

Checking In

Participant Check List with Recommended Resources

Pastoral Skills

Administration

Overseeing the work of church committees and church council

Books/Articles:

- *The Effective Pastor* by Robert C. Anderson (Amazon), Chapters 8, 22
- *The Art of Christian Leadership* by Jon Byler, 2009, (Amazon), Chapter 13

Videos: Equipper: Brian Hershberger

http://www.equipper.tv/?page_id=105 (15 minutes) On CMC's Equipper series, scroll down to the video Brian Hershberger's talk on Church Structure.

Podcasts: <http://www.seedbed.com/church-leader-podcast-episode-20-committees-and-mistakes/> (9 minutes) Pastor Gabe Lawson shares advice for new pastors regarding working with existing committees and leadership teams.

Leading the pastoral team (if applicable)

Books/Articles:

- *The Art of Christian Leadership* by Jon Byler, 2009, (Amazon), Chapter 10
- *Leading and Managing Your Church*, Carl George, (Amazon), Chapters 6,7

Supervising church staff (if applicable)

Books/Articles:

- *The Effective Pastor* by Robert C. Anderson (Amazon), Chapters 26, 27, 28

Videos: <https://www.youtube.com/watch?v=PyW0dShi9BI> (4 minutes) Ron Vietti shares tips on how to affirm and challenge employees to create a great working environment.

Planning and leading worship services

Books/Articles

- *The Effective Pastor* by Robert C. Anderson (Amazon), Chapter 13, 14, 15
- <http://blog.churchsource.com/steps-for-planning-effective-scripture-readings/>

Managing strategic planning processes

Books/Articles: <https://smartchurchmanagement.com/church-strategic-planning/>

Podcasts: <http://blog.bcwinstitute.org/s2-e9-greg-hawkins-oak-hills-church/> (40 minutes) Greg Hawkins discusses how to implement a strategic planning process.

Developing leaders

Books/Articles:

- *The Art of Christian Leadership* by Jon Byler, 2009, (Amazon), Chapter 8
- *What's My Shape* (Rosedale Mennonite Missions)
- *The Emotionally Healthy Leader* by Peter Scazzaro (Amazon)

Videos: <https://www.youtube.com/watch?v=ubyK4RJKJQU> (57 minutes) John Maxwell shares five levels of leadership.

Overseeing technology and computers

Books/Articles:

Videos: <https://www.youtube.com/watch?v=GgtmnO2A9aY> (6 minutes) Church media professionals share their opinions of media in a church ministry context.

Counseling

Giving spiritual guidance to individuals

Books/Articles:

- *The Mystery of God's Will* by Charles Swindoll (Amazon)
- *The Effective Pastor* by Robert C. Anderson (Amazon), Chapter 11
- *Solution Focused Pastoral Counseling* by Charles Kollar (Amazon)
- *The Biblical Basis of Christian Counseling for People Helpers* by Gary Collins (Amazon)

Podcasts: <https://itunes.apple.com/us/podcast/truth-in-love/id1003845008?mt=2>
A large collection of 10-minute podcasts on a variety of topics encountered in pastoral counseling with practical solutions from the Association of Certified Biblical Counselors. This is accessible through I-Tunes.

Helping troubled marriages

Books/Articles:

- *Love and Respect* by Emerson Eggerichs (Amazon)
- *The Prodigal Spouse* by Les Carter (Amazon)
- *The Meaning of Marriage* by Tim Keller (Amazon)
- <http://www.focusonthefamily.com/marriage/divorce-and-infidelity/when-your-marriage-needs-help/marriage-needs-help-booklet-overview>

Videos: <http://www.mrcmv.org/couples.html> 6-8 hours of video instruction in marriage

enrichment available from the Marriage Resource Center in Springfield, Ohio

Assisting with parenting issues

Books/Articles:

- *How to Really Love Your Teen* by Ross Campbell (Amazon)
- *How to Really Love Your Child* by Ross Campbell (Amazon)

Videos: http://www.equipper.tv/?page_id=8 (10-15 minutes) In CMC's Equipper series, scroll down to Tom Benders talk on *Principles of Parenting* and Steve Swartz's talk on *Family Systems*.

Resourcing those suffering from grief and loss

Books/Articles:

- <http://www.focusonthefamily.com/lifechallenges/emotional-health/coping-with-death-and-grief/helping-loved-ones-grieve> One article in a series from Focus on the Family for helping those in grief.

