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PARTS

Pastoral Administration Ritual Theology System

of

Ministry

These five categories are useful for group mentoring related to the practice of ministry. Click on each link to find descriptions, resources, links and case studies for each “part.”

Accessing links will require an internet connection and a tablet, laptop and/or projector to share with the group.
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Pastoral:

This section involves sermon preparation and delivery exegesis, use of commentaries, series and lectionary and long-term planning. It also includes worship development and liturgy.

5 things to think about:

1. **Project:** As a group, plan a sermon series. It can be based on the lectionary or on a theme. Work through brainstorming, resourcing, constructing, and even advertising steps. (Bonus: Each member of the group can use what you came up with!)
2. **Case study:** View this YouTube video, www.youtube.com/watch?v=ktTVCbTrDLw. It features young Duffey Strode preaching on the Oprah Winfrey show. Some questions to discuss:
 - A. Do you think Duffey is preaching?
 - B. How does your delivery fit your text?
 - C. How well are you able to articulate the point of your sermons?
 - D. How is your sermon writing influenced by your congregation?
 - E. How do you utilize scripture in your sermon writing?
3. **Inspiration:** Visit www.goodreads.com/quotes/tag/preaching to view list of 186 quotes about preaching. Great for pondering, but there's enough material here for several great group conversations. Some questions to discuss about a particular quote:
 - A. What, if anything, do you know about the person who said it?
 - B. What insight does this quote have regarding preaching?
 - C. How could this quote influence your own sermon prep and delivery?
4. **Resource:** <http://textweek.com/> (The Text This Week) is an excellent lectionary source. Spend some time familiarizing yourself with the site and the many links. How can this site enhance your preaching? What if you aren't typically a lectionary preacher?
5. **Planning:** Print out copies of the UMC worship planning calendar found at <https://www.umcdiscipleship.org/articles/2020-worship-and-music-planning-calendar>. Carefully look through the year and discuss important dates that may affect worship planning. Talk about how to incorporate communion, holidays and church observances into a long-range plan for preaching. Discuss:
 - A. Over the course of six months or a year, what kinds of themes and biblical sources would be important to draw from?
 - B. What styles of preaching would connect with various groups in your congregation?
 - C. What preparation will help you when it comes time to write your sermon?

Other resources:

1. www.greatplainsumc.org/toolbox
2. www.sharechurch.com
3. [Group mentoring guide](#)

This broad category includes everything that happens behind the scenes. From developing a vision, to paying the bills, to running a staff, managing conflict and much more!

Administration:

6 things to think about:

1. **Project:** There are so many aspects of administration in church work. As a group, fill up a news print with as many specific kinds of administration as you can think of. Then, let each person circle three items they feel more comfortable with, and three items they feel less comfortable with. Tackle the items that receive the most attention.
2. **Case study:** View this YouTube video: www.youtube.com/watch?v=8_rFnaBhsAQ Chuck, from “Chuck Knows Church” is part of a great follow up series called “The Committee.” In this episode, Chuck and the members of the committee question the purpose and point of meeting at all. Discuss:
 - A. Which person around the table are you most like?
 - B. There is no pastor present. As a pastor, how would you contribute?
 - C. Share highs and lows from committees you’ve been part of.
 - D. What are healthy ways to manage anxiety in a group setting?
 - E. How do you institute change in a committee structure?
3. **Information:** <https://umf.org/churchfinance-blog/2018/12/13/10-most-common-mistakes-in-church-finance> Richard Hill has written a helpful article about financial responsibility in the church. Discuss:
 - A. What areas are lacking in your church?
 - B. How are you with money? Do you have adequate help?
 - C. Talk about how you set your budget/run stewardship/reimburse, etc.
4. **Resource:** www.greatplainsumc.org/classifieds is an important website for any church looking to hire staff. Spend some time familiarizing yourself with the site. As a group, discuss a healthy process for hiring staff. Here are some guidelines from the Book of Discipline: www.umcdiscipleship.org/resources/employment-nonappointed-church-staff
5. **Prayer:** From www.beliefnet.com/prayers/christian/work/workplace-prayer.aspx . Pray together. Good discussion can follow.

Workplace Prayer
by - Beliefnet member fowiso

My Heavenly father, as I enter this workplace I bring your presence with me. I speak your peace, your grace, your mercy, and your perfect order in this office. I acknowledge your power over all that will be spoken, thought, decided, and done within these walls.

