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## PC 510 The Servant as Pastoral Care Giver

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## **PC 510 X Servant As Pastoral Care-Giver(3 hours)**

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Summer 2004

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### **I. WELCOME**

WELCOME to PC 510X, Servant as Pastoral Caregiver! My name is Anthony J. Headley. However, that's only for formality's sake. People normally call me Tony. I hope you will do the same.

I have served as a pastor both in the USA and in the Caribbean. Those experiences total more than ten years of active pastoral ministry. What's more, I believe that I have a pastor's heart. I care deeply about people in the pew and how we as pastors can effectively serve the body of Christ. Besides these experiences, I have formal training in theology (M.Div. ATS, 1981) and clinical disciplines such as psychology and family studies. I hope to draw from these academic and experiential learning as we discover how to serve as pastoral caregivers. At the same time, I know you bring a great deal to the table. Doubtless, you have some experience involving the care of persons. Those experiences may be from within the life of the church or out of your own private world. Wherever you got it, it's all valuable experience. I hope you will feel free to draw upon those experiences as we journey together.

### **II. OFFICE HOURS**

I will normally be online Tuesdays and Thursdays between 3 and 5 p.m. Eastern Standard Time (EST) to respond to your issues, comments etc. I will inform you of any changes to this arrangement. The first day for class is June 1, 2004

If your need to contact me you can reach me at the following:

E-mail: [tony\\_headley@asburyseminary.edu](mailto:tony_headley@asburyseminary.edu)

Phone: 859-858-2267

### III. TECHNICAL SUPPORT

For **general questions regarding the ExL program**, contact Kevin Osborn at [ExL\\_Director@asburyseminary.edu](mailto:ExL_Director@asburyseminary.edu) or [Extended\\_Learning@asburyseminary.edu](mailto:Extended_Learning@asburyseminary.edu).

For **technical support**, contact Jared Porter at [ExL\\_Support@asburyseminary.edu](mailto:ExL_Support@asburyseminary.edu).

For **library research support**, contact Information Commons at [Information\\_Commons@asburyseminary.edu](mailto:Information_Commons@asburyseminary.edu).

For **interlibrary loans**, contact Dot James at [Dot\\_James@asburyseminary.edu](mailto:Dot_James@asburyseminary.edu).

#### **Library/Information Commons Resources**

**Link:** <http://www.asburyseminary.edu/library>

**Email:** [Information\\_Commons@asburyseminary.edu](mailto:Information_Commons@asburyseminary.edu)

**Toll-Free: 1-866-454-2733**

ExL students are encouraged to make use of local libraries, if possible. However, library services are always available to students through the Asbury Seminary Library. All requests for books and journal articles should be made online by going to the following link: <http://asbury.hosts.atlas-sys.com/illiad/logon.html>.

Advanced Research assistance is available by contacting Hannah Kirsch ([Hannah\\_Kirsch@asburyseminary.edu](mailto:Hannah_Kirsch@asburyseminary.edu)), which includes using various online databases, or doing research on a specific topic.

To request material from the Asbury Seminary Library, please follow the instructions on the library loan page (<http://asbury.hosts.atlas-sys.com/illiad/logon.html>). Students who live within a 50 mile radius of either the Florida or the Wilmore campus should come to campus to obtain their materials.

Please allow 5-10 business days for all requests to be filled. ExL students are billed for the cost of photocopies (5 cents per page) if the materials are not available in electronic format; however, shipping via media rate is free. (Media rate normally takes 5 business days for shipping, but it can take two weeks to addresses in the West). Express mail services (prices vary according to weight) and scanning (5 cents per page in pdf format) are also available. Requests generally require 1-2 business days to be processed. Plan ahead and make your requests early enough to allow for shipping and processing!

### IV. COURSE DESCRIPTION

This course is about pastoral care. I mean that in two senses: First, the ability of pastors to care for their own lives. Second, the ability to provide spiritual and whole-person care for other persons. Traditionally, pastoral care is largely understood in the latter sense. I consider that unfortunate since the ability to care for others is partly based on competence in self-care. Thus, this course begins with an emphasis on personal care. This theme shall be revisited throughout the semester in various forms. The bulk of the course will be

devoted to having students develop the ability to think like a pastor and becoming a person who communicates a pastoral presence. You will also learn about the unique role of a pastor and the basic kinds of personal and collective concerns that pastors typically encounter.

