelism

PASTORAL SKILL: The ability to preach a full-message Seventh-day Adventist Evangelistic series.  
(A Revelation Seminar is an acceptable alternative.)

DISCUSSION:

1. Planning (budget, advertising, etc.)
2. Arrangement of topics
3. Length of series
4. Order of program
5. Style
6. Speaker
7. Demographic study (target)
8. Creating a Team
9. Visitation
10. Special features
11. Location
12. Format of meeting

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_  
Modeling Date \_\_\_\_\_ Model \_\_\_\_\_  
Observation Date \_\_\_\_\_ Observer \_\_\_\_\_  
Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## EVANGELISM

TOPIC: Public Relations (PR)

PASTORAL SKILL: The ability to communicate the truth about the church in an attractive and effective manner.

DISCUSSION:

1. News or propaganda
2. Advantage of using publicity
3. Dealing with bad publicity
4. Church PR Secretary
5. Conference PR Secretary
6. Establishing a church image
7. Using modern media for PR
8. Evangelistic outreach

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## EVANGELISM

TOPIC: Small Group Ministry

PASTORAL SKILL: The ability to effectively promote and lead out with small groups.

DISCUSSION:

1. Understand the different types of Small Groups
  - a. Fellowship
  - b. Support
  - c. Study
  - d. Task
2. The benefits of a small groups in the church
3. The challenges of small groups in the church
4. Training small group leaders
5. The importance of accountability from small group leaders
6. Starting and stopping small groups

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## EVANGELISM

TOPIC: Vacation Bible School (VBS)

PASTORAL SKILL: To relate meaningfully to children and children's ministry volunteers

DISCUSSION:

1. Role of the pastor
2. Referencing and screening children's ministry volunteers
3. Organization and planning
  - a. What happens during a regular meeting
  - b. Training volunteers
4. VBS as an evangelistic tool
5. Explore options for plan to do an effective follow up.

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## EVANGELISM

TOPIC: Visitation of Inactive Members

PASTORAL SKILL: The ability to visit inactive former members and to direct them to Christ and His church.

DISCUSSION:

1. Involvement of laity
2. Approach (casual or formal)
3. Ask to hear their story and listen.
4. Empathetic – non-defensive
5. Encourage the people
6. Prayer
7. Share positive Bible promises
8. Demonstration of genuine concern
9. Invitation to church
10. Frequency of visits
11. Systematic plan of action

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## EVANGELISM

TOPIC: Witnessing Class

PASTORAL SKILL: The ability to train church members to share Christ in every phase of life.

### DISCUSSION:

1. Biblical methodology
2. Arousing interest
3. Timing
4. Naturalness
5. Opening remarks
6. Making Christ relevant
7. Sharing vs. argument
8. Creativity
9. Class
11. Materials

### APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_  
Modeling Date \_\_\_\_\_ Model \_\_\_\_\_  
Observation Date \_\_\_\_\_ Observer \_\_\_\_\_  
Solo Date \_\_\_\_\_

### EVALUATION AND NOTES:

## EVANGELISM

TOPIC: Working with Outreach Coordinators

PASTORAL SKILL: The ability to team with a specialist in Bible studies to advance the work of the church.

### DISCUSSION:

1. The role of Outreach Coordinator
  - a. Follow leads
  - b. Involve congregation
  - c. Assist pastor
2. Understanding professional Bible instructors and their training
3. Frequency of staff meetings
4. Developing lay Bible instructors
5. Sharing of names to collaborate in outreach
6. Follow-up of interests
7. Counseling/mentoring
8. Promoting the importance of the Outreach Coordinator to the church

### APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

### EVALUATION AND NOTES:

## LEADERSHIP

TOPIC: Being a Servant Leader

PASTORAL SKILL: The ability to demonstrate servant leadership within the congregation

DISCUSSION:

1. The importance of attitude within a leader
2. Understanding authority within a volunteer organization
3. The power of delegation
4. Going the second mile and being the first to reconcile

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:



## LEADERSHIP

TOPIC: Camp Meeting

DISCUSSION:

1. Goals for Camp Meeting
  - a. Instruction
  - b. Nurture
  - c. Train
  - d. Inspire
  - e. Fellowship
2. Format for Camp Meeting
  - a. Meeting time
  - b. Music
  - c. Theme
  - d. Speakers
3. Facilities
  - a. Divisions
  - b. Conference departments
  - c. Restrooms
  - d. Meals
  - e. Camping area
4. Responsibilities
  - a. Platform
  - b. Music
  - c. Counseling and Prayer
  - d. Ushers
  - e. Public Address System
  - f. Security

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## LEADERSHIP

TOPIC: Discipleship Training for Members

PASTORAL SKILL: The ability to transfer our knowledge and insight to another member through personal contact and training.

DISCUSSION:

1. Biblical examples
2. Value of discipling
3. Creating a culture and process of discipling
4. Holistic discipling: spiritual, mental, emotional, and physical
5. Number that can be discipled
6. Time involved
7. Frequency
8. Quality vs. quantity
9. Materials available
10. Duration
11. Developing sequential training that builds disciples

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_  
Modeling Date \_\_\_\_\_ Model \_\_\_\_\_  
Observation Date \_\_\_\_\_ Observer \_\_\_\_\_  
Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## LEADERSHIP

TOPIC: Effective Delegation and Use of Volunteers

DISCUSSION:

1. What kinds of jobs can effectively use volunteer help?
2. How to appeal for help
3. How to organize
4. Encouraging SDA volunteerism in community agencies
5. How to show appreciation to volunteers

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## LEADERSHIP

TOPIC: Importance of Adventist Education

PASTORAL SKILL: The ability to effectively promote and provide for Adventist Education for children.

