



Emmanuel Bible College
In Alliance with Nazarene Bible College
PAS4023: Church Administration and Finance

COURSE GENERAL INFORMATION:

Dates: Course Schedule – 15 weeks plus one week of finals

Credit Hours: 3

Prerequisites: Completion of at least 96 credit hours.

COURSE INSTRUCTOR:

EBC Faculty

Instructor: EBC Faculty

Address: Online Curriculum

Phone: Home

Office

Cell Provide by Faculty

Fax

Email: Provided by Faculty

COURSE DESCRIPTION:

This course examines the role of the minister in relation to the organization and management of the local church. Special attention will be given to various aspects of local church finances.

COURSE INTENDED LEARNING OUTCOMES:

Upon the completion of this course, students will be able to:

1. Understand the administrative and financial responsibilities of the ministerial role in which they serve.
2. Recognize the foundational concepts, principles, and practices necessary to fulfill their administrative and financial responsibilities in an effective manner.
3. Develop the skills necessary to implement these concepts, principles, and practices in their own ministries.

The following are competencies for ministry as outlined in the *Sourcebook on Ordination USA* that will be addressed in this course:

1. Ability to identify the directives of the Manual of the Church of these Nazarene that pertain to the organization and ministry of the local, district, and general church. (CN14)
2. Ability to oversee ministry using management skills including servant leadership, conflict resolution, administration, and team building. (CP2)
3. Ability to cultivate, cast and strategically implement vision. (CP3)
4. Ability to lead congregations in the biblical stewardship of life resources. (CP4)
5. Ability to manage and implement biblically sound church administration utilizing appropriate techniques and skills demonstrating cultural sensitivity. (CP21)
6. Ability to assess and implement contemporary approaches to administration in light of enduring theological and contextual perspectives. (CP22)
7. Ability to practice holistic stewardship (mutual submission in gender relationships, sexual purity, marriage and family, personal finance, professional conduct, practicing Sabbath, etc.) (CH8)

8. Ability to discern sociological dynamics, (including the power dynamics of gender, age and ethnicity) and to apply that information to specific ministry settings. (CX3)
9. Ability to analyze and describe congregations and communities. (CX4)

COURSE TEXTS:

Alcorn, Randy. *Managing God's Money: A Biblical Guide*. Tyndale, 2011.
ISBN: 9780842353601

Berkley, James D. *Leadership Handbook of Management and Administration*. Revised and Expanded ed., Baker Books, 2008.
ISBN: 9780801068140

Hillman, George M. and John Reece. *Smart Church Finances: A Pastor's Guide to Budgets, Spreadsheets, and Other Things You Didn't Learn in Seminary*. Lexham Press, 2020.
ISBN: 9781683593744

Toler, Stan, and Elmer L. Towns. *Developing a Giving Church*. Beacon Hill Press, 2013.
ISBN: 9780834130128

NOTE: Students are responsible to have the required s prior to the first day of class. Students are also encouraged to begin reading the books in preparation for the class as soon as possible.

COURSE RESOURCES:

Course Texts

The textbook by Berkley is a wonderful resource for administrative practices. You will want to mark the book carefully in order to refer back to it for sound advice. You will find it a very practical tool for your library.

A Pastor's Guide to Budgets, Spreadsheets, and Other Things You Didn't Learn in Seminary, by George Hillman and John Reece was written for leaders of a ministry, nonprofit or church. Pastors may have been trained to be a faithful counselor, preacher, interpreter of God's Word and find themselves spending energy on administration tasks that threaten to drain time, energy and joy. Written from years of ministry and business experience, the authors share a solid foundation of business principles that are practical for ministry.

Developing a Giving Church by Toler and Towns is based upon the principle that healthy kingdom giving springs out of spiritual living. Based upon the premise that stewardship is the management of time, talents, and treasure, the authors set forth a vision for pastors and church leaders to shape the thinking in the pews by merging biblical principles with proven methods of creating an environment for giving and generosity in the church.

Managing God's Money: A Biblical Guide, by Randy Alcorn shares that God cares a great deal more about our money than most of us imagine. Jesus says more about how we are to view and handle money and possessions than about any other topic—including both heaven and hell. In *Managing God's Money*, Randy Alcorn breaks down exactly what the Bible has to say about how we are to handle our money and possessions in a simple, easy-to-follow format. Filled with Scripture references,

Managing God's Money is the perfect reference tool for anyone who is interested in gaining a solid biblical understanding of money, possessions, and eternity.

For those who are ministering in the Church of the Nazarene, take note. We will not use the Manual of the Church of the Nazarene in this course as a regular text, but you will definitely need to have access to a *Nazarene Manual* and familiarize yourself with the financial policies as set forth by the denomination. All pastors need to know basic corporate law as well as the legal and binding corporate rules as set forth by their denomination. Note: You may access a free download copy of the *Nazarene Manual* at the following site: <http://2017.manual.nazarene.org/>. You will have access to the latest version available for download.

A suggested supplemental text:

Nazarene Publishing House has published a text titled “*Foundations of Church Administration. Professional Tools for Church Leadership.*” It is a book especially targeted to Nazarene pastors in a Nazarene context. You are encouraged to consider purchasing this book as a good pastoral resource for your library.

Peterson, Bruce L., Thomas, Edward A., Whitesel, Bob, editors. *Foundations of Church Administration*. Beacon Hill Press of Kansas City. 2010.
ISBN: 9780834125216

COURSE REQUIREMENTS:

- I. **Reading**
Students are expected to complete the assigned reading in time that the reading may inform the student’s contribution to the class discussion. Students are encouraged to read ahead, as necessary, in order to be prepared for each session’s discussion.

- II. **Reading Report**
Each session the student is to submit a 250-word reading report summarizing two key issues discovered in the readings of the texts and/or the lectures. Use parenthetical references when citing passages.

- III. **Discussion Questions**
Each session, the instructor will post four questions to the session course material. The student is to choose two of the questions and provide a reasoned response. The response should be at least 500 words in length, roughly 250 words per question. It should reflect knowledge and comprehension of the subject and include at least two specific references (with parenthetical references) to the assigned reading for the session.

- IV. **Board Meeting Analysis**
Attend a Board meeting at your local church or other ministry. Write a reflection paper on the experience. The report is to be four to six pages in length (roughly 1000 to 1500 words). It should use a standard research paper title page and begin with a paragraph describing the meeting particulars – when, where, who, how long the meeting lasted, etc. Please use title for

participants rather than personal names. Following this opening paragraph, the paper should have six clearly defined sections:

- A. *Information for decision making* – analyze the agenda, minutes, report from the pastor, report from the treasurer, etc., for clarity, usability, and integrity. Did the treasurer’s report communicate to you as an “outsider”? Did the report clearly delineate the budget and indicate the extent to which the budget was followed? Were other reports clear and to the point?
- B. *Structures* – describe, analyze, and assess how the group organized itself to do its work. That is, did the group follow formal structure, proper parliamentary procedures, etc., or was the group more informal in its processes?
- C. *Relationships* – assess interactions between the pastor, ministerial staff members (if any were in attendance), and group members. Did everyone have opportunity to speak or did a few dominate the process?
- D. *Effectiveness* – analyze the productivity or outcomes of the meeting in light of the agenda and other stated goals for the meeting. Was it apparent that processes and policies were already in place for how funds were to be administered or did the committee wrestle with which bills to pay this month?
- E. *Theological Reflection* – evaluate the process and outcomes of the meeting in light of your Biblical and theological understandings of ecclesiology, spiritual leadership, Biblical and theological constructs given in the class lecture, uses of power, etc.
- F. *Recommendations* – suggest ways the meeting could be improved in light of the five areas of analysis listed above.

