

## **MPS 233: The Practice of Ministry**

### **Intersession 2017**

#### **Course Outline**

##### **Class Start Date & End Date**

Friday, May 5 – Friday, June 16, 2017

##### **Class Meeting Time, Location, and Room**

Tues. & Fri., 8:30-11:20 a.m., NTC- Eugene de Mazenod Room

**Instructors Name:** Rev. Shayne, Craig, PSS  
**Office:** St. Joseph Seminary  
**Office Hours:** Upon request  
**Telephone:** 780.392.2445, e. 2313  
**Email:** Shayne.craig@stjoseph-seminary.com  
**Skype:** N/A

##### **Course Description**

The basic responsibilities, skills and attitudes of ministry today, particularly in the parish context. These include: understanding the parish reality today and its pastoring; working with Parish Councils and Finance Committees; sacramental preparation; collaborative ministry and team building; conflict resolution; spirituality for today's ministry; pastoral approaches to today's youth; self-care for ministers; and some other practical issues for today's effective ministry in parishes.

##### **Course Objectives**

- Students will develop a theological understanding of the ecclesial nature of lay and ordained ministry, rooted in Christology and Pneumatology, Baptism and the Sacrament of Order. They will have an understanding of the various dimensions of ministry as an ecclesial practice, and criteria for discerning the quality and character of effective ministry.
- Students will understand the importance and place of ministry as a vocation from God, a call mediated through the Church and expressed by means of ordination, institution, and blessing.
- Students will have an opportunity to reflect on the human qualities that make for effective ministry, particularly the ministry of pastoral leadership.
- Students will understand and critically reflect on basic parish administrative structures and practices

- Students will reflect on the nature of evangelization and ministry within a parish context. They will reflect on “best practices” in parish ministry in a North American context, with a view to their own engagement in ministry.

### Course Assignments and Evaluation

Assignment on Rahner/Balthasar article	Due: Tuesday, May 9	10%
Assignment on Forming Intentional Disciples	Due: Friday, May 19	20%
Assignment on Being a Better Pastor	Due: Friday, May 26	10%
Assignment on A Pastor’s Toolbox	Due: Tuesday, May 30	20%
Assignment on Tools for Rebuilding	Due: Friday, June 9	20%
Assignment on The Practice of Ministry	Due: Friday, June 16	20%

### Textbooks

Cahalan, Kathleen A. Introducing the Practice of Ministry. Collegeville, Minnesota: The Liturgical Press, 2010. (KINDLE)

Holmes, Paul A. A Pastor’s Toolbox : Management Skills for Parish Leadership. Collegeville, Minnesota: Liturgical Press, 2014

Lecioni, Patrick. The Better Pastor. Lighthouse Catholic Publishing, 2016.

Rahner, Karl. “The Man With the Pierced Heart” (article from instructor)

Von Balthasar, Hans Urs. “On Priestly Ministry” (article from instructor)

Weddell, Sherry A. Forming Intentional Disciples. Huntington, Indiana: Our Sunday Visitor Press, 2012.

White, Michael and T. Corcoran. Tools for Rebuilding. Notre Dame, Indiana: Ave Maria Press, 2013.

### Recommended Reading

McKenna, Kevin E. et al. A Concise Guide to Catholic Church Management. Notre Dame, Indiana: Ave Maria Press, 2010.

Nash, Sally, et al. Skills for Collaborative Ministry. London: SPCK, 2011. (KINDLE)

Zech, Charles. Best Practices in Catholic Pastoral and Finance Councils. Indiana: Our Sunday Visitor Press, 2010.

### Course Requirements

This class comprises 36 hours of instruction and seminar-style discussion. Students must attend all classes and are expected to prepare for each week by doing the assigned reading and being able to

participate in class discussions. Discussions will review the assigned readings. The readings, the personal reflections, summaries and reflection on best practices are all intended to give each student an integrative reflection on ministerial practice and their own preparation for future ministry.

### **Course Schedule**

May 9-16: The Practice of Ministry  
May 19-26: Forming Intentional Disciples  
May 30-June 6: A Pastor's Toolbox  
June 9-16: Tools for Rebuilding

### **General Academic Information**

#### **Late Submission Policy.**

Assignments must be handed in on the due date indicated. Late assignments will not be accepted, unless prior permission has been given by the instructor for a serious reason such as illness.

#### **Course Attendance**

No credit will be given for a course if the student has been absent, for any reason whatever, from one-third or more of the lectures and/or seminars scheduled for the term. Likewise, no credit will be given if term assignments or other assignments are or remain incomplete.

#### **Leave of Absence and Policy for Incompletes**

Extensions to an incomplete grade may be granted in extenuating circumstances, but may not exceed 16 weeks following the end of the course. Students who fail to complete course work by the agreed deadline will have a grade assigned which is based on work completed.