DISCUSSION:

1. Why our Adventist schools matter – elementary through college
2. Understanding the unique connection between the local church and the school
3. Ways to encourage and fund enrollment
4. Working with the teachers
5. Involvement with the school
  - a. Worships
  - b. Meals
  - c. Recess
  - d. Drive for activities
  - e. Attend events

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## LEADERSHIP

TOPIC: Local School Board Involvement

PASTORAL SKILL: The ability to work with professional educators and church leaders for the proper Christian training of the youth.

DISCUSSION:

1. Purpose of the school
2. Authority of School Board
3. Pastor's relationship to School Board
4. Conference Education Department
5. Hiring and dismissal of teachers
6. Relationship to setting school policy
7. Financing the school
8. Disciplining
9. Relationship with the teaching staff
10. Loyalty
11. Teamwork
12. Teacher's integration into local church life
13. Should pastor chair the Board?

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## LEADERSHIP

TOPIC: Officer Training and Assessment

PASTORAL SKILL: The ability to help church officers reach their potential with confidence and skill.

DISCUSSION:

1. Job description
2. Materials available
3. Pastoral encouragement
4. Regular meetings for instruction
  - a. With individual ministry leaders
  - b. With various ministry committees
5. Evaluation and assessment
6. Church planning retreat
7. Conference help with officer training

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## LEADERSHIP

TOPIC: Pastoral Leadership

PASTORAL SKILL: The ability to influence people in their thinking or acting

DISCUSSION:

1. Characteristics of a leader
2. Distractions that destroy leadership
3. Christian leader or secular leader
4. Objectives
5. Modeling
6. Evaluating
7. Natural or gift of God
8. Delegating
9. Participatory planning
10. Leadership development
11. Keeping the mission of the church clearly in focus

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## LEADERSHIP

TOPIC: Planning a Church Calendar

PASTORAL SKILL: The ability to see the church program for an entire year and to integrate the parts so that they strategically support each other.

DISCUSSION:

1. The advantages of long-range planning
2. Church's own program takes priority
3. Integrating the total church program, including Conference and school events
4. Spacing programs properly
5. Proper sequence for programs
6. Proper time of year for programs
7. Evaluating programs
8. Role of the Church Board
9. Keeping the church family informed
10. Integrating the sermonic calendar with the church calendar

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:



## LEADERSHIP

TOPIC: Strategic Planning for the Church

PASTORAL SKILL: The ability to effectively involve members in making and implementing plans for the local church.

DISCUSSION:

1. Why planning matters
2. Examples of planning in the Bible
3. Involving the congregation with planning
4. Implementing plans
5. The importance of long-range thinking
6. The need for one master calendar for all church activities

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## WORSHIP

TOPIC: Announcements

PASTORAL SKILL: The ability to orally inform the church members about church programs and stimulate their participation.

DISCUSSION:

1. Variety of people involved
2. Creation of an atmosphere – formal vs. informal
3. Using technology
4. Not repetition of bulletin announcements
5. Encouraging use of bulletin
6. How to keep mission of the church before the congregation

APPLICATION:

Discussion Date _____	Instructor _____
Modeling Date _____	Model _____
Observation Date _____	Observer _____
Solo Date _____	

EVALUATION AND NOTES:

## WORSHIP

TOPIC: Child Dedication

PASTORAL SKILL: The ability to involve parents and congregation in a commitment to the spiritual development of a child.

DISCUSSION:

1. Preparing parents for the service
  - a. Visiting in the home in advance
  - b. Challenging parents to a lifetime of religious dedication
2. When one spouse isn't a church member
3. What about single parents
4. Holding small babies
5. Congregational involvement and commitment
6. Dedication certificates
7. Flowers
8. Your brief message
9. What to do with crying babies
10. Prayer content
11. The parental vows

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## WORSHIP

TOPIC: Children's Story

PASTORAL SKILL: The ability to lead the children of the church to participation in the worship service.

DISCUSSION:

1. Handling problem children
2. Location of children – which way should the children face?
3. Length of the story – 3-4 minutes
4. Involving church members
5. Story – should it relate to sermon?
6. Content of the story needs to be age appropriate
7. Determining Biblical principles that are age appropriate
8. Know them all by name

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## WORSHIP

TOPIC: Church Bulletin

PASTORAL SKILL: The ability to effectively communicate the worship schedule and church announcements.

DISCUSSION:

1. Format of the bulletin
2. Deadlines for information
3. Scheduling participants
4. Typing
5. Appropriateness of written announcements
6. Bulletin stock
7. Copying vs. printing
8. Special issues of the bulletin
9. Making the bulletin available online

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## WORSHIP

TOPIC: Communion

PASTORAL SKILL: The ability to guide the congregation into an experience of grace through the presentation of the emblems of Christ's body and blood.