V. **Philosophy of Ministry**

One of the learning outcomes of your degree or ministry preparation program is to be able to explain why you do ministry the way you have chosen to do it. To help achieve this outcome you have been asked, in more than one class, to compose a Philosophy of Ministry or a Personal Ministry Plan. In this class you will be asked to revise that document one more time.

- Sample POM Burch *Used by permission* (See below)
- Sample POM Russom

Developing a Personal Philosophy of Ministry or Personal Ministry Plan has been an intentional part of your ministerial preparation. It is anticipated that your Philosophy of Ministry/Personal Ministry Plan will continue to develop as a result of your continued education and the influence of your professors. As you come near the end of your program, we want you to take one more look at just how comprehensive and inclusive your POM/PMP is.

With the addition of administrative and financial principles learned in the course, it is possible that you have not included Church Administration and Finance in your POM/PMP to date. For this assignment you are asked to review your POM/PMP one more time. Make sure that it reflects your understanding of the call to Christian ministry and ministry practices. Your core

value and the expectations that you have of yourself and the congregation you serve should also be reflected. And, now that you have gone through Church Administration and Finance, your convictions regarding stewardship and financial practices should also be included. Your POM/PMP should also state the biblical principles upon which you base your Philosophy or Plan.

At this point, it is not expected that there will be a lot of changes, so you certainly should not be starting from the beginning. And, once you are in an actual ministry position (if you are not already), you may find that experience will contribute to some adjustments in your POM or Plan. It will not be an ever-changing document, but it should mature as you mature in your spiritual growth and professional experience.

Revisions to the original philosophy are to be noted in italic type and deletions noted with a strikethrough. At the end of the paper, discuss (in 500 words or so) what changes there are in the philosophy of ministry that have been brought about because of the discussions and learning of the class.

VI. Finance Project

Students will select ONE of the financial projects listed below and submit the report.

- A. Develop a comprehensive operating budget for a small church raising \$150,000 per year. Be sure the budget includes the three components articulated in the lecture in Session Four. Budget documents submitted to the board should be succinct. (Please refer to The Sample Budget below) Notice the format and the brevity of the line-by-line list. Every budget presentation should have three things.
 1. A line-by-line of expenditures and how those compare to previous year.
 2. A separate sheet(s) supporting the gross numbers listed on the budget.
 3. A revenue forecast.
- B. Read 500 pages of collateral reading in the area of church finance (books and articles other than the texts) and submit a three to five page report on insights gained from the reading.
- C. Design a tax-wise ministerial compensation package.
- D. Write a manuscript of a stewardship sermon. At the end of the sermon, explain in a paragraph of 500 words why you selected the passage on which the message was built.
- E. Compile a list of 25 offering prayers and 25 biblical stewardship texts that could be used during the offerings to be received at your church. The prayers must be of your own composition, not imported from other sources.
- F. Research the "stewardship industry" to discover tools available for pastors to use to train laity. Write a three to five page report and provide samples, if possible.
- G. Research software options for church financial recordkeeping. Write a three to five page report.

- H. Write a three to five page research paper on biblical and theological issues regarding financial matters in ministry.
- I. Write a three to five page paper on generational differences in motivating people to give to the church.
- J. Present a detailed outline and calendar for a major gift campaign for a church or ministry.
- K. Interview three to five people and ask them to tell a story of stewardship celebration. Report your findings in a three to five page paper.
- L. Be creative. Think of something that interests you and submit the concept to me for approval.

VII. Final Exam

VIII. Session Reflection

Submit a 500-word reflection of what you felt were the key items covered during the session and how those items apply to current life as well as to future aspirations. Specifically, you should report on:

- A. What is the most significant thing I learned this session?
- B. How did what I learned change my thinking about this session's topic?
- C. What previous experience relate to what I read and learned?
- D. How will I use this knowledge in the future?
- E. What questions do I still have about this session's learning?

To score well, the reflection must make reference to the assigned reading (including parenthetical references), will include suggested real-world manifestations of the session's material, and a plan for implementing the material in the student's personal and/or professional setting.

For additional information see:

- Writing Reflection Papers
- Session Reflection Scoring Guide

**COURSE EVALUATION:
Grading Assignments:**

Assignments	
	Points

Discussion Questions (40 points per session)	240
Reading Report (15 points each)	90
Session Reflection (20 points per session)	120
Discussion/Participation (25 points per session)	150
Finance Project	125
Board Meeting Analysis	125
Revised Philosophy of Ministry	50
Final Exam	100
TOTAL ALL ASSIGNMENTS	1000

Students receiving 950 or more points will receive an A
 Students receiving 900 to 949 points will receive an A-
 Students receiving 870 to 899 points will receive a B+
 Students receiving 830 to 869 points will receive a B
 Students receiving 800 to 829 points will receive a B-
 Students receiving 770 to 799 points will receive a C+
 Students receiving 730 to 769 points will receive a C
 Students receiving 700 to 729 points will receive a C-
 Students receiving 670 to 699 points will receive a D+
 Students receiving 630 to 669 points will receive a D
 Students receiving 600 to 629 points will receive a D-
 Students receiving 599 or less points will receive an F

COURSE SCHEDULE:

I. SESSION 1: Biblical, Theological, and Historical Foundations

- Reading/Videos
 - i. *Leadership Handbook*, Chapters 1-7 and 9-12.
 - ii. *Smart Church Finances*, Chapters 1-4
 - iii. Video: "Church of the Nazarene – Local Church" found at:
<https://youtu.be/jYtlEw0cQ1w>
- Reading/Video Report
- Discussion Questions
 - i. Discuss the differences and similarities between the way the Old Testament and the New Testament treat the matter of wealth and possession.
 - ii. How does the church you attend resemble and differ from the contemporary American church depicted in this week's reading material?
 - iii. Why is it important to base administrative practices upon sound biblical and theological foundations? Describe in your answer at least five biblical or theological administrative/finance principles.
 - iv. Have you seen put into practice a Trinitarian approach to administration? What does that look like?
- Session Reflection

II. SESSION 2: Definitions, Expectations, Working with Volunteers

- Reading/Videos
 - i. *Leadership Handbook*, Chapters 13-25.