Videos: <https://www.youtube.com/watch?v=gsYL4PC0hyk> (4 minute) Animated video that illustrates the grieving process, especially grief from death.

http://www.equipper.tv/?page_id=8 (13 minutes) In CMC's Equipper series, scroll down to Lynette Showalter talk on Grief Work.

Providing pre-marriage counseling

Books/Articles:

- Prepare/Enrich at www.prepare-enrich.com
- *Before You Say I Do* by H. Norman Wright (Amazon)
- *Premarriage Awareness Inventory* at www.premarriageawareness.org/

Videos: www.youtube.com/watch?v=6pW3J_FJ46M (8 minutes) Explains and defends pre-marriage counseling

Making referrals for counseling

Books/Articles

- <http://www.christianitytoday.com/edstetzer/2015/august/pastors-counseling-and-mental-health-6-guidelines-for-pasto.html> A psychologist gives basic guidelines for knowing when a pastor should refer a counselee for professional help.
- <http://pastors.com/three-keys-to-wise-counseling-referrals/> Knowing when, whom, and how to refer

Videos: https://www.youtube.com/watch?v=_yk7P1BR_m8 (10 minutes) A Christian mental health therapist gives guidance on how to make counseling referrals and help

members follow through on the referrals.

Pastoral Care

Providing for the visitation of members

Books/Articles:

- *The Effective Pastor* by Robert C. Anderson (Amazon), Chapters 7, 10
- *Mastering Pastoral Care* by Bruce Larson (Amazon)

Videos: http://www.equipper.tv/?page_id=105 (17 minutes) In CMC's Equipper series, scroll down to Vern Hostetler's talk on visitation.

<https://www.youtube.com/watch?v=U6X3kVFYDKA> (25 minutes) How to make the most of pastoral visits

Podcasts: <https://poddirectory.com/e/NwYz47> (25 Minutes) Effective Pastoral Visitation

Providing for hospital calls

Books/Articles:

- <http://www.christianitytoday.com/pastors/2007/fall/20.69.html> Short article on effective hospital visits
- <http://www.lifeway.com/Article/Pastoral-care-guidelines-for-effective-hospital-visitiation> Short article on hospital visitation

Videos:

- <https://www.youtube.com/watch?v=H2hvFWs20FE> (6 Minutes) 10 Commandments of hospital visitation from Church Talk Lite

Leading funerals

Books/Articles

- Minister's Manual - Mennonite <http://store.mennomedia.org/Ministers-Manual-1998-English-P201.aspx>
- See *The Effective Pastor* by Robert C. Anderson (Amazon), Chapter 20

Videos: <https://www.youtube.com/watch?v=pTo0porJJIo> (6 minutes) How to conduct a funeral: Meeting with the family

<https://www.youtube.com/watch?v=vcEP24nO99k> (7 minutes) How to conduct a funeral: Preparing a funeral message

Leading communion

Books/Articles:

- Minister's Manual - Mennonite <http://store.mennomedia.org/Ministers-Manual-1998-English-P201.aspx>
- See *The Effective Pastor* by Robert C. Anderson (Amazon), Chapter 17

Preparing for and leading baptisms

Books/Articles:

- Minister's Manual - Mennonite <http://store.mennomedia.org/Ministers-Manual-1998-English-P201.aspx>

Leading wedding services

Books/Articles:

- Minister's Manual - Mennonite <http://store.mennomedia.org/Ministers-Manual-1998-English-P201.aspx>
- See *The Effective Pastor* by Robert C. Anderson (Amazon), Chapter 19

Leading child dedications

Books/Articles:

- Minister's Manual - Mennonite <http://store.mennomedia.org/Ministers-Manual-1998-English-P201.aspx>
- See *The Effective Pastor* by Robert C. Anderson (Amazon), Chapter 21

Providing for membership classes

Books/Articles:

- Minister's Manual - Mennonite <http://store.mennomedia.org/Ministers-Manual-1998-English-P201.aspx>

Providing for visitor follow-up

Books/Articles:

- <https://prochurchtools.com/perfect-church-connection-card-examples/> Some ideas on designing an effective visitor connection card.