DISCUSSION:

1. Variety
2. Frequency
3. Formal vs. informal
4. Practice ahead of time
5. Foot Washing
  - a. Families
  - b. Couples
  - c. Singing
  - d. Prayer
6. What to do with those who don't participate – newly baptized or visitors
7. Disposal of leftovers
8. Serving the shut-ins

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## WORSHIP

TOPIC: Leading Worship Service

PASTORAL SKILL: The ability to effectively direct the flow of the worship service.

DISCUSSION:

1. Planning the order of the worship service
  - a. Timing for each part in the service
  - b. The value of thinking several weeks ahead for maximum impact
2. Working with the Elders as worship leaders, or creating worship teams
3. Formal vs. Informal worship style
4. Training the congregation in worship
5. When and how to change the order of service
6. What to do when participants fail to show up
7. Use of Scripture – use a version people understand

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## WORSHIP

TOPIC: Prayer in the Worship Service

PASTORAL SKILL: The ability to lead the congregation to experience a corporate response to the presence of God.

DISCUSSION:

1. Pastoral prayer – who gives it
2. Training the Elders and members in how to offer prayer
3. Handling prayer requests
4. Use of The Lord's Prayer
5. Introducing the prayer
6. Length of the prayer
7. Parts of prayer
8. Creative ways to involve the congregation

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:



## WORSHIP

TOPIC: Prayer Ministry in the church

PASTORAL SKILL: The ability to lead members in sharing the study of the Bible.

### DISCUSSION:

1. The purpose of a Prayer Ministry in the church
2. The conventional Prayer Meeting
  - a. Average audience composition
  - b. Making prayer a key component
  - c. Possible topics
  - d. The need for variety
  - e. Location
  - f. Length of time
  - g. During summer
3. Other Options
  - a. Using a film series
  - b. Short topical series
4. Meeting in homes
5. Meeting early Sabbath morning
6. Prayer during the Worship service
7. Prayer chains
8. Small Group ministry as a supplement/replacement for conventional Prayer Meetings

### APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

### EVALUATION AND NOTES:

## WORSHIP

TOPIC: Preaching

PASTORAL SKILL: The ability to present a Bible topic or passage in such a way that the congregation will listen, learn and change.

DISCUSSION:

1. Preparation time
2. Use of notes
3. Use of a manuscript
4. Reusing old sermons
5. Sermonic series
6. Topical vs. textual sermons
7. Use of illustrations
8. Drama, sketches and plays
9. Publishing sermons, including any legal considerations
10. Recording sermons
11. Dealing with criticism of sermons
12. Seeking feedback of sermons
13. Delivery styles
14. Live streaming
15. Creating a filing systems for ideas and illustrations
16. Every sermon to uplift Jesus

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## WORSHIP

TOPIC: Scripture Reading in Church

PASTORAL SKILL: The ability to orally interpret and choose scripture so that the congregation will understand and participate.

### DISCUSSION:

1. Responsive readings
2. Various versions
3. Choosing scripture
4. Length of passage to read
5. Waiting for congregation to find passage or only having passage on screen
6. Relation to the sermon
7. Principles of oral interpretation
  - a. Inflection
  - b. Clarity

### APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

### EVALUATION AND NOTES:

## WORSHIP

TOPIC: Sensitivity to Diverse Audiences

PASTORAL SKILL: The ability to understand different cultural issues within the congregation.

### DISCUSSION:

1. Understanding the unique make-up of your church
  - a. Age
  - b. Education level
  - c. Type of employment
2. Understanding the demographics of your community
3. Use of Adventist jargon in church
4. The fear of ministering for the future without upsetting the past
5. Celebrating diversity within the congregation
6. How to say good-bye to outdated traditions

### APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

### EVALUATION AND NOTES:

## WORSHIP

TOPIC: Sermonic Year

PASTORAL SKILL: The ability to feed the congregation a balanced diet of spiritual food in the span of a year.

DISCUSSION:

1. Use of Sermonic Series
2. When and how to cover doctrines on Sabbath
3. Frequency and use of guests – the importance of owning your pulpit
4. Promotional/calendar sermons
5. Lay people as speakers
6. The SDA year – calendar of ministries to emphasize

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

EVALUATION AND NOTES:

## WORSHIP

TOPIC: Week of Prayer at an Adventist School

PASTORAL SKILL: To bring students to Christ and to strengthen their relationship with Him

DISCUSSION:

1. Coordinator for program
2. Theme for the week
3. Theme song
4. Counseling (dependent on academic level)
5. Helping students understand HOW to have a relationship with Christ
6. Helping students understand how to KEEP a relationship with Christ
7. How to determine their concerns, issues and problems
8. How to relate to concerns, issues and problems
9. Meeting with the students outside of the area where the talk was given
10. Using youth for the Week of Prayer
11. Importance of a Baptismal Class following the Week of Prayer

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## WORSHIP

TOPIC: Worship Music

PASTORAL SKILL: The ability to select worship music appropriate to the occasion and the congregation.

