



# PAM 491 PASTORAL MINISTRY PRACTICUM (4 credits)

## Syllabus

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### Faculty Advisor\*:

Brian Franks

[brian.franks@artioscollege.org](mailto:brian.franks@artioscollege.org)

### Course Dates:

30 weeks from the start date assigned by Artios.

### Credit:

The Practicum is pass/fail, see grading rubric below for more detail on how this is determined.

\* Your **faculty advisor** provides oversight and direction to students in the practicum and are responsible for grading your assignments. **Please contact your faculty advisor with all course content related questions.**

Your **field advisor** is a local leader who will oversee your ministry hours and will submit reports of your ministry hours.

Please contact the Coursesite Coordinator, Alice Davis ([alice.davis@artioscollege.org](mailto:alice.davis@artioscollege.org)), for coursesite technical support.

### Course Description

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A supervised field practicum in pastoral ministry with an emphasis on synthesizing the Associate of Christian Leadership/Bachelor of Arts in Christian Leadership coursework with practical ministry experience in a local church.

### Textbooks

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PICK TWO FROM THIS LIST:

- *Pastoral Theology: Essentials of Ministry*, by Thomas C. Oden
- *Under the Unpredictable Plant*, by Eugene H. Peterson
- *On Being a Pastor: Understanding our Calling and Work*, by Derek Prime and Alistair Begg
- *Leading the Congregation: Caring for Yourself while Leading the People*, by Norman Shawchuck & Roger Heuser
- *Pastor: The Theology & Practice of Ordained Ministry*, by William H. Willimon, (revised edition)
- *And He Gave Pastors: Pastoral Theology in Action*, (2015) by T.F. Zimmerman, G. Raymond Carlson & Zenas J. Bicket

PICK ONE FROM THIS LIST:

- *Ministerial Ethics: A Guide for Spirit-Filled Leaders*, by T. Burton Pierce and Stanley M. Horton
- *Ministerial Ethics: Moral Formation for Church Leaders*, by Joe E. Trull and James E. Carter

## Grading

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The Practicum is pass/fail. Students must “pass” each section of the practicum to receive credit. Passing is defined as earning a C grade or higher in each section of the course (goal writing, ministry hours grade, book report average, and Final Integrative paper score).

Thus, if you have a final grade that would be Passing, but you received a D grade for your goal writing or ministry hours work, you will not pass the Practicum. If you skip one of the book reports or average to a D grade on them, you will not pass. If you skip the Final Paper or score a D on it, you will also not pass the Practicum.

Letter	Point Range	
P	791-1130	Pass (received a C or higher in all sections of the course). Acceptable demonstration of course objectives.
NC	0-790	Not competent (averaged less than a C across the course or received a D or lower on any section of the course). No credit awarded.
I		Incomplete. Student unable to complete a course for reasons beyond their control. Student must submit a Course Extension Form during the scheduled course dates. The instructor and academic advisor must approve the extension, and the instructor must assign a new due date. Extensions may not exceed 120 days after the last day of the course. If the course is not completed by the extension date assigned by the instructor, the student will receive a D or an F, depending on assignments completed.

## Course Assignments

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100 Hours Approved Ministry Activity – 300 points (Weeks 1 through 30)

Course Content and Expectations Quiz – 100 points (Week 1)

Goal Writing

- Draft Goals – 50 points (Week 1)
- Finalized Goals – 50 points (Week 2)

First Book

- Selection – 10 points (Week 1)
- First Book Report – 100 points (Week 3)

Second Book

- Selection – 10 points (Week 4)
- Second Book Report – 100 points (Week 6)

Third Book

- Selection – 10 points (Week 7)
- Third Book Report – 100 points (Week 9)

Final Integrative Report – 300 points (Week 30)

\*Refer to the practicum overview document for detailed information regarding course assignments.

## Instructor Bio

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## Brian Franks- Dean of Academic Affairs

Brian has been in pastoral ministry for over ten years. He has been an instructor for Artios since 2014. He has been married to Jessica since 2009 and they have four children together.

### Primary Leadership Assignment

- Dean of Academic Affairs- Artios Christian College
- Elder- Colorado Springs, CO Church of God (Seventh Day)

### Education

- Master of Divinity- Nazarene Theological Seminary (2023)
- Master of Education (Online Curriculum and Instruction)- Concordia University (2017)
- Bachelor of Arts (Pastoral Ministry)- Nazarene Bible College (2014)
- Diploma of Pastoral Ministry- LifeSpring School of Ministry (2010)

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## Course Objectives

Artios Christian College seeks to equip students for Christian leadership by imparting information and teaching practical skills. Student success is measured by how well they demonstrate mastery of given instructional objectives. This provides a basis for objective evaluation of student success and allows students to know what knowledge and skills they can expect to gain from each course.