Videos: <https://www.youtube.com/watch?v=WsMkyVSv7sY> (7 Minute) Welcoming guests to the church service

Managing conflict

Books/Articles:

- See *The Peacemaker* by Ken Sande (Amazon)
- See *Mastering Conflict and Controversy*, Marshall Shelly (Amazon)

- See *Managing Polarities in Congregations*, Roy Oswald and Barry Johnson (Amazon)

Videos: http://www.equipper.tv/?page_id=30 (15 minutes) In CMC's Equipper series, scroll down to Merle Nisly's talk on leading toward unity.

Podcasts: <http://www.lifeway.com/leadership/2016/05/20/episode-93-conflict-management/> (32 Minutes) Church leaders discuss how to handle conflict well.

Developing Child abuse policy in the local church

Books/Articles:

- *Child Abuse Prevention* by Christian Law Association, www.christianlaw.org
- *On Guard: Preventing and Responding to Child Abuse at Church* by Deepak Reju (Amazon)

Videos: <https://www.youtube.com/watch?v=FM7eJXSUEX4> (38 minutes) A lawyer and denominational leader discuss child sexual abuse policies in the local church

Preaching

Preparing a sermon

Books/Articles:

- *Biblical Preaching* by Haddon Robinson, (Amazon)
- *Mastering Contemporary Preaching*, Bill Hybels (Amazon)
- *Preaching the Great Themes of the Bible*, Chevis Horne (Amazon)
- *Communicating For A Change*, Andy Stanley (Amazon)
- <http://www.propreacher.com/the-1-thing-young-pastors-can-do-today-to-improve-their-preaching/>

Videos: http://www.equipper.tv/?page_id=103 (10-15 Minutes) In CMC's Equipper series, scroll down to listen to Alvin Yoder, Max Zook, Jim Miller, and Tim Yoder each share how they prepare a sermon.

Delivering a sermon

Books/Articles:

- *A Complete Guide to Sermon Delivery* by Al Fasol

Videos: <https://www.youtube.com/watch?v=sm2DyGRdLLw> (24 minutes) Tips to deliver your sermon effectively through voice quality, pitch, and hand gestures

Podcasts: <https://www.hbcharlesjr.com/2016/12/21/042-basic-tips-for-effective-sermon-delivery-podcast> (20 minutes each) A number of podcasts on preaching are listed on this site, including delivery, and are accessed through I-Tunes.

Discipleship

Books/Articles:

- *The Disciple Making Pastor* by Bill Hull, (Amazon)
- *First Steps: One-on-one Discipleship*, www.disciplinganother.com
- *Swimming Lessons* by Grant Edwards, www.disciplinganother.com
- *Discipleship That Fits* by Bobby Harrington and Alex Absalom (Amazon)
- *Multiply: Disciples Making Disciples* by Francis Chan (Amazon)

Videos: http://www.equipper.tv/?page_id=30 (10-15 minutes) In CMC's Equipper series, scroll down to hear Darren Peachey and Phil Schrock share about discipleship.

Evangelism/Missions

Planning outreach events for the unchurched

Books/Articles:

- *The Effective Pastor* by Robert C. Anderson (Amazon), Chapter 18
- *Mastering Outreach and Evangelism*, Myron Augsburger

Fostering a culture of evangelism in the church

Books/Articles:

- *Just Walk Across the Room* by Bill Hybels (Amazon)
- *The 9 Arts of Spiritual Conversations* by Mary Schaller and John Crilly (Amazon)

Involving the local church in inviting the nations to worship Jesus

- *Perspectives on the World Christian Movement*
<http://rosedalemennonitemissions.org/w2/resources/perspectives.html>

Theological Understanding

Systematic Theology - See online options in addendum

Gordon Conwell - Systematic Theology (GC-ST)

Biblical Training – Systematic Theology (BT-ST-I or II)

Revelation (Bible)

- GC-ST-I-Lecture 3
- BT-ST-I-Lectures 7-8

Inspiration (Bible)

- GC-ST-I-Lectures 3-4
- BT-ST-I-Lecture 8

Inerrancy (Bible)

- GC-ST-I-Lecture 5
- BT-ST-I-Lecture 9

Attributes of God

- GC-ST-I-Lecture 11
- BT-ST-I-Lectures 14-20

Canon of Scripture

- GC-ST-I-Lecture 6
- BT-ST-I-Lecture 10

Humanity

- GC-ST-II- Lectures ____
- BT-ST-I-Lecture 25-26

Christ

- GC-ST-II-Lectures ____
- BT-ST-II-Lectures 1-8

Sin

- GC (ST-II-Lectures ____
- BT-ST-I-Lectures 27-28

Salvation

- GC-ST-III-Lectures ____
- BT-ST-II-Lectures 15-18

Holy Spirit

- BT-ST-II-Lectures 9-14

Books/Articles

Jesus, Continued . . . Why the Spirit inside you is better than the Jesus beside you by J. D. Greear