- ii. Video: “Finding Leadership in the Church” found at: <https://youtu.be/ZaecjQ07YYU>
- iii. Video: “Strategic Planning in the Church” found at: <https://youtu.be/9ATIRWpwbcw>
- Reading/Video Report
- Discussion Questions
 - i. Which is more important... leadership, management, or administration? Why? Defend your answer.
 - ii. Describe the method you use (or plan to use) in tracking information needed for pastoral reports (such as weddings performed, baptismal services held, etc.)
 - iii. Tell the class about some of your successes and/or some of your failures in recruiting and maintaining volunteer workers in the church or in other settings. What do you think of the concept of “recruiting based on the motivation of compassion?”
- Session Reflections

III. SESSION 3: Church Structure, Conducting Meetings, Time Management

- Reading/Video
 - i. *Leadership Handbook*, Chapters 26-31.
 - ii. Video: “Church of the Nazarene – Organization Overview” found at: <https://youtu.be/wCJxUnBhJ38>
- Reading Report
- Discussion Questions
 - i. What are the advantages of a comprehensive policy and procedure manual? Does the church you attend have a policy and procedure manual? Does it effectively articulate important policy matters? What about it needs improvement?
 - ii. Name three important parliamentary processes and articulate the extent to which you have seen them observed in the ministry setting you currently attend.
 - iii. Describe the difference between functioning according to the compass and functioning according to the clock. What are some things you do to keep the main thing the main thing? Would you consider yourself adept at concentrating on the important rather than the urgent?
- Session Reflections

IV. SESSION 4: Church Budgeting

- Reading/Video
 - i. *Leadership Handbook*, Chapters 32-38.
 - ii. *Smart Church Finances*, Chapters 5-8.
 - iii. Video: “Proven Biblical Money Principles – Dave Ramsey” found at: https://youtu.be/OC_6WqXA1ps
- Reading Report
- Discussion Questions
 - i. Summarize the budget planning process as articulated in the lecture. From your own experiences, are there any steps missing?
 - ii. The lecture suggests that giving is a part of worship. Yet, some churches place an offering container at the back of the auditorium and do not make public mention of money. What are your thoughts in this regard?

- iii. In chapter 3 Hotchkiss writes about the importance of managing polarities when it comes to finances. List the polarities and discuss them.
- Session Reflections

V. SESSION 5: Finance Reports, Protecting the Resources, Building Programs

- Reading/Video
 - i. *Developing a Giving Church*, Pages 7-138.
 - ii. Video: “This Bible Verse Will Transform How Your Church Thinks About Giving” found at: <https://youtu.be/Zi9EmgKyd9o>
 - iii. Video: “How Can I Get My Church to Actually Use Our Digital Giving Software?” found at: https://youtu.be/E3-lgoE_-5A
- Reading/Video Report
- Discussion Questions
 - i. List three of the responsibilities the church has to the government and explain their significance. In your experience, have these processes been followed at the church you attend?
 - ii. Why is it important to design a church accounting system in a way that it will generate information needed for denominational reports?
 - iii. Describe any successes or failures you have experienced in a church building program. If you had it to do over again, what would you do differently?
- Session Reflections
- Board Meeting Analysis

VI. SESSION 6: Compensation Planning, Stewardship

- Reading/Video
 - i. *Leadership Handbook*, Chapter 8.
 - ii. *Developing a Giving Church*, Pages 139-190.
 - iii. *Managing God’s Money*, Chapters 1-3; 16-18
 - iv. Video: “Randy Alcorn: Managing God’s Money – Biola University Chapel” found at: <https://youtu.be/PmcHBP-ZBS4>
 - v. Video: “What Are the Six Treasure Principles in Your Book” found at: https://youtu.be/J7gxx_mu72w
- Reading Report
- Discussion Questions
 - i. Ministerial compensation planning is more complex than it might appear on the surface. Discuss any “surprises” you learned from the lecture or the texts in this regard. How will this new knowledge impact your future?
 - ii. Is tithing passé? Defend your answer.
 - iii. Select three of the alternative means of raising funds in the church and describe them. Do any of the suggested options cause your concern?
 - iv. What has been your experience regarding stewardship education in the church? Have you attended churches that conduct stewardship seminars? If so, how were they received? If not, do you think they would be helpful?
 - v. Browse the Nazarene Pensions and Benevolence web site to find the document on “Memo #4: Strategies for Structuring Ministerial Compensation”. Search within the document the section on “The Cost of a Minister vs. The Cost of a Ministry”.

Share what you have learned about the difference between the Minister and Ministry in regard to compensation. <https://pbusa.org/>

- Session Reflections
- Submission of your revised POM/PMP
- Finance Project
- Take your Course Exam

COURSE POLICIES:

Student Learning Information

- **Accessibility**

As applicable to student requests

- **Academic Honesty:**

Honesty in all academic endeavors is vital as an expression of the Christian life. It is expected that *your school here's* students will not participate in cheating, fraud, plagiarism*, or other forms of academic dishonesty, nor encourage or condone such behavior by permitting it and/or allowing it to go unreported. *(Plagiarism is presenting another's words or ideas as one's own without properly crediting the original source.)

Academic dishonesty is a serious violation of moral and academic integrity. The minimum penalty for academic dishonesty will be a failing grade for the respective assignment. More stringent measures may include failure of the course, disciplinary probation, or disciplinary suspension, depending on the severity of the offense.

- **Time Expectations:**

As discussed during first class meeting

- **Attendance:**

Students are expected to attend each session. Excused absences are at the discretion of the instructor. Every two sessions of unexcused absence will result in a one letter grade reduction in the student's final earned grade.

- **Change of Enrollment:**

Add/drop period will be explained during the first class session

- **MLA/APA Style:**

Students are expected to follow the MLA style for written works.

- **School Information:**

Student information as provided through the student's academic portal at ebcministry.edu

PHILOSOPHY OF MINISTRY

Curtis E. Burch

For me, there is no higher calling in life than to have an on-going, deep, and loving relationship with God. I echo the apostle Paul who said, "I want to know Christ and the power of his resurrection..." (Phil 3:10). It is the deepest desire of my heart to know God in an intimate way, to live a life holy and completely given over to Him. Having received His gift of salvation, by faith, I have come to understand that knowing and loving God is inextricably linked to following Him. Jesus said, "If you love me, you will obey what I command." Therefore, my desire to love Him should be equal to my desire to obey Him in all that I do. God has called each believer to serve Him in a special way, according to the gifts the Holy Spirit He has bestowed upon those who are in Christ. Of many things I am convinced, but none as much as the fact that God has called me and equipped me to be a pastor and to serve Him in this way. Of this calling, there are at least three driving values that I seek to maintain and which serve as a foundation for my philosophy of ministry: (Jn. 14:15)

First, as is true of any calling from God, I feel it incumbent upon me to be committed to the process of spiritual growth and growth as a pastor. To the extent that Christ seeks for me to grow and serve others in a pastoral role, I know, too, He seeks to conform me to His image. Again, I echo the thoughts of Paul who said, "Not that I have already obtained all this, or have already been made perfect, but I press on to take hold of that for which Christ Jesus took hold of me...I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus." (Phil 3:12-14)

Secondly, I understand that my pastoral calling, though it is the joy of my life, does not supersede my calling as a husband to my wife and father to my children. The hierarchy of my priorities place a personal relationship to God as primary, secondly my family, and thirdly pastoral ministry. The qualifications of a pastor found in 1 Timothy 3:1-7 and other related passages demonstrate this measure of priorities to be biblical and sound.