### **General Goals**

1. Develop and incorporate an understanding of pastoral care as a valid component of ministry, foundational to caring for others
2. Identify personal issues that may potentially strengthen or harm your ministry.
3. Establish healthy personal boundaries and ethical behaviors.
4. Learn how to think and act like a pastor.
5. Integrate learning from other theological studies through reflection upon specific acts of ministry.
6. Understand some of the basic principles of listening, empathic responding and conversing as a pastor.
7. Discover models for recruiting, training and supervision of lay caregivers.

### **Objectives of the Course**

To help you cultivate the habit of thinking like a pastor in your interactions with people during times of caring for them as an integral part and extension of the ministry of the community of faith.

Specific Objectives: Upon completion of this course you should be able to:

#### **A. Explain** in writing:

1. An understanding of the biblical, theological and theoretical foundations for personal care and counseling.
2. A sound rationale for seeing personal care (ministry) as foundational to providing pastoral care
3. A plan for care and counseling from a specific case example.
4. Participate in a team research project and present recommendations for action plans to a pastoral care concern.
5. Critically reflect on pastoral care and counseling issues.
6. Give critical, yet caring, comments on the ideas of other colleagues.

#### **B. Express** orally in class peer counseling sessions the ability to use basic listening skills and the art of hosting a pastoral conversation.

- C. Use multiple resources for discovering information about caring ministry, especially the World Wide Web.
- D. **Present and respond** to challenging material in a highly interactive dialogue with increased perceived ability to raise critical questions and make helpful and insightful responses to the work of others.

## V. COURSE PROCEDURES

- **Online Guidelines**

Please be sure to share a brief profile (maybe even a picture) of yourself in the Discussion Center. You can find my profile at:

[http://www.asburyseminary.edu/people/bios/a\\_headley.htm](http://www.asburyseminary.edu/people/bios/a_headley.htm)

While I am sure that each of you are aware of the intended use of each of the items which appear in the PC 510X folder, let me summarize the manner in which I intend to use them this semester:

- **The Course Center**

The Course Center will contain a copy of the syllabus as well as all class modules.

- **The Discussion Center**

Use the Discussion Center for all public communications. Anytime you have a question or comment about the course, the modules, the assignments, or anything else which would be of interest to your classmates and me, you should post to the Discussion Center.

- **The Office**

Use this site for private correspondence between you and me. This will contain items that you do not want to appear publicly before all of your classmates or items that you think may embarrass me if they were to appear publicly.

- **The Archives Center**

The Archives Center will be used for storing correspondence that has already been explored during the course of the semester. This keeps the Discussion Center from becoming too unmanageable.

- **The Chat Center**

The Chat Center is intended primarily for real-time interaction among students. You can get together with other members mostly for non-course-related questions (all other discussion belongs in the discussion center). Remember, when the chat is closed all the information is gone.

- **The Resource Center**

This Center provides access to a number of specific tools available to all ExL students. These include access to the B.L. Fisher Library, the Services in Estes Chapel, ExL Updates, Guidelines for Success, Helpful Hints, Interesting Links, a PowerPoint Viewer (which you can use to view my overheads) as well as a Real Audio player. I encourage you to take advantage of all these resources, and particularly to utilize the chapel access in order to connect with the seminary's on-campus opportunities for spiritual growth.

## VI. COURSE TEXTS

### A. Required Reading:

1. Frederic, Harold. *The Damnation of Theron Ware*, New York: Penguin Books, 1986.
2. Headley, Anthony J. *Achieving Balance in Ministry*. Kansas City: Beacon Hill Press, 1999.
3. David G. Benner, *Strategic Pastoral Counseling*, Grand Rapids: Baker Book House, 1992. (This is our basic text for the theory and practice of pastoral counseling)
4. Kuenning, Delores. *Helping People Through Grief*. Minneapolis: Bethany House Publishers, 1987. (Many students find this to be a very emotional book. You may want to read a few chapters at a time.)
5. Nichols, Michael P. *The Lost Art of Listening*. New York: Guilford, 1995.
6. Steinborn, Melvin, *The Lay Driven Church: How to Empower the People In Your Church to Share in the Task of Ministry*. Ventura, CA: Regal Books, 1997.
7. Steinke, Peter, *How Your Church Family Works*. Washington, DC: Alban Institute, 1993.

### B. Recommended Readings:

The readings below represent a small sample of works that you may draw from. You may feel free to read any material relevant to the topics in the schedule. You may choose books, or journal articles.

Hands, Donald, & Fehr, Wayne. *Spiritual Wholeness for Clergy*

Mosley, E.E. *Priorities in Ministry*.

Patton, John. *Pastoral Care In Context*

Peterson, Eugene. *Working the Angles*

Seamands, David. *The Healing of Damaged Emotions*

Shawchuck, Norman & Heuser, Roger. *Leading the Congregation: Caring for Yourself While Serving the People*.