The church

- GC-ST-III-Lectures ____
- BT-ST-II-Lectures 19-24

Last Things

- GC-ST-III-Lectures _____
- BT-ST-II-Lectures 25-26

Anabaptism

Peace and Non-resistance

Books/Articles

- *Choosing Against War* John D. Roth (Amazon)

Videos: <http://www.themeetinghouse.com/pageid/1700/> (40-50 Minutes each) Bruxy Cavy, shares a series of seven messages entitled: *Inglorious Pastors: Waging Peace in a World of War*.

Podcasts: http://www.equipper.tv/?page_id=30 (60 minutes each) Go to CMC's Equipper series and scroll down to three audio lectures by Jon Showalter on *Peace and Non-resistance*, which include the following topics: *The Kingdom, History and Just War, Two Kingdoms*.

Believer's Baptism

Books/Articles:

- *Beliefs* by John Roth (Amazon)
- *Practices* by John Roth (Amazon)

Personal Management

Time management

Selecting a model for time keeping and implementing it

Books/Articles

- *The Art of Christian Leadership* by Jon Byler, 2009, (Amazon), Chapter 5
- *Leading and Managing Your Church*, Carl George, Chapters 3, 4, 5

Podcasts: <http://podbay.fm/show/731099219> The Productive Pastor provides a number of practical and helpful tools for managing your time in a variety of ministry settings.

Keeping balance in family, church, and outside employment

Books/Articles:

- *The Art of Christian Leadership* by Jon Byler, 2009, (Amazon), Chapter 6

Finances

Budgeting personal finances

Books/Articles

- *Worth's Income Tax Guide for Ministers 20__ Edition* B. J. Worth
- <http://www.lifeway.com/pastors/2014/04/22/the-pastor-and-personal-finances/>

Videos: <https://www.churchleadership.com/clergy-personal-finance-resources/> (5-8 Minutes) A series of short videos on personal budgeting for clergy developed by Lewis Center and Wesley Theological Seminary.

Podcasts: <https://christianpf.com/the-best-christian-financial-websites/> A listing of Christian websites on financial management.

Understanding church finances

Books/Articles:

- <http://www.christianitytoday.com/pastors/1981/spring/8112057.html> A budget primer for young pastors
- *The Art of Christian Leadership* by Jon Byler, 2009, (Amazon), Chapter 14
- *Mastering Church Finances*, Wayne Pohl, (Amazon)

Videos: <https://www.youtube.com/watch?v=rVNV6bpqRA4> Church budgeting with recommended percentages in four key areas

Spiritual Disciplines

Reading the Bible

Books/Articles:

- <http://churchleaders.com/pastors/free-resources-pastors/146936-free-one-year-bible-reading-plan.html> A reading plan to cover the Bible in one year, including OT and NT readings with selections from Psalms and Proverbs.

Videos: <https://www.youtube.com/watch?v=ktZTMXFca2Y> (15 minutes each) A five-part video series on creative ideas for developing a habit of 20 minutes each day alone with God.

Podcasts: <https://itunes.apple.com/us/artist/bible/id349979282?mt=2&ign-mpt=uo%3D4> Digitally recorded sound track of the Bible with full sound effects. Need subscription to iTunes.

Praying

Books/Articles:

- <https://ministrymaker.com/personal-prayer-time/> Scriptural prayer starters for personal time with God.

- *Ignite: 102 Ways to Talk with God Together and Alone* by Phyllis Swartz and Janice Showalter. Order from RMM at <http://rosedalemennonitemissions.org/>
- *Talking with God: What to Say When You Don't Know How to Pray* by Adam Weber (Amazon)
- *Prayer: Conversing with God* by Rosalind Rinker (Amazon)

Podcasts: <http://www.justpray.uk/resources/podcasts/> (10 minutes each) Pray as you go (online) includes music, scripture reading, brief commentary, and questions for reflection.

Practicing community accountability

Books/Articles:

- <http://www.christianitytoday.com/edstetzer/2008/may/accountability-questions.html>
Accountability questions

Videos: http://www.equipper.tv/?page_id=30 (14 Minutes) Go to CMC's Equipper series and scroll down to Mel Shetler speaking on *Pastoral Accountability*.

