

# *Pastoral Duties*



*Classroom Hours:* 24 (minimum)

## *Description/Overview:*

The duties of a pastor supersede church work and stretch into his personal life, his family, his finances, and his ethics. This course studies both personal and public aspects of ministry, explaining how a minister should behave as a husband, father, counselor, administrator, and manager of finance.

## *Objectives:*

At the end of this course students will be able to:

1. Express the importance of a minister maintaining a healthy personal life.
2. Clarify the role a minister should play in his own home, with his own family.
3. Identify the dangers a minister's personal life might encounter.
4. Restate the vital role honesty and integrity play in a minister's handling of his finances.
5. Define "ministerial ethics" as it relates to every aspect of a minister's life.
6. Explain and expound upon the biblical role of a pastor.
7. Consider that pastor as the head of an administrative team.
8. Summarize the various aspects of the financial management of a church.
9. Differentiate between teaching and preaching.
10. Clarify the special services a minister performs and how those are to be handled.
11. Understand the necessary qualifications of proper pastoral counseling.
12. Establish the laws that effect ministers specifically and how to follow them.

### *Topics / Concepts:*

- The various aspects of a minister's personal life: calling, character, devotional life, fellowship, priorities, self-discipline, self-motivation, continuing education, stewardship of the body and pitfalls.
- The minister's calling and how his family fits into and plays a part in that.
- A minister's role as a spouse.
- How a minister should handle compensation and taxes.
- A minister's relationship with his community, pastor, laity, evangelists, other pastors and churches, district organization, general organization.
- The proper pastoral handling of evangelism and missions.
- The administration of a local church, establishing a leadership team and selecting personnel.
- The various aspects of the financial management of a church: cash control, bookkeeping, budgeting, reporting, and fund raising.
- The preacher delivering each message as an ambassador of Christ.
- The qualifications and legalities of, general considerations relating to, and proper procedures concerning weddings.
- The various types of pastoral counseling.

### *Recommended Primary Textbook(s):*

The Pentecostal Minister – J. L. Hall and David K. Bernard

*Recommended Alternatives:*

Making Full Proof of Our Ministry – Ralph Reynolds

Pastoral Studies – Ralph Vincent Reynolds

Ministerial Duties – Ralph Vincent Reynolds

*Overview of Lessons available in the Recommended Primary Textbook:*

Foreword – Nathaniel A. Urshan

The Minister's Personal Life – Cleveland M. Becton

The Minister and His Family – Charles R. Grisham

The Minister's Finances – Jesse F. Williams

Ministerial Ethics – E.L. Holley

Pastoral Leadership – J. T. Pugh

Church Administration – Kenneth F. Haney

Church Finances – Ken Gurley

Preaching and Teaching – David F. Gray

Special Services – Clark E. Lott Sr.

Pastoral Counseling – Robert D. Trapani

The Minister and the Law – David K. Bernard

*Languages Available:*

*Course Packet Resources:*

*Comments:*

*Date of Last Revision:*