Thirdly, I understand that I am foremost a servant. God has not called me to the pastorate so that I can benefit from a title, or be enamored by prestige, or climb a professional ladder. I have been called to serve and shepherd. The description I believe is most closely associated with a pastor is the word shepherd. A pastor serves by shepherding his flock. A shepherd is basically a caretaker, one who looks after his sheep, leads them to green pastures, protects them, nurtures them, feeds them, and takes care of their needs. A shepherd gives of himself for the health and betterment of his sheep. As a pastor, I seek to give of myself for the spiritual health and spiritual betterment of those in the church. To that end I am committed. (1 Peter 5:14, John 21:15-17, Heb. 5:12-14 & 6:1-3)

I believe that in order for me to be an effective pastor I must be a person who believes that the Word of God is the ultimate authority. The Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error concerning the truth and principles found therein. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges and blesses us, and therefore is, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation. It is sufficient to help us in our time of need, to teach us what we need to know and do in terms of godliness, to rebuke us when we sin, to correct us when we are in error, and to instruct us in holy living. It is sufficient to equip us for every

good work. In it we have everything we need for life and godliness. This is the testimony of Scripture, God's authoritative Word. (2 Tim. 3:16-17, Heb. 4:12, 2 Pet. 1:3).

I believe that in order for me to be an effective pastor I must be a man of prayer. I must continue to realize and understand that the "battle is Lords" (2 Chron. 20:15), and He does not rely on me but I am to rely on Him. Daily prayer is an act of worship and obedience. Perhaps no other verse better summarizes why we should pray on a daily basis than 1 Thessalonians 5:16-18: "Be joyful always; pray continually; give thanks in all circumstances, for this is God's will for you in Christ Jesus." It's God's will for me to rejoice in Him, to pray to Him and give thanks to Him. To pray without ceasing simply means that we should make prayer a regular habit and never stop doing so. Prayer also is an act of worship because by praying to Him we are showing Him how much we adore Him. Daily prayer is also an act of obedience that brings joy to the Lord. As I continue to be a man of prayer I will continue to know God's heart for my life, for my family, and for the church. (1 Chron. 16:11)

I believe that in order for me to be an effective pastor I must be an effective transformational communicator. I am committed to spending time in preparing Biblically based messages and teachings designed to meet the everyday needs of the people, no matter what walk of life they come from. How to live an authentic, effective, powerful, Godly life with the pressures of today's society is an important emphasis of the messages. My ultimate goal is for those under the ministry God has called me to is that they it is God's word that changes their lives, sets them free to live a life of freedom and a life that glorifies God. I am committed to make the messages God give me relevant and applicable to the lives of those who listen. Transformation Communication/Preaching/Teaching must be preaching with purpose – to reconcile a world to Jesus Christ – and with practicality. It must be preaching to the people – where they are, in their need. Above all, it must be preaching by the power of the word of God. (2 Tim. 3:16, 2 Tim. 4:2, Titus 2:15, 1 Cor. 15:1)

I believe that in order for me to be an effective pastor I must be a person of faith and vision. I realize that "where there is no vision, the people perish." (Prov. 19:18) With the Holy Spirit's guidance and direction, future is determined and a course of action is put in place. I truly believe that everything that God, by His Spirit, births in my life concerning vision and direction, will come to pass as we follow His leading, because He is the One who gave the vision and direction, and provision will be made. (Matt. 17:20, 21:21-22, Ps. 25:5, John 16:13) I believe that we are to be a church of love, acceptance, and forgiveness to those within the church and to those outside of the church. My philosophy of pastoral ministry begins with a firm conviction that the good news about Jesus Christ is the center of all ministry (Mark 1:1). This good news call for a response, which we see laid out in the great commission (Matt 28:18-20). Jesus first declares all authority has been given to him, and in light of this divine authority he sends his disciples out to make disciples, "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age." The only imperative in this passage is to "make disciples." Just as important in my pastoral ministry is the great Commandment (Matthew 22:37-39). The imperative in this passage is that I am to "Love the Lord (my) God with all (my) heart and with all (my) soul and with all (my) mind. This is the first and greatest commandment. And the second is like it: "Love (my) neighbor as (myself). Just as making disciples is essential to fulfilling the Great Commission, loving God and loving is essential to fulfilling the Great Commandment, so equipping the saints for ministry is essential to making disciples (Eph. 4-12-13).

I believe that in order for me to be an effective pastor I must do the work of an evangelist.

I have a tremendous desire, given to me by God, to see lost people come to know Christ in a forgiving, cleansing, life changing, and transformational way. In God's word I am charged to, "Preach the word! Be ready in season and out of season. Convince, rebuke, exhort, with all long suffering and teaching." This is the work of the evangelist. I am to faithfully proclaim the unsearchable riches of Christ; to make the sinner aware of their need for Christ; to correct with compassion; to encourage with hope and to never lose hope in or belief that man is beyond redemption, all of this done with a heart of love humility, understanding that I was an "other" once. This can only be accomplished when one is willing to fulfill his ministry. It is my desire that the local church seek to keep its witness strong and vibrant in the community. Therefore, as a pastor, I must engage the flock to go out into the community and share their faith with everyone who is in their personal circle of influence. (2 Tim. 4:2 & 5, 2 Tim. 3:15-17, 2 Tim. 2:15)

I believe that in order for me to be an effective pastor I must be a person of integrity.

I practice what I preach. I am a sanctified; Spirit filled Christian who enjoys a consistent personal and family devotional life. I choose to live in obedience to God's Word and to live by the Spirit (Gal. 5). A person of integrity is validated by their words and their deeds. If I am pure in heart I can be pure in action. Integrity is making my daily actions line up with my heart's values. Psalm 25:21 tells me that "...integrity and uprightness protect me, because my hope is in You".

I believe that in order for me to be an effective pastor I need to be an effective leader.

I understand and realize that no church ever rises higher than its leadership. Therefore, I need to constantly be growing closer to God in my relationship with Him, living by faith and trust, stretching myself to become all that God wants to make me. I believe you must serve in order to lead effectively and I am to follow Christ's example in this. I also must have vision and direction, knowing where God wants to take the church and can lead others in that direction. I also must be willing to lead the church staff and leaders into a closer relationship with Christ and nurture relationships toward this end. (Matt. 20:27-28, 1 Peter 5:2-4, John 3:30, 1 Cor. 13:4-8)

I believe that in order for me to be an effective pastor I must be an "equipper". Equipping the saints for the work of ministry is a major emphasis. Providing Biblical substance in a climate of love, acceptance, and forgiveness enables people to reach their full potential as disciples. I am committed to helping Christians grow, through preaching/teaching and discipleships, in their relationship with the Lord by leading them to discover and implement their unique spiritual gifts. I will provide opportunities for God to work through His people by His Holy Spirit to equip our brothers and sisters in Christ so that we can all build up one another toward unity and maturity and faith in Jesus Christ. (Eph. 4:12-13, 1 Cor. 12, 1 Pet. 5:2, John 21:15-17, Heb. 5:12-13 & 6:1-3).