#### **Academic Integrity**

Acts of academic dishonesty (plagiarism, cheating, etc.) are subject to an appropriate penalty. The grade "F" may be assigned to a student guilty of such acts by the professor of the course in which the infraction occurred. A second offense against academic integrity renders the student liable to automatic dismissal from NTC. Further details are available in the Student Handbook in the Academic Misconduct Policy.

#### **Academic Grievances**

Students may appeal grades received; the procedure is outlined in the Student Handbook in the Grade Appeal Policy. For other grievances, students will refer to the Student Grievances Policy also outlined in the Student Handbook.

*NOTE: The GPA is computed on the basis of cumulative grade point (letter) values, not percentage values. All courses are included in this calculation except those exceeding degree requirements and/or received as transfer credits from other recognized institutions.*

### Grading System

Undergraduate Studies C.Th., Dip.Th., B.Th.			Graduate Studies M.T.S., M.Div., M.Th., G.C.C.S.A., M.R.E.		
Grade Meaning	Grade	Grade Point	Grade Meaning	Grade	Grade Point
Excellent	A+	4.0	Excellent	A+	4.0
	A	4.0		A	4.0
	A-	3.7		A-	3.7
Good	B+	3.3	Good	B+	3.3
	B	3.0		B	3.0
	B-	2.7		B-	2.7
Adequate	C+	2.3	Adequate	C+	2.3
	C	2.0		C	2.0
	C-	1.7		C-	1.7
Marginal	D+	1.3			
	D	1.0			
Fail	F	0.0	Fail	D+	1.3
				D	1.0
				F	0.0

### Written Assignments - Style and Format

Newman Theological College requires that all written work be submitted in acceptable academic format and style. Please note the following regulations:

#### *Regulations*

Research papers, book reports, article summaries, reflection papers, and essays should be double-spaced, printed on one side only, and submitted on white, 8.5" x 11" paper.

A standard type style, such as Times New Roman, with a 12-point font size, must be used. The instructor will specify the most recent edition of the style manual to be used:

1. Kate Turabian, "A Manual for Writers of Term Papers, Theses, and Dissertations" (Chicago: University of Chicago Press).
2. Joseph Gibaldi & William Ahters, eds., "MLA Handbook for Writers of Research Papers" (New York: Modern Language Association of America).
3. American Psychological Association "Publication Manual of the American Psychological Association" (Washington: APA Publications).

Copies of these standard references may be purchased in the NTC bookstore.



Ignorance of standard form is not considered an acceptable excuse for deviation from required standards of format and style.

### Academic Regulations

The following Academic Regulations are located in the Academic Calendar for your reference:

- Changes in Registration: Add/Drop/Withdraw Notice
- Course Work
- Final Examination Schedule
- Incomplete Grade Policy
- Inclusive Language

### Related Academic Matters

The following Related Academic Matters are located in the Academic Calendar for your reference:

- Grade Reports & Posting
- Glossary of Academic Terms

### Other Related Policies

The following policies are located in the Student Handbook for your reference:

- Academic Misconduct Policy
- Grade Appeal Policy

### Recording of Lectures

Audio or video recording of lectures, seminars or any other teaching environment by students is allowed only with the prior consent of the instructor. Recorded material is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

### Student Accessibility Services:

If you have special needs that could affect your performance in this class, please let me know during the first week of the term so that appropriate arrangements can be made. If you are not already registered with Student Services, contact Doreen Bloos at 780-392-2450 ext. 2212; Email [doreen.bloos@newman.edu](mailto:doreen.bloos@newman.edu).

## **Bibliography**

Cahalan, Kathleen A. Introducing the Practice of Ministry. Collegeville, Minnesota: The Liturgical Press, 2010. (KINDLE)

Holmes, Paul A. A Pastor's Toolbox : Management Skills for Parish Leadership. Collegeville, Minnesota: Liturgical Press, 2014

Kelley, Melissa M. Grief: Contemporary Theory and the Practice of Ministry. Minneapolis: Fortress Press, 2010. (165 pages) (KINDLE)

Lecioni, Patrick. The Better Pastor. Lighthouse Catholic Publishing, 2016.

Mallon, Fr. James. Divine Renovation: Ottawa, Ontario : Novalis Publishing Inc., 2014.

McKenna, Kevin E. et al. A Concise Guide to Catholic Church Management. Notre Dame, Indiana: Ave Maria Press, 2010.

Nash, Sally, et al. Skills for Collaborative Ministry. London: SPCK, 2011. (KINDLE)

Weddell, Sherry A., ed. Becoming a Parish of Intentional Disciples. Huntington, Indiana: Our Sunday Visitor, Inc., 2015.

White, Michael and Tom Corcoran. Rebuilt: The Story of a Catholic Parish. Notre Dame, Indiana: Ave Maria Press, 2013.

Zech, Charles. Best Practices in Catholic Pastoral and Finance Councils. Indiana: Our Sunday Visitor Press, 2010.