DISCUSSION:

1. Developing worship teams
2. Working with musicians
3. Introducing and using sing new songs in the congregation
4. The purpose of congregational singing
5. Use of hymns
6. Placement of music in the worship service
7. Using a variety of old and new songs and hymns
8. Subjective vs. objective songs

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## MANAGEMENT

TOPIC: A Personal Filing System

DISCUSSION:

1. Purpose
2. Methods
3. Use
4. Problems - consistency

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:



## MANAGEMENT

TOPIC: Building Projects

PASTORAL SKILL: The ability to take a building project from planning to completion.

DISCUSSION:

1. Before you begin
  - a. Congregational support
  - b. Establish a Building Committee
  - c. Financing the project
    - 1) Fundraising
    - 2) Revolving Fund loan
  - d. Free labor vs. contracted labor
  - e. Architectural style and its effect on function
  - f. Understanding Blueprints
2. Steps leading to construction
  - a. Conference approval
  - b. Selecting builder/sub-contractors
  - c. Church Business Meeting vote
3. Construction phase
  - a. Insurance needs during construction
  - b. Timelines and deadlines
4. The Importance of a Good Location
5. Buying Land
6. Remodel vs. Moving
7. Conflict Management

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## MANAGEMENT

TOPIC: Children's Sabbath School (SS)

PASTORAL SKILL: To provide support to Sabbath School volunteers and appropriate ministry to the children.

DISCUSSION:

1. Pastoral involvement with Children's Sabbath School
  - a. Spending time in each Sabbath School division
  - b. Knowing each child's name
2. Casting a vision for Children's Sabbath School
3. Encouragement for SS leaders
4. The role of Sabbath School in building relationships between children and non-parental adults
5. Assuring quality and consistency in programming
6. Training for specific volunteer positions

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

**MANAGEMENT**

TOPIC: Church Board

PASTORAL SKILL: The ability to lead a Church Board to effective decisions.

DISCUSSION:

1. Who are Members of the Church Board
2. Chairperson of the Board
3. Developing a Written Agenda
  - a. Printed out
  - b. Stick to it with no added items
  - c. Work toward having committees/groups bringing recommendations
4. Frequency of Meetings
5. The Importance of Written Minutes
6. Restrictions and responsibilities
  - a. Qualities of a good Board member
  - b. Confidentiality and Transparency
  - c. Influence and Power Plays
7. Goals and Planning
8. Evaluation Process for the Church Board
9. Mailing materials, agendas and Financial Reports in advance

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## MANAGEMENT

TOPIC: Church Business Meeting

PASTORAL SKILL: The ability to help the church transact business in a fair and effective manner.

DISCUSSION:

1. Purpose of a Business Meeting
2. Types of business to be considered
  - a. Church Budget
  - b. Disfellowshipping of a member
  - c. Major congregational changes
  - d. Annual reports and plans to be voted
  - e. Other:
3. Frequency
4. Problems to be avoided
  - a. Sticking to a voted agenda
  - b. Dealing with problem people
5. Difference between a Business Meeting and a Church Board meeting
  - a. Elected to vote on the board, all vote in a Business Meeting
  - b. Understanding the hierarchy of church decision making
  - c. Understanding delegated authority

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## MANAGEMENT

TOPIC: Church Communications

PASTORAL SKILL: The ability to communicate church news and programs to every potential participant.

DISCUSSION:

1. The Purpose of Church Communications
2. Church Newsletter
  - a. Content
  - b. Editing
  - c. Typing
  - d. Publishing
  - e. Frequency
  - f. Emailing
  - g. Mailing to older members
3. Website
  - a. Keeping site current
  - b. Professional look
  - c. What information to put on the website
4. Maintaining Accurate Mailing Lists
5. Specialized Church Communication
  - a. Interest Newsletter
  - b. Youth Newsletter
  - c. Visitor letters
6. Evaluating your communications
7. Financing
8. Lobby monitors for information
9. New Media communication – blogging, texting, etc.

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## MANAGEMENT

TOPIC: Church Files

PASTORAL SKILL: The ability to store accurate and concise information that can be quickly recalled for future needs.

DISCUSSION:

1. Membership files
2. Interest files
3. Correspondence files
4. Sermon material files
5. How long to keep information
6. What information is legally necessary
7. Use of eAdventist.net
8. File headings
9. Styles of filing available
10. Archiving, Storing and Organizing to find Information
11. Computer storage

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## MANAGEMENT

TOPIC: Church Financing and Financial Oversight

PASTORAL SKILL: The ability to keep the supply and demand for money in balance in a church.

DISCUSSION:

1. Leadership and Tithing
2. Finance Committee
3. Combined budget vs. individual department financing
4. Personal giving plan
5. Demands of large donors
6. Every member canvass
7. Problems to avoid in fund raising
8. Church Budgeting and Financial Analysis
9. Sermons on finance and stewardship
10. Relationship with the church treasurer
  - a. Recording keeping and reports
  - b. Knowledge of donor records
11. Banking
12. Auditing
13. Relationship to Conference offerings
14. Relationship to Conference financial projects
15. Checks and Balances on money handling
16. Special offerings for visiting ministries
17. Resources available – The Stew Pot and Best Practices

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## MANAGEMENT

TOPIC: Elders' Meetings

PASTORAL SKILL: The ability to guide the Board of Elders into an effective counsel of leaders.