I believe that in order for me to be an effective pastor I must be willing to be accountable. I am committed to making my actions and reactions accountable to God, to my family, and to the local church. I realize that I am not perfect, but I am at peace with myself and the world around me. As a pastor I am accountable to the Lord, but earthly accountability is also essential to preserving godly leadership. Shared responsibility for God's people minimizes the potential for one man to inflate his pride and abuse his position or those under his charge. I as a pastor must engage in regular, transparent communication with other leaders or trusted counselors. These conversations, conducted in an atmosphere of trust and agape love should be used to encourage and exhort. As a pastor, I must exercise self-discipline by establishing personal boundaries that protect against even the appearance of impropriety. (Romans 14:13, Hebrews 13:17, Prov. 27:17)

I believe that in order for me to be an effective pastor I must be an able administrator.

I am committed to conducting myself in the business of the church in an efficient manner. I am committed to understanding the importance of productive organization, always keeping in focus, that although there is a business aspect of the church, the focus should always be directed toward ministry and stewardship. I also understand the need to delegate and make use of others times, gifts and talents in this area, always realizing that Spirit led, Spirit filled people are the ones to be involved in this area. (1 Cor. 12:28, Rom. 8:14, Acts 20:28. 1 Tim 3:1-13, Acts 6)

I believe that in order for me to be an effective pastor I must be a wise financial steward.

I realize that I must make wise use of my personal finances as well as those of the congregation that I serve. Accountability is key in this regard. I am committed to our mission to be obedient to The Great Commission and The Great Commandment and realize that God provides, through his people, resources to accomplish His will in these areas. I realize that it is all God's money and that I as a pastor, and we as a church, are simply stewards of His resources. It is understood that if we "seek first His kingdom and His righteousness..." God will supply. God owns everything and it is His promise to provide for the needs of the church as we are faithful to Him and trust Him. (Matt. 25, Luke 14:28, Matt. 6:33, Ps. 24:1-2, Col. 1:16)

God's love, acceptance, and forgiveness is foundational, not only throughout Scripture, but in my ministry as well. I also believe that as Christians we are to be a Christian people, we are to be a Spirit filled (holiness) people, and we are to be a missional people.

MY PERSONAL PHILOSOPHY OF MINISTRY
DR. JAMES R. RUSSOM
An ordained elder in the Church of the Nazarene



Biblical Foundations for Ministry

A God Called Ministry: I believe in a God-called ministry, whereby the Holy Spirit initiates the desire for ministry and gifts the minister for his/her calling. (Eph. 4:11; 1 Tim. 1:12) *I know that God has called me to a pastoral ministry, and I will go where God leads me.*

Primary Function of Pastoral Ministry: I believe that the primary function of pastoral ministry is to enable the church to fulfill the Great Command (to love God and others wholeheartedly) and the Great Commission (to lead others to Christ and Christian maturity), thus making disciples. In addition, I believe that to accomplish this, the pastor must prayerfully and humbly depend upon the power of the Holy Spirit to be effective. (Matt. 22:37-40; Matt. 28:19-20 John 14 – 15) *I know that I cannot do this in my own strength. I must be filled, gifted and anointed by the Holy Spirit.*

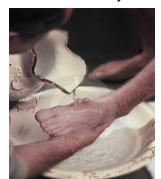
I believe that the priority role of the pastor is to equip the people of God for ministry thus enabling the building of the kingdom of God through the power and gifts of the Holy Spirit. (Eph. 4:11-16; Acts 1:8; I Cor. 13; Romans 12) To that end, the pastor must fulfill the role of Pastor/Teacher/Shepherd as taught in Scripture including the ministry of Prayer, Preaching, Worship, Teaching, Leadership, Church Administration and Management, Administering the Sacraments and Shepherding the Flock of God. (Acts 2:42; 1 Tim. 4:13; Heb. 13:17).

Church Administration is the proper and wise use of all of the God-given resources provided to every church. The pastor should administrate the church in ways that maximizes these resources and develops good stewardship practices. *I know that I cannot do ministry alone. I must lead and administrate the church in ways that build ministry teams of lay-leaders who are developed, nurtured, and deployed for passionate service.*

Servant Leadership – Lead Like Jesus: I believe that a pastor should serve the church as a servant-leader: lovingly, willingly, without compulsion or greed; and to be willing to suffer for the sake of the Gospel if need be. (Matt. 20:25-28; 1 Peter 5:2; Jn. 15:12-17; 1 Peter 4:12-19) *I know that only as I lead like Jesus, can I be an effective pastor/leader.*

I believe that Jesus the Great Shepherd will provide all of my needs for life and ministry (Ps. 23:1) and that He has set the example for me so that I should be a servant leader who is:

- Tender in my care (Isa. 40:11).
- Sacrificial in my service (Jn. 10:11)



- Providing ministry to all without favoritism (James 2:5-6)
- Gentle to those who have wavered in their faith (1 Peter 2:25)
- Burdened for those who are lost (Luke 15: 4-6)
- Compelled by godly love (Jn. 13:1)
- Speaking the truth in love (Eph. 4:15)
- Seeking to be an example of integrity in “speech, in life, in love, in faith, and in purity.” (1 Tim. 4:12)
- Studying to show myself to be an approved workman of the Gospel/Word (2 Tim. 2:15)
- Seeking to please God and not to be a pleaser of men (1 Thess. 2:4)
- Seeking my ultimate reward from Christ, the Great Shepherd...desiring to hear Him say, “Well done!” (1 Peter 5:4) *I know that I can only do this by trusting God to sanctify me and empower me for Christlike living and service.*

Lay Leadership – Lay Ministry: I believe that pastoral leaders and lay leaders share the responsibility of leading the congregation. The pastor should be involved in leadership development and equipping lay persons – men and women – who are gifted and called of God to lead the congregation. Therefore I will lead the nominating committee in selecting persons for election persons who

- Are full of faith and the Holy Spirit (Acts 6:5)
- Are worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. (I Timothy 3:8)
- Are able to keep hold of the deep truths of the faith with a clear conscience. (I Timothy 3:9)
- Are men and women of good reputation which stands the test of spiritual maturity, being in right relationship with God and man (I Timothy 3:10)
- Have a spouse that is also worthy of respect, are not malicious talkers but are temperate and trustworthy (I Timothy 3:11)
- Are faithful to their marriage vows and manage their children and household well (I Timothy 3:12)
- Profess to be sanctified and practice storehouse tithing and are in full sympathy with the doctrines and practices of the Church of the Nazarene (Manual Paragraph 39)

I believe that lay persons elected by the congregation to the Church Board and Sunday School Discipleship Board are to be persons who qualify as a deacon or deaconess serving as the spiritual leaders of the local church first and foremost, so that they may conduct the business of the church in a Christlike manner.