Lord, I thank you for the gifts you have blessed me with. I commit to using them responsibly in your honor. Give me a fresh supply of strength to do my job. Anoint my projects, ideas, and energy so that even my smallest accomplishment may bring you glory.

Lord, when I am confused guide me. When I am burned out infuse me with the light of the Holy Spirit. May the work that I do and the way I do it bring faith, joy, and a smile to all that I come in contact with today.

6. **Study:** Obtain several copies of the United Methodist Book of Discipline and as a group explore administrative-related areas. What types of information does it cover?

Other resources:

1. [Five conversations of pastoral authority](#)

Ritual:

This covers both corporate rituals (weddings, funerals, baptisms, etc.) and private rituals (spiritual discipline, self-care).

5 things to think about:

1. **Project:** Using the United Methodist Hymnal, go into a sanctuary, if possible, and methodically walk/talk through A Service of Word and Table 1. Discuss possible variations, parts that are crucial and practical concerns like using hand sanitizer, etc. Reflect together on the theology of each section.
2. **Case study:** View this YouTube video: www.youtube.com/watch?v=JDWwLX0qP3E Patrick Quinn, pastor at Fraser UMC in Huntsville, Alabama, shares his experience and understanding of baptism in the UMC. Discuss:
 - A. Take time to share your or your family's baptism stories.
 - B. Was there any part of Patrick's description you had questions about?
 - C. Using the Hymnal, talk through the Baptismal Covenant, including confirmation/welcoming new members. Reflect on the theology of each section.
 - D. What is a sacrament?
 - E. What is the role of the pastor in baptism?
3. **Fun/discussion:** Studio C has a hilarious skit about weddings and funerals. Watch it for fun, at www.youtube.com/watch?v=K3WSFVxQW1A Discuss:
 - A. Which do you prefer conducting? (or think you will) Why?
 - B. How are these important rituals alike and different? What opportunities are present there?
 - C. Briefly look through the corresponding services in the Book of Worship, reviewing how both services are conducted.
4. **Resource:** At isaachopper.com/start-self-care-plan, Deacon Peter White outlines some important and straight forward components for a self-care plan. Discuss:
 - A. What sort of spiritual discipline do you practice?
 - B. Which do you do most successfully? Least successfully?
 - C. What are the obstacles that keep us from caring for ourselves?
 - D. Is there one thing you'd like the group to hold you accountable to?

5. **Contemplation:** Read Ecclesiastes 3:1-8. Pause after each phrase for contemplation.

A Time for Everything

3 There is a time for everything,
and a season for every activity under the heavens:

² a time to be born and a time to die,
a time to plant and a time to uproot,
³ a time to kill and a time to heal,
a time to tear down and a time to build,
⁴ a time to weep and a time to laugh,
a time to mourn and a time to dance,
⁵ a time to scatter stones and a time to gather them,
a time to embrace and a time to refrain from embracing,
⁶ a time to search and a time to give up,
a time to keep and a time to throw away,
⁷ a time to tear and a time to mend,
a time to be silent and a time to speak,
⁸ a time to love and a time to hate,
a time for war and a time for peace.

Other resources:

1. [Methodist prayer](#)
2. [The Upper Room](#)
3. [Opening questions](#)

Theology:

This section covers what we, as United Methodists, believe about God, the world, and the Church. In addition, it's a place to discuss how we put our theology into practice through pastoral care, outreach, and other areas of ministry.

5 things to think about:

1. **Study:** Visit <https://www.umc.org/en/content/the-wesleyan-concept-of-grace> to read about our Wesleyan understanding of Grace. Have each group member draw a picture or graph of how Grace is part of the Christian life. Have each person share their drawing as they describe the types of Grace. Offer helpful feedback so that each person can articulate this clearly.
2. **Study:** Visit www.umc.org/what-we-believe/the-articles-of-religion-of-the-methodist-church, and print off copies of the Methodist Articles of Religion. Pick one item at a time for discussion, or discuss the following:
 - A. Which items on the list would all Christians share in common?
 - B. Which items may seem to be in response to other denominations?
 - C. Is there anything new you learned? Any you disagree with?
 - D. Which items are distinctively Methodist/Wesleyan?
 - E. Which items are essential? Anything you would add?
3. **Case study:** Visit www.youtube.com/watch?v=e-gmcyLNBlo. This GBHEM video highlights pastors in a variety of extension ministries. As you watch, pay special attention to theological underpinnings for why they do what they do. Then discuss:
 - A. What do you perceive as the theological foundations for your ministry?
 - B. What does ordination mean? Why is it important for these people to be ordained?
 - C. What types of theological questions might these people encounter in their ministry settings?
 - D. Have you ever considered serving in an extension ministry?
4. **Problem:** Visit <http://um-insight.net/perspectives/christy-thomas/the-problem-of-evil%3A-deliver-us-from-temptation/>, and read the Rev. Christy Thomas' blog about the problem of evil. (Be sure to watch the YouTube video at the top of the page). Discuss:
 - A. What exactly is the problem of evil, called Theodicy?
 - B. Rev. Thomas' doesn't exactly give answers. Why not?
 - C. How would you address the problem of evil?
5. **Discuss:** What is the role of theology in the church? What is the role of practice? Which comes first? Is one more important than the other?

Other resources:

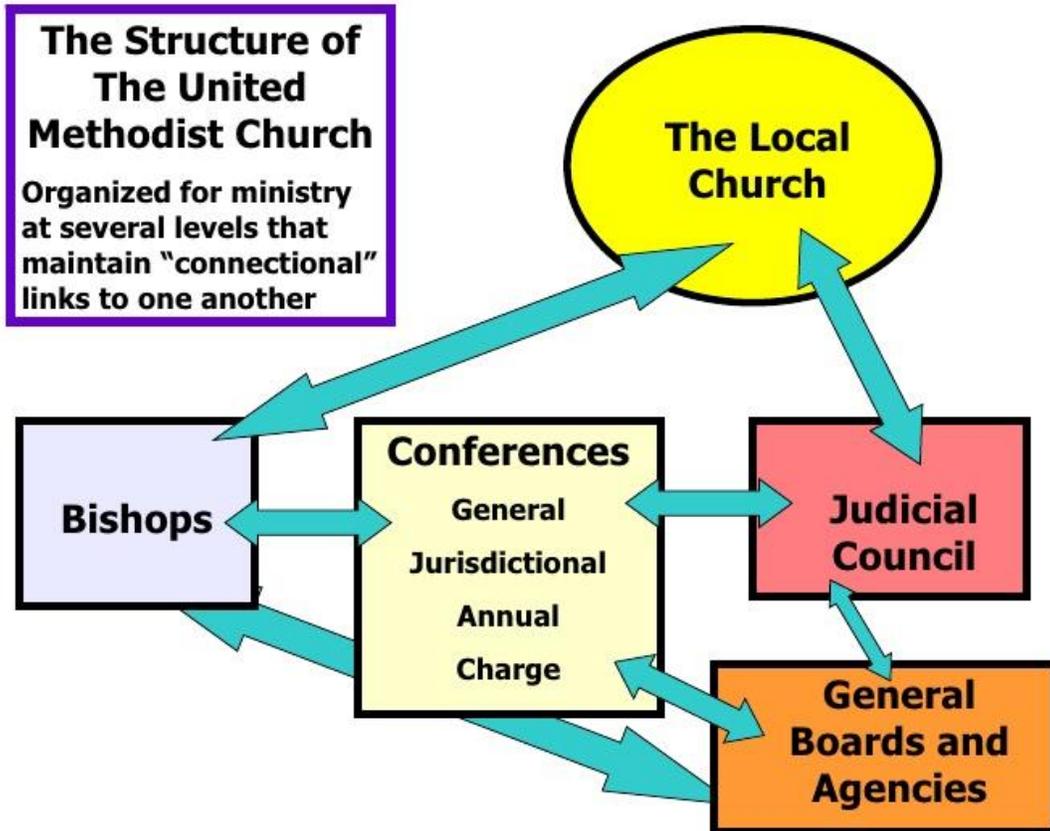
1. [Narrative approach to mentoring](#)

System:

This section covers the worldwide and close-at-home structures of the United Methodist Church, with special emphasis on the Great Plains UMC ordination process.