DISCUSSION:

1. Time necessary to serve as an Elder
2. Frequency to meet with Board of Elders
3. Materials to share
4. Expectations and responsibilities
  - a. Be spiritual leaders
  - b. Confidentiality
  - c. Visitation
  - d. Platform duties and decorum
  - e. Preaching schedule
  - f. Train to be Associate Pastors with Pastoral roles
  - g. Teamwork and collaboration
  - h. Focus on outreach and evangelism
5. Overly aggressive elders
6. Conflict management
7. Strategic Planning
8. Role of the Head Elder

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:



## MANAGEMENT

TOPIC: Letters of Transfer

PASTORAL SKILL: The ability to oversee the transfer of membership effectively within our form of church organization.

DISCUSSION:

1. Steps for transfer of church letter – understanding the process
2. When and why a church letter is held up
3. Reasons for turning down transfer of letter
4. Dealing with enmity when transferring letter
5. Attaching notes and writing letters to accompany transfer of letter
6. When to stand firm and when to show Christian grace
7. Transfers only happen within our denomination, not to or from other Christian churches
8. Visiting prospective members before transferring membership in

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## MANAGEMENT

TOPIC: Nominating Committee (Ministry Placement)

PASTORAL SKILL: The ability to help the church select its leadership

DISCUSSION:

1. Selecting the Nominating Committee
2. Understanding the Church Manual instruction for selecting and conducting
3. Organizing proper material for committee
4. Survey for spiritual gifts and ministry interests
5. Looking for ways to develop new leadership
6. Thinking through and providing job descriptions
7. Leadership vetting and stewardship
8. Handling privileged information
9. Evaluating ministry effectiveness
10. The redemptive role when pastoring the disappointed
11. Dealing with conflict
12. Pastoral influence – danger of dominating or manipulating
13. Role of “2 or 3 witnesses” in verifying any accusations being made

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## MANAGEMENT

TOPIC: Ordination of Church Officers

PASTORAL SKILL: To effectively lead in the instruction and ordination of church officers.

DISCUSSION:

1. Teaching the importance of and responsibilities for that church office
2. Spiritual preparation for ordination
3. Determine who, from list of elected officers, has not been ordained before.
4. Ordination ceremony, what to do, have others do and when
5. Pastor's remarks, charge, prayer, laying on of hands
6. Ordaining women

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

EVALUATION AND NOTES:

## MANAGEMENT

TOPIC: Planning a Program

PASTORAL SKILL: The ability to visualize all the parts of a program in advance and organize personnel and material to successfully complete the project.

DISCUSSION:

1. Lead-time necessary
2. Planning
3. Intended target audience
4. Organizing
5. Staffing
6. Communication and promotion
7. Execution
8. Thanking those who help
9. Follow-up
10. Evaluation

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## MANAGEMENT

TOPIC: Preparation for Crisis and Emergencies

PASTORAL SKILL: The ability to effectively prepare the congregation for challenges that will come.

DISCUSSION:

1. The importance of an emergency plan for the church
  - a. Incident during Sabbath
  - b. Responding to community needs
2. Being a meeting area for community incident – evacuation area for local school, etc.
3. Creating a community needs response team
4. Working with local and government agencies
5. Helping each church family have an emergency plan for communication and basic needs
6. Annual practice during a worship service of an evacuation procedure

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## MANAGEMENT

TOPIC: Proficiency with Social Media

PASTORAL SKILL: The ability to understand the power of words and pictures in our digital age.

DISCUSSION:

1. Use of Facebook and Twitter within the church
  - d. Promotional opportunities
  - e. Posting of activities
2. Using YouTube, Vimeo, Instagram and other such sites
3. Creating a Social Media team
4. Social Media and seniors
5. The impact outside of your congregation
6. Moving from social media to social interaction
7. Pastor as blogger
8. A suggested plan for uses of Social Media in Ministry
  - a. Realize that target audiences differ by social site
  - b. Plan carefully to coordinate frequency of posts
  - c. Generate original visual content to share
  - d. A picture is worth a thousand words, but video is worth a million. Short videos get the best response, followed by pictures, then audio only
  - e. Keep posts current

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## MANAGEMENT

TOPIC: Proficiency with Technology

DISCUSSION:

1. The computer as a tool
  - a. Research via internet
  - b. Bible Study software
  - c. Ellen G White writings software
  - d. Writing and storing sermons/files
  - e. Filing system for letters, etc.
  - f. Calendar
  - g. Digital communication
2. Dangers of the Internet
3. Cellular Phone
4. Office machines
5. Digital projection

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## MANAGEMENT

TOPIC: Sabbath School Council

PASTORAL SKILL: The ability to maximize the potential for Christian education on Sabbath morning for both nurture and outreach.

DISCUSSION:

1. Purpose of Sabbath School
2. Strengths of Sabbath School
3. Possible improvements to Sabbath School
4. Selection/oversight of adult and children's curriculum
5. Leadership role of the General Superintendent
6. Teachers
7. Divisions
8. Nurture as a key component of Sabbath School
  - a. Function as a Small Group
  - b. Member care within the class
9. Evangelism as a key component of Sabbath School
  - a. Each adult class adopt a family to pray for and minister to
  - b. New believers class
10. Makeup and frequency of Sabbath School Council
11. Pastor's responsibility to the Sabbath School in a single church and in a district
12. Recruiting help
13. Dealing with problems
14. Filling resignations

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:



## MANAGEMENT

TOPIC: Time Management

PASTORAL SKILL: The ability to prioritize and use time to the best advantage of the pastor's professional, personal and family life.