Stone, Howard W. *Theological Context for Pastoral Care Giving*.

Switzer, David. *The Minister As Crisis Counselor*

## VII. COURSE REQUIREMENTS

I discuss most of the following requirements from the perspective of meeting the basic criteria for a C grade. Additional expectations are expected to meet requirements for the B and A levels. For those grade levels, please review the requirements for each grade level under Grade Contracting.

- **Reading and Reading log**

For completing this requirement at the C level, I require 1200 pages. See Grade Contracting on pages 8-9 for the requirements for B and A. Keep a log of your reading. In your log, include author and title and the total number of pages read. All relevant readings count. Reading may include material from the required texts, recommended texts and other sources (for example, reading for your research paper).

- **Personal Reflection papers**

Five (5) personal reflections are required to meet expectations at the C level. See Grade Contracting on pages 8-9 for the requirements for B and A.

1. **Definition:** Personal reflections are opportunities for you to expand your knowledge by putting into written form the thoughts, experiences and questions regarding a particular subject. It is an interactive engagement between the person writing the reflection and the professor.
2. **Subjects:** Limit personal reflections to subjects directly related to stress in ministry. These subjects can be taken from class presentations; readings in textbooks and research; personal experiences; personal thoughts and feelings about stress in

ministry. I do not see personal journaling, diary writing or blowing off steam as meeting this requirement.

3. **Methodology:** Use the following guidelines for your writing.

- Use personal pronouns. When referring to yourself, use I, me or my, in all cases and never use “you” unless it is a direct quote, or it is addressed to the instructor.
- Avoid words like must, should, need to, ought to, have to or other moral imperatives that sound “preachy. Save these words for emergencies.
- Avoid generalizations or analyzing words and phrases such as: “the truth is,” “in reality,” “all people,” “everyone,” “people say,” “research says” and “you know.”
- Write as specifically as possible. Use the journalistic format of who, what, when, where, and how.
- Write for your own learning. Be yourself by writing boldly. Demonstrate the struggle that comes from discovering new information, ideas and concepts. Ask yourself good growth oriented questions rather than asking the professor too many questions.
- Write regularly. The personal reflections are an investment in your education. They take time, thought and energy each week. No more than two personal reflections will be accepted in any given week.
- Length of the personal reflections: Two no. 12 font size, double spaced, 8 ½ x 11 pages about 550-600 words will be written per reflection. The quality of the letter is more important than the number of words.

- **Research Paper**

I require a paper on some topic relevant to pastoral care from those contracting for an A grade. Use Slade style. If you are more familiar with some other style, please contact me so that we could discuss this alternative.

Please limit your paper to 15 double-pages of text.

1. **Methodology:** Each person will choose a pastoral care issue not covered in class, but of personal interest. The paper will begin with a focal problem or scenario. The first page will give a brief Vignette (short story) that situates the research project in the context of ministry. The last page will give a summary of findings from the research and recommendations for action to meet the needs of the initial pastoral care concern. Each paper will be graded according to the following criteria:

The Opening Vignette -	Is relevant to research topic Presents a feasible pastoral problem.
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- The Body of Research - Flows naturally out of the opening vignette  
Must use the Internet as a resource (explicitly stated in paper).  
Is thorough.  
Is written in a well-constructed writing style with minimal Errors throughout.
- The Closing Vignette - Makes practical use of the research in responding to the initial problem.  
Brings closure to the paper.

- **Team Assignments**

Various team assignments will be completed during the semester. Those assignments will be clearly identified in the appropriate modules. Teams will be made up of a minimum of three and a maximum of 5 class members. Each team will have a team leader. The team leader will ensure the following responsibilities.

- Organizing the team for the assignment.
  - Maintaining team discussions within the team.
  - Posting the completed assignment to the discussion and office centers.
  - **Each team should elect their team leader by the end of the first week. Send me an e-mail in the office informing me of whom you have elected as team leader**
- **Case Application – Part A and B**

I will provide a case scenario drawn from real life. I will then ask you to respond to a number of questions deriving from the course material. You will relate your answers to the case material. I will grade this assignment on how well you are able to relate your learning to the substantive issues raised in the case.

## VIII. GRADE CONTRACTING

During this semester, you may contract for a grade range. Your grade will also depend on the quality of your work. You may contract for your grade at the beginning of the semester by indicating your preference to the professor in writing. **Send me an e-mail at the Course Office by midnight, June 8 (EST) informing me of the grade for which you are contracting.** You will be allowed to change your grade contract once during the semester. Make any changes to your contract within the first four weeks of the semester. **The deadline for changing your grade contract is midnight, June 30.** After this time, I will allow no further changes in grade contracting.

