

**Note:**

**Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.**

## ***COURSE SYLLABUS***

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### **PRTH 140**

#### **PASTORAL THEOLOGY I**

#### **COURSE DESCRIPTION**

This course combines pastoral theology and “how to” principles in all the work of Christian ministry, including the administration of local church business affairs and other operations. Church planting recommendations are included.

#### **RATIONALE**

This course will help the student to function effectively as a team member with both lay and professional church workers. The student will develop competency in management and church administration skills and also become better equipped to assist in areas of staff and personnel, budget and finance, buildings and public relations.

#### **I. PREREQUISITES**

None

#### **II. REQUIRED RESOURCE PURCHASES**

Click the following link to view the required resources for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

#### **III. ADDITIONAL MATERIALS FOR LEARNING**

- A. Computer with Internet access (broadband recommended)
- B. Microsoft Word  
(Microsoft Office is available at a special discount to Liberty University students.)
- C. TV and DVD player
- D. Bible Dictionary
- E. Bible Commentary (i.e., Liberty Bible Commentary)

#### **IV. MEASURABLE LEARNING OUTCOMES**

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

- A. Recognize the importance and role of leadership in church administration.
- B. Relate to the role that church staff has in church administration.
- C. Explain the role that church finance has in church administration.
- D. Distinguish the role that church buildings have in church administration.

- E. Identify the role that church public relations has in church administration.

**V. COURSE REQUIREMENTS AND ASSIGNMENTS**

- A. Textbook readings, DVD lessons, and DVD lesson outlines
- B. Term Project

The student will complete a Term Project, due in Module/Week 8. The Term Project will be either one that the student has been approved to complete, or one chosen from a list provided. The Term Project will be three to five pages in length, not including the cover page.

See Course Content > Syllabus and Assignment Instructions > Assignment Instructions for complete instructions.

- C. Tests (4)

Test 1 will cover Lessons 1–6; Test 2, Lessons 7–12; Test 3, Lessons 13–18; Test 4, Lessons 19–25. The student will have one hour to complete each test; tests will consist of twenty-five multiple-choice questions. The tests will be open-book.

**VI. COURSE GRADING AND POLICIES**

- A. Points

Term Project	200
Tests (4 at 200 pts ea)	800
<b>Total</b>	<b>1000</b>

- B. Scale

A = 900–1000 B = 800–899 C = 700–799 D = 600–699 F = 0–599

- C. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at [luoodas@liberty.edu](mailto:luoodas@liberty.edu) to make arrangements for academic accommodations.

## ***COURSE SCHEDULE***

### **PRTH 140**

Textbooks: Powers, Bruce. P., *Church Administration Handbook* (2008).  
 Tidwell, Charles. A., *Church Administration: Effective Leadership for Ministry* (1985).

DVD: DVD set; Liberty University; available through MBS Direct.

<b>WEEK/ MODULE</b>	<b>READING &amp; STUDY</b>	<b>ASSIGNMENTS</b>	<b>PTS</b>
<b>1</b>	Powers: pp. 20–23, 26–30, 73–84, 145–166, 200–208, 288–304 Tidwell: pp. 11–55, 57–125, 202–211, 221– 225 DVD Lessons 1, 2 & 3 3 lecture notes	Course Requirements Checklist Review TP Instructions Lesson 1 Assignment Lesson 2 Assignment Lesson 3 Assignment	0 0 0 0 0
<b>2</b>	Powers: pp. 27–29, 32–33, 73–84 Tidwell: pp. 126–139, 177–200, 210–220, 242–250 DVD Lessons 4, 5 & 6 3 lecture notes	Lesson 4 Assignment Lesson 5 Assignment Test 1	0 0 200
<b>3</b>	Powers: pp. 87–114, 277–287 Tidwell: pp. 134–136 DVD Lessons 7, 8 & 9 3 lecture notes	Lesson 7 Assignment Lesson 8 Assignment Lesson 9 Assignment	0 0 0
<b>4</b>	Powers: pp. 23–26 Tidwell: pp. 158–162, 170–171 DVD Lessons 10, 11 & 12 3 lecture notes	Lesson 10 Assignment Lesson 11 Assignment Lesson 12 Assignment Test 2	0 0 0 200
<b>5</b>	Powers: pp. 31–32, 134–166 Tidwell: pp. 162–175 DVD Lessons 13, 14 & 15 3 lecture notes	Lesson 13 Assignment Lesson 15 Assignment	0 0
<b>6</b>	Powers: pp. 143–144, 167–173 Tidwell: pp. 140–152, 174–175, 184–200 DVD Lessons 16, 17 & 18+ 3 lecture notes	Lesson 16 Assignment Lesson 17 Assignment Lesson 18 Assignment Test 3	0 0 0 200
<b>7</b>	Powers: pp. 173–199 Tidwell: pp. 152–157 188–193 DVD Lessons 19, 20, & 21 3 lecture notes	Lesson 19 Assignment Lesson 20 Assignment Lesson 21 Assignment	0 0 0

<b>8</b>	Powers: pp. 33–34, 115–133, 209–217 DVD Lessons 22, 23, 24 & 25 4 lecture notes	Lesson 22 Assignment	0
		Lesson 23 Assignment	0
		Lesson 24 Assignment	0
		Lesson 25 Assignment	0
		Test 4	200
		Term Project	200
<b>TOTAL</b>			<b>1000</b>

TP = Term Project

**NOTE:** Each course week (except week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final week ends at 11:59 p.m. (ET) on Friday.