DISCUSSION:

1. General division of time in most ministry settings
  - a. Time for Preparation
    - For your message
    - For various ministries and duties
    - For maintaining
  - b. Time for People
    - For ministry leaders
    - For people in need
    - For those with questions
    - For those who are needy
2. Devotional time
3. Family time
4. Study time
5. Visitation time
6. Meeting time
7. Using time effectively
  - a. Tips for saving time
  - b. Time wasters
  - c. Time savers
  - d. Establishing priorities
  - e. Value of Time Management seminars
8. Time off
9. Vacations
10. Time for personal interests and hobbies
11. Developing discipline

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## MANAGEMENT

TOPIC: Treasurer's Records

DISCUSSION:

1. Confidentiality of records
2. Using records as a diagnostic instrument
3. What information is useful to the pastor?
4. How should the pastor get this information?
5. Relationship to treasurer

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## MANAGEMENT

TOPIC: Working with a Secretary

PASTORAL SKILL: The ability to make proper use of the special skills of a secretary.

DISCUSSION:

1. The importance of teamwork
2. Clarifying expectations
  - a. Public and private cooperation
  - b. Maintaining positive attitude
  - c. The importance of confidentiality
  - d. A filing system for church information
  - e. Making appointments
  - f. Technical and professional skills
3. Maintaining professional relationship
4. Church office as an information center
5. Working with a volunteer secretary
6. Priorities for a part-time secretary
7. Showing appreciation
8. Proper pay
9. Evaluation of secretary
10. Evaluation of boss
11. Secretary for multi-pastor church must have one boss
12. Hiring and firing

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## SCHOLARSHIP

TOPIC: Developing the Church into a Learning Community

PASTORAL SKILL: The ability to help the entire church family continually grow in their faith understanding.

DISCUSSION:

1. The Pastor as the Seminary Dean of the Church
2. Developing a systematic plan for faith development within your congregation. An example would be:
  - a. Class 101 – Understanding Church Membership  
Class 102 – Contagious Adventist  
Class 103 – Basics of the Sanctuary
  - b. Class 201 – Understanding Spiritual Maturity  
Class 202 – You Can Understand Your Bible  
Class 203 – Introduction to Spiritual Gifts
  - c. Class 301 – Understanding Your Ministry  
Class 302 – Ministering with the Mormons  
Class 303 – Connecting with your Spiritual Gifts  
Class 304 – Small Group Leadership
  - d. Class 401 – Understanding Your Life Mission  
*This was a process designed for this purpose and for more information, the Ministerial Department would be glad to share*
3. Other possibilities

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

**SCHOLARSHIP**

TOPIC: Doctrinal Knowledge and Understanding

PASTORAL SKILL: The ability to understand and explain our church teachings.

DISCUSSION:

1. Developing a plan for deep, continual, ongoing commitment to study
2. Become an expert in one or two areas of church life or teaching
3. Have memorized a couple of texts to explain each of our major teachings
4. Develop a personal library of resources

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

EVALUATION AND NOTES:

**SCHOLARSHIP**

TOPIC: Professional Development

PASTORAL SKILL: The ability to continue to grow professionally as a pastor.

DISCUSSION:

1. Fulfilling annual CEU requirements
2. Staying current on Best Practices for Ministry
3. Gaining member feedback for growth

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_  
Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

EVALUATION AND NOTES:

## SCHOLARSHIP

TOPIC: Reading for Professional Growth

DISCUSSION:

1. Choosing what you read
2. When you read
3. Learning to read
4. Using your reading
5. How to make notes from your reading
6. Journaling as you read

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## RELATIONSHIP

TOPIC: Aid to Transients

### DISCUSSION:

1. Funds to use
2. Establishing a process to evaluate need
  - a. Develop workable policy and stick to it
  - b. Screening – determining need and eligibility for help
3. How do you spot a professional panhandler?
4. Referrals

### APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

### EVALUATION AND NOTES:



**RELATIONSHIP**

TOPIC: Anointing Service

PASTORAL SKILL: The ability to help a person face sickness and health, life and death with a Christian perspective.

DISCUSSION:

1. What does anointing mean?
2. Preparation for self, member and family
3. Application of oil
4. Who should be in the room?
5. Follow-up
6. Mention to patient
7. Appropriate scriptures and readings
8. Read and know well the chapter “Prayer for the Sick” in *Ministry of Healing*

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## RELATIONSHIP

TOPIC: Avoiding Compromising Situations

PASTORAL SKILL: The ability to effectively interact with people without causing misunderstanding.

DISCUSSION:

1. Clearly understand the importance of creating minimal opportunities for questions
  - a. Window on all church doors into offices and classrooms
  - b. Being alone with people
  - c. Times of day to be cautious
2. The importance of accountability
3. Value of a posted and regular schedule
4. Understanding boundaries
5. The importance of confidentiality
  - a. Problems when this is violated
  - b. Knowing what you are mandated to report

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## RELATIONSHIP

TOPIC: Church Social Life

PASTORAL SKILL: The ability to draw all members into a warm fellowship within the congregation.