**A grade of C will be assigned if the following are completed:**

- 1200 pages of reading.
- 5 personal reflections based on the class readings or any other issue pertinent to pastoral care.
- Case application, part A and B with the minimum of a C grade.
- Participation in class activities.
- Team assignments.

**A grade of B will be assigned if the following are completed**

- 1400 pages of reading.
- 6 personal reflections based on the class reading or any other issue pertinent to pastoral care.
- Participation in class activities.
- Case application, part A and B with a grade of B.
- Team assignments.

**A grade of A will be assigned if the following are completed**

- 1500 pages of reading.
- 6 personal reflections based on the class readings or any other issue pertinent to pastoral care.
- Participation in class activities.
- Case application, part A and B with a grade of A.
- Research paper with the minimum of an A grade.
- Team assignments.

**IX. ASSIGNMENT DUE DATES**

- Reading and log

**Due August 26, 2004 by Midnight (EST)**

- Personal Reflections

**Due Dates – June 15, 29, July 13, 27, August 3, 24 – all due by midnight (EST)**  
(There are six dates. The final date is for those who choose the B or A grade option. Those choosing C must have their final reflection in by August 3).

- Case Application

**Due Dates**

**Part – June 28 by midnight (EST)**

(The case and questions will be posted by June 14)

**Part B – July 23 by midnight (EST)**  
 (The case and questions will be posted by July 9)

- Research paper

**Due Date – August 16 by midnight (EST)**

- Team assignments

See module assignments

## **X. COURSE OUTLINE**

I have provided the modules in skeleton form for the course together with appropriate dates for completion of reading assignments. **Please try to complete the appropriate readings prior to the beginning of each module.** Where there is no assigned text, you may draw from any relevant material.

Further details on actual assignments for each module will be posted in the Course Center prior to the beginning of each module. **Please limit questions and issues posted to the Discussion Center to the current module.**

### **Module 1 – June 1-June 11**

- **Week 1 - Personal Foundations for Pastoral Care**

Read from any of the following works or similar

Headley, Anthony J. *Achieving Balance in Ministry*

Shawchuck, Norman & Heuser, Roger. *Leading the Congregation: Caring for Yourself While Serving the People.*

Hands, Donald & Fehr, Wayne, *Spiritual Wholeness for Clergy*

- **Week 2 – Integrity in Pastoral Ministry**

Read the Damnation of Theron Ware

### **Module 2 – June 14 – June 25**

- **Week 3 - Biblical Foundations for Pastoral Care**

## **Week 4 - Learning to think like a pastor: Theology from a pastoral care and counseling Perspective**

For this week's readings, there is no specific required text. You may draw from relevant authors like Howard Clinebell, Thomas Oden, Paul Pruyser, Howard Stone etc. or articles that address these issues. I will have notes available that addresses these issues.

### **Module 3 – June 28 – July 9**

- **Communication Skills for Pastoral Care**

Read: *The Lost Art of Listening* to be completed by Midnight 6/30 (EST)

Video: The Basic Listening Sequence

#### **Developing a theory for healing, pastoral conversation.**

Read and be prepared to discuss: *Strategic Pastoral Counseling* to be completed by Midnight 7/7 (EST)

### **Module 4 – July 12 – July 23**

- **Theoretical Perspectives for Understanding the Church and Pastoral Care**

*Developing a theoretical perspective for Pastoring.*

Read: *How Your Church Family Works* by midnight 7/14 (EST)

#### **Perspectives on Congregational pastoral care**

Read: *The Lay-Driven Church* by midnight 7/21 (EST)

### **Module 5 – July 26 – August 13**

- **Pastoral Care in Varied Situations**

#### **Premarital and Marital Counseling**

#### **Dealing with Mental Illness in the church**

Video: Understanding Depression

Stewart D. Govig's *In the Shadow of our Steeples*, Kirkwood, NY: Haworth Press, 1999, would be a good tool to read or consult.

**Crisis Counseling: Post-Traumatic Stress Responses**

Video: Post-traumatic Stress Disorder

There are no assigned texts for this module. You may wish to read from books like Switzer, David. *The Minister As Crisis Counselor* or similar sources

**Module 6 – August 16 – August 27****Pastoral Visitation including Hospital Visitation****Pastoring during times of suffering.**

Video: Walk Me to the Water

Read: *Helping People Through Grief*

Issues in Death and Dying