Christian Stewardship: We are all stewards. God is the owner and we are to manage our life and resources (life, love, time, talent and treasure) to the glory of God. The characteristic of good stewardship is faithfulness in all things. (Psalm 24; Luke 12:42-48; Col. 3:17, 23-24; I Cor. 4:1-3)

I believe that the pastor should demonstrate Christian Stewardship – God is the owner – in every area of life by being a sacrificial giver of time, talent and resource. This includes the practice and preaching of Storehouse Tithing as the biblical base for Christian giving, plus lovingly giving offerings above the tithe as God leads. Stewardship is a matter of the heart, and when we practice biblical stewardship we honor God and demonstrate His Lordship over our lives. (Malachi 3: 6-12; Leviticus 27:30-32; Ps. 24:1-6; Matthew 23: Luke 6:38; 11:42; 1 Cor. 1-3; 2 Cor. 8:1-11; 9:68).

Christian Submission: I believe that I must submit myself to the authority of God's Word and to the elders that God has appointed over me in the Church of the Nazarene, in order that I may be protected by His care and be an example of submission and good churchmanship to others who watch my life. I should also model good citizenship. (Romans 13:1-7; 1 Peter 5:5-11) *I know that I must model what it means to live a surrendered and consecrated life.*

Worship: I believe that the pastor should set an example before the church as the "lead worshipper." By that I mean that I should worship the Lord in spirit and in truth and come to session worship services with a spirit of joy, gladness and the hopeful expectation that God will move upon the Church in a powerfully transforming way. I must come before the Lord and my congregation having worshipped the Lord individually all session. I must be fully prepared through prayer, study, and service relying fully upon the power of the Holy Spirit.

I shall seek to lead my congregation in God-honoring worship that fits the culture of the congregation and community. We will seek to worship as instructed in the word with... "psalms, hymns and spiritual songs. Singing and making music in our hearts to the Lord, always giving thanks to God the Father for everything, in the name of our Lord Jesus Christ." (From Eph. 5:19 NIV) I believe that the Word of God should be central in worship; being read and spoken together and being preached with confidence and clarity. The church should hear and receive words of encouragement, admonishment, challenge, conviction, sound doctrine and love as the Word of God is proclaimed.

I believe that worship should be passionate and dynamic. My heart's desire is that God will reveal himself in ways similar to Isaiah Chapter 6, whereby we are transformed by God's power and presence so that we cry out, "Here am I, Lord send me" leaving the place of worship empowered for ministry. I also believe that worship should represent the Pentecostal Power of God resulting in saints being filled with the Holy Spirit, the unsaved becoming born again, and the church empowered to be a mighty witness of God's love and grace in the community. (Isaiah 6 and 51:3; Psalm 100: John 4:24; Eph. 5:19; Acts 1:8; Rom. 2:21 and 12:1)

Ministry to My Family: I believe that my ministry begins in my home where I am to model the love and care of Christ, guarding and shepherding my own family with genuine faith and holy living. In this way, I prepare myself to minister to the families of my congregation and to live out the life of Christ before them. (Eph. 6; 1 Tim. 3:12; 1 Peter 3:1-8) *I know that my private and public life must reflect these biblical priorities.*

Living by Faith: Faith is believing God and acting accordingly. It means standing on the promises of God in complete hope and assurance of God's gracious provision.

I trust in the following promises from God for my life and ministry:

- God loves me with an awesome and transforming love (I John 3:1-3)
- God will take care of me and lead me to victory (Romans 8:31; 37-39)
- God has a good plan for my life (Jer. 29:11-13; Rom. 8:28)
- God is faithful and will keep his promises (I Cor. 1:9)

In view of these promises and relying upon the power of the Holy Spirit, I pledge to:

- Offer myself as a living sacrifice to God (Rom. 12:1-2)
- Pursue holiness of heart and life and preach the same (Heb. 12:14-16)
- Learn to live in godly contentment (I Tim. 6:1-6)
- Live a life of love (Eph. 5)
- Be faithful in my tithes and offerings and set the example for other believers in sacrificial giving. (Malachi 3:8-12; I. Cor. 9:6-8)
- Press toward the goal of hearing the Master say, “Well done – good and faithful servant.” (Matt. 25:21) *I know that I must be an obedient steward of all that God has entrusted to me and do my best to set an example for my congregation of trust, obedience, tithing, sacrifice, and joyful giving.*

The Church

I believe that

- The Church belongs to Jesus who is the head of the church; thus it should be an obedient church (people) submitting to the authority of Christ in all things. (Col. 1:18)
- The Body of Christ which is comprised of those who have been redeemed by the blood of Christ and we all have a special place of service for which God has gifted us. (I Cor. 12)
- The Church, as the Body of Christ, must be committed to love, unity, and service. We are not only to love each another, but we are to love all who are in Christ and encourage and build one another up. (Eph. 4)
- The Church, when it follows the Holy Spirit, is so powerful a force that not even the Gates of Hell can stand against it. (Matt. 16:18)
- The Church should be a House of Prayer and keep prayer as a central ministry. (Matt. 21:12; Mk. 11:17; Lk. 18:1; 19:46; Acts 10:2)
- The Church is responsible to make the wisdom of God known throughout the world. (Eph. 3:10)
- The people, who are the church, should demonstrate to the world what it means to lay down their lives and love other more than themselves. (Eph. 5:21; Phil. 2:1-4)
- The Church is the Bride of Christ – thus united in love, glorious, radiant, holy and pure. (Eph. 5:27) *I know that I must lead the way in submitting to the Lordship of Christ, which is demonstrated by being obedient, loving, kind, generous, bold in my witness, prayerful, and holy (Christlike) living.*

Therefore...I will devote myself as a servant-leader to the Church of Jesus Christ as a minister in the Church of the Nazarene to lead, love and serve in ways that cooperate with the Holy Spirit to help the church that I pastor become the church that Jesus wants it to be.

I Am Thankful:

I count it an honor to be called of God and to be an ordained elder in the Church of the Nazarene.

It is a precious privilege to be a pastor and share the love of Jesus with you through service and intercessory prayer.

It is a duty of love to preach the full gospel of heart holiness.

It is a holy obligation to live my life in such a way that I may say to you: "Follow my example, as I follow the example of Christ." (I Cor. 11:1)

It is a blessing to be accepted and loved by you, the people of God.

It is a joy to share with you in the building of His Kingdom.

In His Service,

James R. Russom

1 Peter 5:2-4 (NIV) Be shepherds of God's flock that is under your care, serving as overseers—not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; not lording it over those entrusted to you, but being examples to the flock. And when the Chief Shepherd appears, you will receive the crown of glory that will never fade away.