DISCUSSION:

1. Recreation or entertainment – understanding the motivation for social activities
2. Church Social Committee
3. Secular social or religious social
4. Social by age groups and cross-generational events
5. The pastor's responsibility to the social life
6. Frequency
7. Variety
8. Inviting community, friends and family

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## RELATIONSHIP

TOPIC: Counseling, Families

PASTORAL SKILL: The ability to improve family life.

### DISCUSSION:

1. Understand limitations and know when to refer
2. Value of professional referral
3. Biblical basis for family
4. Getting the big picture as well as all the facts
5. Time priorities
6. Ethics

### APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

### EVALUATION AND NOTES:

**RELATIONSHIP**

TOPIC: Counseling, Funeral

PASTORAL SKILL: The ability to minister to the family of the deceased.

DISCUSSION:

1. Visiting at the home before funeral
2. Contact after the funeral
3. Follow-up with non-Christian relatives
4. Fees and gifts

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

EVALUATION AND NOTES:

## RELATIONSHIP

TOPIC: Counseling, Homosexual and Transgender

PASTORAL SKILL: The ability to understand and help a person with lifestyle challenges.

### DISCUSSION:

1. Limitations of what we can do
2. Referrals to professionals
3. Religious implications
4. Accepting people without accepting their actions
5. Counseling parents and other members of family

### APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

### EVALUATION AND NOTES:

## RELATIONSHIP

TOPIC: Counseling, Marriage

PASTORAL SKILL: The ability to help two people work through their problems for their mutual benefit.

DISCUSSION:

1. Getting the overview as well as the details
2. Learning not to get emotionally involved
3. Referrals
4. Pastoring both partners
5. Keeping it out of the church
6. Church policies
7. Take some type of pre-marital counseling training

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## RELATIONSHIP

TOPIC: Counseling, Premarital

PASTORAL SKILL: The ability to lead a couple into an understanding of each other and God that will prepare them for marriage.

DISCUSSION:

1. Timing
2. Duration
3. Necessity
4. Materials
5. Format
6. Subjects
7. Follow-up

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_  
Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

EVALUATION AND NOTES:



**RELATIONSHIP**

TOPIC: Counseling the Terminally Ill

PASTORAL SKILL: The ability to help a person prepare for death.

DISCUSSION:

1. Doctrine of Hope
2. Physical needs
3. Estate planning
4. Working with medical personnel
5. Ministering to family

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_  
Modeling Date \_\_\_\_\_ Model \_\_\_\_\_  
Observation Date \_\_\_\_\_ Observer \_\_\_\_\_  
Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## RELATIONSHIP

TOPIC: First Visits in a District

PASTORAL SKILL: To quickly develop initial interpersonal relationships in a church family.

DISCUSSION:

1. Why are you doing this?
2. How does this relate to “ministry”?
3. What do you hope to accomplish
4. How to develop interpersonal relationships
5. F O R T
  - a. Family
  - b. Occupation
  - c. Religious background
  - d. Testimony
6. Organize who to see when
7. Call first before arriving?
8. Literature
9. Precautions

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

**RELATIONSHIP**

TOPIC: Funerals

PASTORAL SKILL: The ability to bring a sense of the comforting presence of God to the family and friends.

DISCUSSION:

1. Visitation of the terminally ill
2. Meeting with the family
3. Working with the Funeral Director
4. Obituary preparation
5. Preparing the message
6. Music at the funeral service
7. Putting together the overall Funeral service
8. The graveside service
9. Honorarium
10. Follow-up
11. Feeding the family
12. Housing friends of family

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

**RELATIONSHIP**

TOPIC: Hospital Visits

PASTORAL SKILL: To develop the ability to empathetically interrelate with patients in the hospital.

DISCUSSION:

1. How to draw out and relate to patients' feelings
2. Guiding them in locating their own resources to help them
3. Length of visit
4. Prayer
5. Bible texts
6. Literature (when or when not to use)
7. How to relate to hospital staff and requirements
8. Special circumstances
9. Procedure to find out who is sick

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_  
Modeling Date \_\_\_\_\_ Model \_\_\_\_\_  
Observation Date \_\_\_\_\_ Observer \_\_\_\_\_  
Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## RELATIONSHIP

TOPIC: Local Community Ministerial Association

DISCUSSION:

1. Why become involved?
2. SDA Pastor's relationship to other clergymen
  - a. Interest in their plans and problems
  - b. Community interests and plans
  - c. Fellowship
  - d. Witnessing
  - e. Openness
3. Fellowship, collegiality and cooperation with other local SDA pastors

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## RELATIONSHIP

TOPIC: Membership Visitation

PASTORAL SKILL: The ability to effectively reach the entire congregation in a systemic way.

DISCUSSION:

1. The importance of visitation as a part of pastoral ministry
2. Creating visitation opportunities
  - a. Before church
  - b. After church
  - c. At church activities
3. Developing a systematic approach to visitation and a regular time to make visits
4. Involving other members in visitation
5. Keeping record of visits made
6. Visiting by appointment and with intent – why are you going?
7. What to do with those members who don't want you do visit
8. What to do with those members who want you to come frequently
9. Unique ways to "visit"
  - a. Birthday cards or calls
  - b. Annual church visitation day

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

**RELATIONSHIP**

TOPIC: Pastoral Participation in Church Life

PASTORAL SKILL: The ability to effectively interact with the church family with being overwhelmed.