5 things to think about:

1. **Study:** A “handout” for your group is at the end of the lesson:



Slideshare.net

Discuss:

- A. What authority does each section have? (Use the Discipline if needed)
 - B. How does money flow, and for what purposes? What is apportionment?
 - C. How does this play out on a global level?
 - D. What are the different general boards and agencies, and what do they do?
 - E. How can this information be better shared with local congregations?
2. **Project:** The Great Plains Candidacy Guide is located at www.greatplainsumc.org/files/clergy_excel/candidacy_guide.pdf Print off copies for everyone, and spend time tracing each person’s path to candidacy, what’s been done and what’s ahead.

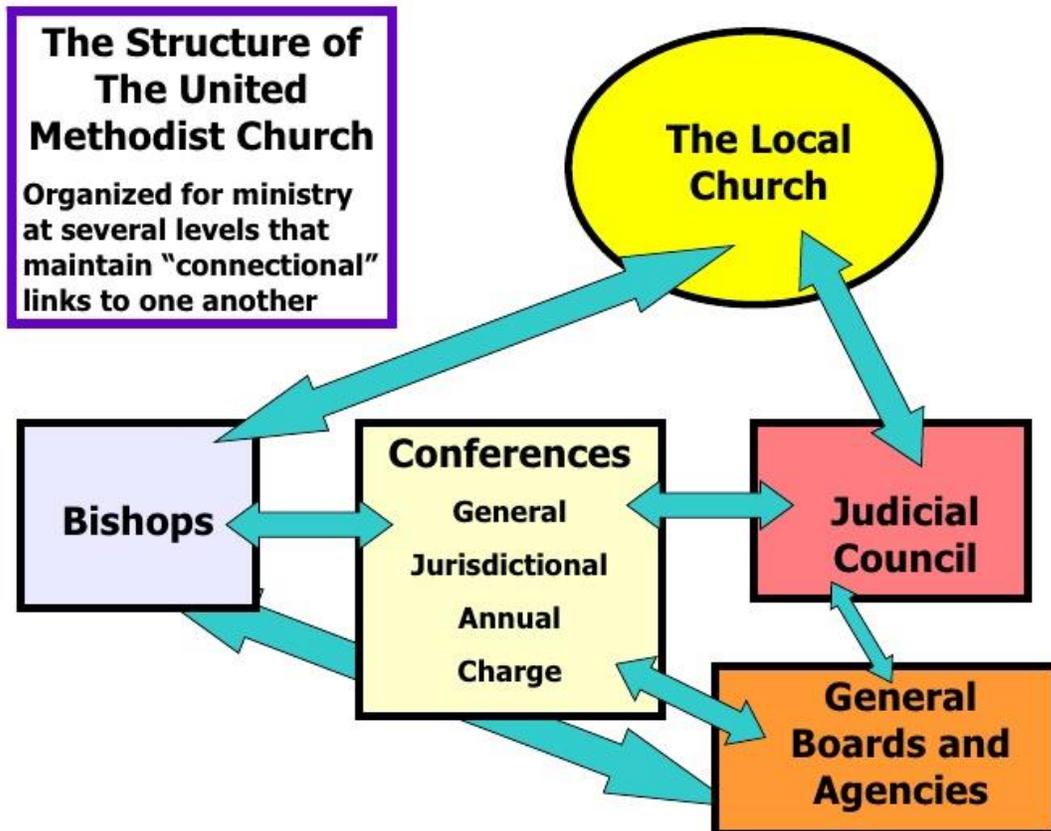
3. **Discussion:** The Great Plains Board of Ministry site has lots of information to look at as a group. Particularly, visit www.greatplainsumc.org/interviewmaterials to see sample questions for board interviews. Note the differences between fitness – readiness – and effectiveness interviews.
4. **Case study:** Visit www.youtube.com/watch?v=ooSAN-36KQ
This video is a collection of photographs throughout the United Methodist Church in 2016.
Discuss:
 - A. What areas of need are shown?
 - B. What areas of celebration are lifted up?
 - C. What issues of conflict do you see represented?
 - D. What does any of this have to do with your local church?
5. **Review:** Visit www.greatplainsumc.org/chargeconferenceresources and review the forms that are required at annual conference. Who fills out what? What is the purpose for each form? What other kinds of forms does the conference require throughout the year?

Other resources:

1. [Step-by-step guide](#)
2. [BOOM forms for mentoring report](#)

System

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