**ANYTOWN CHURCH OF THE NAZARENE
OPERATING BUDGET**

		This Year Budget	New Year Request	New Year Revised
Global				
31	World Evangelism Fund	\$5,200.00	\$5,500.00	\$5,350.00
32	Approved Specials	\$1,000.00	\$1,200.00	\$1,000.00
33	Other Global Interests	\$100.00	\$100.00	\$100.00
34	TOTAL GIVEN TO GLOBAL MISSION	<u>\$6,300.00</u>	<u>\$6,800.00</u>	<u>\$6,450.00</u>
Pension				
35	TOTAL GIVEN TO PENSION FUND	<u>\$1,900.00</u>	<u>\$2,250.00</u>	<u>\$2,200.00</u>
District				
36	District Ministry Funds	\$2,800.00	\$3,000.00	\$2,900.00
37	Other District Interests	\$250.00	\$300.00	\$275.00
38	TOTAL GIVEN TO DISTRICT MISSION	<u>\$3,050.00</u>	<u>\$3,300.00</u>	<u>\$3,175.00</u>
Education				
39	Regional College/University Funds	\$2,350.00	\$2,250.00	\$2,200.00
40	Other Nazarene Educational Institutions	\$200.00	\$200.00	\$200.00
41	TOTAL GIVEN TO EDUCATION FUNDS	<u>\$2,550.00</u>	<u>\$2,450.00</u>	<u>\$2,400.00</u>
Local				
Facilities				
42	Capital Improvements	\$2,000.00	\$3,000.00	\$3,000.00
43	Mortgage Payment	\$15,000.00	\$15,000.00	\$15,000.00
46	Repairs & Maintenance	\$2,000.00	\$3,500.00	\$2,500.00
46	Maintenance Supplies	\$1,000.00	\$1,000.00	\$750.00
46	Insurance	\$1,500.00	\$1,600.00	\$1,600.00
46	Church Utilities	\$4,600.00	\$5,000.00	\$4,700.00
	Sub-Total Facilities Expenses	\$26,100.00	\$29,100.00	\$27,550.00
Personnel				
44	Pastor's Salary	\$20,800.00	\$21,500.00	\$21,320.00
44a	Pastor's Employee Benefits	\$15,600.00	\$16,200.00	\$15,955.00
44	Custodian Salary	\$2,600.00	\$2,600.00	\$2,600.00
44a	Custodian Benefits	\$200.00	\$200.00	\$200.00
	Sub-Total Personnel Expenses	\$39,200.00	\$40,500.00	\$40,075.00
Program				
46	Worship/Music Expenses	\$1,700.00	\$1,800.00	\$1,700.00
46	Outreach & Evangelism Expenses	\$3,000.00	\$3,500.00	\$3,100.00
46	Pastor Professional Expenses	\$3,000.00	\$3,000.00	\$2,800.00
46	Office Expenses	\$4,500.00	\$4,000.00	\$4,000.00
46	Fellowship Expenses	\$1,000.00	\$1,200.00	\$1,000.00
46	Sunday School Expenses	\$1,200.00	\$1,300.00	\$1,200.00

46	Children's Ministry Expenses	\$1,500.00	\$1,700.00	\$1,600.00
46	Adult Ministry Expenses	\$1,000.00	\$1,000.00	\$900.00
46	NYI Expenses	\$1,500.00	\$1,600.00	\$1,550.00
46	Local NMI Expenses	\$500.00	\$500.00	\$500.00
45	Local Compassionate Ministry Exp	\$2,000.00	\$3,000.00	\$2,800.00
	Sub-Total Program Expenses	\$20,900.00	\$22,600.00	\$21,150.00
47	TOTAL USED FOR LOCAL MISSION	<u>\$86,200.00</u>	<u>\$92,200.00</u>	<u>\$88,775.00</u>
48	TOTAL MISSIONAL DISBURSEMENTS	<u>\$100,000.00</u>	<u>\$107,000.00</u>	<u>\$103,000.00</u>

BUDGET DETAILS

Line #	Budget Title	Total	Breakdown
31	World Evangelism Fund	\$5,325.00	Based on Denomination Budget Formula
32	Approved Specials	\$1,000.00	\$250 Alabaster; \$500 Deputation; \$250 Compassionate Ministry
33	Other Global Interests	\$100.00	\$50 Links; \$50 Missionary Christmas
35	Pension Fund	\$2,000.00	Based on Denomination Budget Formula
36	District Ministry Fund	\$2,900.00	Based on District Budget Formula
37	Other District Interests	\$275.00	District Campground
39	Regional College	\$2,425.00	Based on Denomination Budget Formula
40	Other Colleges	\$200.00	\$100 NTS; \$100 NBC
	Facilities		
42	Capital Improvements	\$3,000.00	\$1,000 Dishwasher; \$2,000 Replace office computer & printer
43	Mortgage	\$15,000.00	Amortization schedule from bank
46	Repairs & Maintenance	\$2,500.00	Repairs as needed; Snow plowing
46	Maintenance Supplies	\$750.00	Snow melt, restroom supplies, etc.
46	Insurance	\$1,600.00	Multi-peril insurance and liability insurance
46	Utilities	\$4,700.00	\$2,000 Gas ; \$1,500 Electric; \$750 Water; \$450 Trash
	Personnel		
44	Pastor's Salary	\$21,320.00	\$410 per week (Includes SS Reimbursement)
44a	Pastor's Benefits	\$15,955.00	\$4,800 Health; \$10,000 Housing; \$1,000 Retirement; \$155 life insurance
44	Custodian Salary	\$2,600.00	\$50 per week
44a	Custodian Benefits	\$200.00	FICA
	Program		
46	Worship/Music	\$1,700.00	\$350 Bulletins; \$1,000 Music; \$100 Communion supplies; \$250 Other
46	Outreach & Evangelism	\$3,100.00	\$1,500 Revival; \$1,000 Street Fair; \$500 Advertising; \$100 other
46	Professional Expenses	\$2,800.00	Professional expense account for pastor
46	Office	\$4,000.00	\$2,000 Copier; \$500 Postage, \$1,000 Office supplies; \$500 Phone
46	Fellowship	\$1,000.00	\$300 Kitchen supplies; \$500 Labor Day picnic; \$200 Other
46	Sunday School	\$1,200.00	\$900 Literature; \$300 Supplies
46	Children's Ministry	\$1,600.00	\$500 VBS; \$250 Child Church; \$250 Quizzing; \$500 Camp scholarship; \$100 Other
46	Adult Ministry	\$900.00	\$300 Discipleship resources; \$500 Lay retreat; \$100 Other
46	NYI	\$1,550.00	\$500 Youth retreat; \$500 Camp scholarships; \$500 Quizzing; \$50 Other
46	NMI	\$500.00	Missionary reading books
45	Local Compassionate Min	\$2,800.00	\$1,000 Local Rescue Mission; \$1,000 Grocery gift cards; \$800 Christmas family
	TOTAL	\$103,000.00	

PROJECTED SOURCES OF REVENUE

	Tithes and Offerings	\$78,800.00
	Sunday School	\$1,200.00
	Building Fund	\$10,000.00
	Faith Promise/Missions	\$13,000.00
	TOTAL	\$103,000.00

WRITING SESSION REFLECTION/INTEGRATION PAPERS

Carefully Review

Your Session Reflection/Integration assignment is a key part of your learning experience. Therefore, it is very important that you take some time to understand what the expectations of this assignment are and that you carefully apply yourself to doing good work.