Below is a list of the specific instructional objectives for this course. Reviewing objectives prior to beginning the course will be beneficial in helping you identify what will be expected of you.

- Write a list of developmental goals for themselves.
- Engage in daily devotions of prayer and Scripture reading lasting no less than 15 minutes for each day of the practicum.
- Maintain social/health balance by consciously making time for family engagement, rest, physical activity and wise nutritional choices each day of the practicum.
- Engage in a total of 100 hours of practical ministry activity.
- Write weekly reports in which they describe their ministry activity, daily devotions, social/health balance, and list their reading and the impact of these activities and reading on their progress toward achieving their developmental goals.
- Enlist and maintain the cooperation of a field advisor in submitting written reports regarding the impact of the student's activities on their progress toward achieving their developmental goals.
- Read two substantial texts related to the theology and practice of pastoral ministry and one substantial text related to the issue of ministerial ethics.
- Write a report on each of the three books above in which they provide a summary, critique and reflection on the text as it relates to their understanding and practice of pastoral ministry.
- Describe their ministry activities, summarize their reading, and synthesize these activities and reading into a report in which they evaluate the benefit of the practicum in regards to their development. This evaluation

will be specific in terms of identifying: measurable goals that have been achieved, observable skills that have been mastered, and concrete ideas and concepts that have been embraced.

## Assignment Guidelines

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### Written Assignments

#### *General*

1. Please note that you will not receive credit for past due written assignments unless it has received *prior* approval from your instructor. Email your instructor *prior* to the deadline of your assignment to request an extension.
2. Written assignments will be graded for content, spelling, grammar, and format. All citations must follow the Chicago/Turabian style.
3. All work must be submitted in accordance with Artios Christian College's *Intellectual Honesty Policy*. Be sure to review the *Intellectual Honesty Policy* at the outset of each course to avoid plagiarism, ensure proper citation of sources, and protect the integrity of your written work.
4. Uploaded written assignments must be submitted in **Microsoft Word** format (**.doc** or **.docx**). Most word processing applications are capable of saving in this format. If you don't already have an application that can save in Microsoft Word format you can download LibreOffice for free at <https://www.libreoffice.org/>

\*Refer to the practicum overview document for detailed information regarding assignment guidelines.

## Tips for Success

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Artios Christian College is committed to the success of our students. By keeping these tips in mind you will be well-equipped to succeed in your studies:

1. **Review and follow the requirements laid out in the overview document.** Prior to the beginning of the course, and at the outset of each week you should review the overview document to ensure that you are meeting all expectations of the course.
2. **Ask for an extension before the deadline.** If you are unable to fulfill a requirement of the course you **MUST** discuss the situation with your instructor **IN ADVANCE** of the deadline. Do not wait until after you have missed a due-date to tell them that you are unable to complete the assignment.
3. **Plan your reading in advance.** It is recommended that you look at your reading assignments at the beginning of the course and make a *weekly plan* for how you will complete the reading on time. For instance, if there are 800 pages of required reading and you plan to spend 20 weeks on your practicum, set a goal of reading 40 pages each week. If you wait until late in the practicum to begin reading you will likely not complete your reading on time.

4. **Ask for help, rather than becoming frustrated or falling behind.** When in doubt ASK QUESTIONS of your faculty advisor. Faculty advisors are available to answer your questions and to discuss any issues or concerns you have regarding the coursework. Do not allow yourself to get discouraged or confused and fall behind on coursework simply because you did not ask for assistance. If you come across a typo or incorrect information on the course site, please fill out the “Incorrect Information Report” in the Welcome Box.
5. **Read faculty advisor feedback and adjust accordingly.** Faculty advisors provide feedback on your assignments via the course site. As you progress through the practicum be sure to pay attention to the feedback from your faculty advisor and make adjustments on future assignments to improve your grade. If you are deducted points on an assignment without an explanation from your advisor, email them to request more information.

ASSIGNMENT TITLE

ASSIGNMENT TYPE

SUBMITTED TO INSTRUCTOR NAME

ARTIOS CHRISTIAN COLLEGE

IN PARTIAL FULFILLMENT OF  
THE REQUIREMENTS FOR THE COURSE

COURSE NUMBER

COURSE NAME

BY

STUDENT NAME

DUE: DAY, MONTH, YEAR

SUBMITTED: DAY, MONTH, YEAR