Fasting

Books/Articles:

Celebration of Discipline by Richard Foster (Amazon)

Videos: <https://www.youtube.com/watch?v=mq5724vEV0M> (Seven Minutes) Three pastors share their personal reflections on fasting.

Rest

Books/Articles:

- *The Emotionally Healthy Leader* by Peter Scazzero (Amazon)

Videos: <http://gatewaypeople.com/ministries/life/events/relationship-finding-relationship-through-god%E2%80%99s-top-10/session/2017/04/08/the> (32 Minutes) Pastor Robert Morris discusses the reason why God gave the third commandment.

Podcasts: <https://www.acast.com/timothykellersermonspodcastbygospelinlife/work-and-rest> (42 Minutes) Pastor Timothy Keller discusses work and rest.

Addendum

Recommended *Online* Systematic Theology Options

1. Gordon Conwell Theological Seminary (GC)

<http://www.gordonconwellstore.com/category-s/116.htm>

This evangelical seminary, through its **Semlink** program, offers three sequential *seminary level* courses taught by a Gordon Conwell faculty member. The cost for each course is \$50. There may be additional costs to receive academic credit.

Students taking the course are provided an extensive syllabus. The syllabus details the reading assignments, examinations, online interaction, and teaching practicum required of students taking the course for credit. Non-credit students can do as much or little work as they like.

Students listen to about 25 hours of lecture (audio, not video) for each course. A workbook is available for note taking, which serves as an outline for the course. All lectures are accessed online or are available on CD's for an extra charge.

Systematic Theology I covers the authority of scripture, trinity, attributes of God, election, and predestination.

Systematic Theology II covers creation, providence, mankind, and the person and work of Christ.

Systematic Theology III covers salvation and the Christian life, church and sacraments, and death/afterlife/millennium.

2. Biblical Training <https://www.biblicaltraining.org/institute> (BT)

This online training school offers several levels of training: foundation (basic), academy (some Bible background) and institute level (for pastors and other church leaders). All courses are **free** but donations are accepted and welcome. There is no academic credit available for these courses. According to the website, all the faculty are handpicked from 16 leading evangelical seminaries across North America.

The **foundation level** is very basic for CMC's purposes.

The **academy level** track is designed primarily for laypeople. However, Biblical Training recommends that those without much Bible training take the academy level courses before taking institute level courses. In the academy level, students listen to about 10 hours of lecture. Accompanying the lectures are outlines that can be downloaded, printed, and used for note taking. While the lecture plays (audio, not video) the outline is

presented on the screen. There are no required reading assignments, exams, or papers. However, each outline includes recommended readings that accompany the lesson.

Understanding Theology is the academy level and covers the following topics in ten hours of lecture: revelation and scripture, attributes of God, trinity, humanity and sin, Christ, Holy Spirit, salvation, church, and last things.

The **institute level** track is designed for pastors and others seeking graduate level education. Students listen to about 27 hours of lecture (audio, not video) for each course. Accompanying each lecture is a complete transcription of lecture. You can access all lectures online. Systematic Theology I and I cover the following topics:

Systematic Theology I – (27 hours of lecture) Covers cultural contextualization, Calvinism and Arminianism, covenant theology, liberalism/neo orthodoxy/evangelicalism, scripture, revelation/inspiration, inerrancy, canonicity, theism, trinity, attributes of God, angels, humanity, sin, and original sin. *Systematic Theology* by Wayne Grudem is a companion book for this class.

Systematic Theology II – (26 hours of lecture) Covers incarnation, Christ (4 lessons), atonement, Holy Spirit (6 lessons), salvation (4 lessons), the church (6 lessons), and last things (2 lessons). *Christian Beliefs: Twenty Basics Every Christian Should Know* by Wayne Grudem and *Bible Doctrine* by Wayne Grudem are companion books for this course.

Recommended *classroom* theology options

Rosedale Bible College (RBC)

Rosedale Bible College offers traditional classes in theology at the college level. Tuition is \$280 per credit hour. Currently they do not offer online classes.

Survey of Bible Doctrine I – (3 credit hours) Covers revelation, God, humanity, and Christ.

Survey of Bible Doctrine II – (3 credit hours) Covers sin, salvation, Holy Spirit, the church, and last things.