Submit a 500 word (minimum) referenced reflection on the key items addressed during the session and how they apply to your education, life, or ministry.

The written reflection is to address the following questions:

- I. What is the most significant thing you learned this session?
- II. What previous experiences relate to what you read and learned?
- III. How has what you learned changed your thinking about this session's topic(s)?
- IV. How will you use the knowledge gained this session in your life or ministry?
- V. [Optional] What additional information would you like concerning this session's topic(s)?

The above five (5) session reflection questions are independent of each other, meaning that your response to each question may or may not be a continued discussion of the previous question. It is possible to have five (5) entirely different responses to five (5) different aspects you learned this session.

It is important that you remember that this is about what you learned and how you will apply it in your life, ministry, work, or education.

This is NOT about your session in general. Such things as how busy you have been, what your schedule was, or other items not related to the course content and its applications are not appropriate in this summary. These kinds of comments will often cause a reduction in points. So, stick to the purpose of the assignment. What did you learn through the class, and how can it be applied in your life?

To score well, the reflection must reference the assigned reading (including parenthetical citations), suggest real-world manifestations of the session's material, and include a plan for implementing the material in your personal and/or professional setting.

The Session Reflection should NOT be turned in earlier than Friday in any session.

Since this is a major session assignment, it is good to develop habits that will help you to write this paper and practices that will insure the maximum number of points.

- I. You should begin the assignment early in the session and keep some notes of significant learning experiences. These learning experiences can be from the , lectures, class discussion, research, and specific assignments.
- II. You should take note of the learning objectives and goals for the session as explained by the instructor and use these as primary points in your session response.

Session Reflection Rubric

Carefully Review

Session Reflection Rubric		
Grade	Criteria	Explanation
A Earns up to 100% of the points possible	Assignment is clear, specific, thoughtful, complete, and demonstrates integration of the session's learning experiences.	The reflection clearly indicates that the student has fully participated in the session's learning experiences. It includes clear, detailed, outstanding answers to the assigned questions. Integrates at least two quotes or direct references from other course material. Includes pertinent personal examples, views, and/or thoughts.
B Earns up to 90% of the points possible	Assignment is clear, thoughtful, and complete, but lacking substantive details and connections with the session's learning experiences.	The reflection clearly indicates that the student has participated in the session's learning experiences. It includes clear, above average answers to the assigned questions. Integrates at least one quote or direct references to text other course material. Includes connected personal examples, views, and/or thoughts.
C Earns up to 80% of the points possible.	Assignment is complete, includes personal thoughts, but lacking in detail and connections with the session's learning experiences.	The reflection indicates that the student participated in some of the session's learning experiences. It includes average answers to the assigned question. Refers to other course material, though doesn't identify the source. Includes personal examples, views, and/or thoughts.
D Earns up to 70% of the points possible.	Assignment is incomplete or very vague, includes mainly personal thoughts, and few connections with the session's learning experiences.	The reflection indicates the student participated little in the session's learning experiences. It includes vague answers to some of the assigned questions. Weak references to other course material, with no sources cited. Includes mostly personal examples, views, and/or thoughts.
F Earns no more than 60% of the points possible	Assignment clearly indicates the student did not attempt to complete, nor integrate, the session's learning experiences into the reflection.	The reflection indicates the student did not participate in the session's learning assignments. The answers to the assigned questions are based solely on personal opinion or have no convincing references to other course material. Short on word count.

APPENDIX ONE

A Student's Guide to the Student Academic Portfolio (for those interested in NBC transfer credit)

The *Student Academic Portfolio* program at Nazarene Bible College is a way by which a student may be granted college credit for learning completed at an Alliance District Training Center. This guide sheet will define the *Student Academic Portfolio* and explain the process for compiling and submitting a portfolio for academic credit.

- The *Student Academic Portfolio* is a well-organized compilation of course materials (exams, papers, projects, class notes, etc.) that demonstrates academic work was college level quality and the content and extent of learning was enough to be acceptable as college credit.
- The purpose of the *Student Academic Portfolio* is to persuade college officials to grant college credit for the work you completed and the learning you gained.
- Students who enroll in and successfully complete at least one 3-credit-hour course at NBC will be eligible to submit a portfolio for evaluation.

Getting started is easy! Set up a binder at the beginning of each class and build your *Portfolio* as you go! Your instructors are available to offer help and advice, and the following check list will guide you through the process.

HOW TO BUILD A PORTFOLIO

- Purchase binder large enough to hold all course materials.
- Set up the following 5 sections/tabs:
 - 1. **FINAL GRADE**
The instructor will give you a grade sheet at the end of class that verifies your final grade and number of course credits
 - 2. **COURSE SYLLABUS** (which must provide the following)
 - a. Instructor qualifications
 - b. The course title and description
 - c. The course purpose and objectives
 - d. A list of textbooks and other curricular material used in appropriate bibliographical form
 - e. The course requirements and some idea of the instructor's criteria for assigning grades
 - f. Seat time – the number of periods the class met and the length of each period
 - 3. **ASSIGNMENTS**
Research papers, reports, projects, etc. (appropriately titled and dated) produced by the student (original and graded).
Arrange in chronological order according to the class schedule in the syllabus.
 - 4. **EXAMS/TESTS/QUIZZES** – original and graded
 - 5. **CLASS NOTES** – the student's class notes and any handouts received in class
- Include a contents page at the beginning of the binder

Remember, the more complete your Portfolio, the more likely it is that you will receive the credit. It should be organized in a neat and professional manner. This will help convince the evaluator that the contents are valuable and worth attention.

HOW TO SUBMIT A PORTFOLIO

- Become an NBC student. To get started, complete an Admission Application Form at www.nbc.edu.
- Enroll in and successfully complete (with a grade of "C" or higher) at least one 3-credit-hour course online.
- After successfully completing the course, submit your *Student Academic Portfolio* to the address below. It is strongly suggested that you send it by a delivery method that can be tracked (FedEx, UPS, etc.).
Mrs. Cheryl Graves
Nazarene Bible College
Alliance for Ministry Education
17001 Prairie Star Parkway Suite 300
Lenexa, KS 66220
- Include a cover letter asking that your portfolio be evaluated for the granting of college credit.
- Include payment of the \$40 evaluation fee for each *Portfolio* submitted.
- Your Portfolio will be evaluated by an NBC professor, and you will be advised of the result of that evaluation.
- If accepted for college credit, send the \$20 posting fee and credit will be placed on an official NBC transcript with a notation that credit was granted by "portfolio evaluation." All credit granted through this process will be honored toward a degree at NBC.