DISCUSSION:

1. Being at all events
2. Availability to all of your members
3. The Ministry of Presence
4. Walking slowly through the crowd
5. Knowing names and family connections
6. Sensitivity to the feelings of others
7. Compassion and hospitality

APPLICATION:

Discussion Date	_____	Instructor	_____
Modeling Date	_____	Model	_____
Observation Date	_____	Observer	_____
Solo Date	_____		

EVALUATION AND NOTES:

## RELATIONSHIP

TOPIC: Pathfinder and Adventurers Clubs

PASTORAL SKILL: To effectively relate to the local Pathfinder and Adventurers Clubs.

DISCUSSION:

1. Determine your role as the pastor
  - a. Your relationship with the local club
  - b. Your relationship with the club leadership
  - c. How often to participate
  
2. Understanding how Pathfinder/Adventurers clubs function
  - a. How to start a club
  - b. What happens during a regular meeting
  - c. Pathfinder excursions and events
  - d. Investiture
  - e. Fund Raising
  
3. How these clubs can assist the Church in its outreach
  - a. Involving children from outside of our church
  - b. Projects that are missionary and community related

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:



## RELATIONSHIP

TOPIC: Service Clubs

DISCUSSION:

1. Which clubs can a minister comfortably join?
2. How important is it to belong?
3. How objectives are to be gained?
4. What problems might one encounter?

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

EVALUATION AND NOTES:

## RELATIONSHIP

TOPIC: Skilled in Conflict Resolution

PASTORAL SKILL: The ability to effectively deal with church conflict.

### DISCUSSION:

1. Understanding the causes of congregational conflict
2. Steps to take in addressing congregational conflict
3. The importance of responding quickly to conflict
4. Addressing long-standing conflicts between members
5. The importance of transparency and openness
6. How to treat those you are in conflict with

### APPLICATION:

Discussion Date _____	Instructor _____
Modeling Date _____	Model _____
Observation Date _____	Observer _____
Solo Date _____	

### EVALUATION AND NOTES:

## RELATIONSHIP

TOPIC: Visitation of the Aged

PASTORAL SKILL: To relate meaningfully to senior citizens.

DISCUSSION:

1. Discover their spiritual journey
2. Determine their areas of interests
3. Determine their problems
  - a. Social
  - b. Economic
  - c. Physical well being
4. Find creative ways to involve in ministry
5. Length of visit
6. How to close the visit
7. How often should you visit
8. Literature to share
9. Prayer and/or Bible texts – when and when not appropriate

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## RELATIONSHIP

TOPIC: Visitation of the Discouraged

PASTORAL SKILL: To understand and assist the discouraged.

DISCUSSION:

1. How to develop good relationships with the discouraged
2. How to help them move from their emotional feelings to more reasonable thought patterns.
3. Literature to share
4. Bible promises to share
5. Knowing when and how to refer for additional help

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

EVALUATION AND NOTES:

**RELATIONSHIP**

TOPIC: Visitations of Shut-ins

PASTORAL SKILL: To minister to the shut-ins.

DISCUSSION:

1. How can the Church better meet their needs
  - a. Clearly identify who these people are in your church
  - b. Establish an effective team approach for systematic visitation
2. Projections of their most probable feelings and how one could effectively relate to these feelings
3. How they can assist your ministry
  - a. Telephone ministry
  - b. Being part of prayer team
  - c. Grandparent adoption
  - d. Etc.

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

**RELATIONSHIP**

TOPIC: Weddings

PASTORAL SKILL: The ability to give a sense of joy in God's approval of man's union.

DISCUSSION:

1. Premarital counseling
2. Non-SDA weddings
3. Honorarium
4. Length of service and your message
5. Making it personal
6. Divorced partners
7. Wedding rehearsals and wedding coordinator
8. Marriage certificate
9. Sermon notes
10. Vows

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_  
Modeling Date \_\_\_\_\_ Model \_\_\_\_\_  
Observation Date \_\_\_\_\_ Observer \_\_\_\_\_  
Solo Date \_\_\_\_\_

EVALUATION AND NOTES:

## RELATIONSHIP

TOPIC: Youth Ministry

PASTORAL SKILL: To effectively minister to needs of the youth of your church.

DISCUSSION:

1. Develop a vision for Youth Ministry in your local church
2. Determine your resources
  - a. Financial
  - b. Equipment
  - c. Facilities
  - d. Youth-oriented personnel
3. How to determine and meet their needs
  - a. Recreation
  - b. Worship
  - c. Outreach
  - d. Interpersonal relationships
4. Relating to their problems, concerns and the needs of their life
5. How to explain and demonstrate salvation and especially God's love for them
6. Develop their abilities and leadership skills and involve in significant ways in the church

APPLICATION:

Discussion Date \_\_\_\_\_ Instructor \_\_\_\_\_

Modeling Date \_\_\_\_\_ Model \_\_\_\_\_

Observation Date \_\_\_\_\_ Observer \_\_\_\_\_

Solo Date \_\_\_\_\_

EVALUATION AND NOTES: