

## **Lutheran School of Theology at Chicago**

1100 East 55th Street; Chicago, IL 60615

Course Profile - Spring Semester, 2008

Course: **M-452 Transition to the Parish**

Professor: The Rev. Dr. Craig Satterlee  
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Office: Room 321 {sign-up sheet for appointments posted outside office}

Instructor: The Rev. Dr. Connie. Kleingartner

Time: 8:00 – 10:50

Days Wednesdays

Room: TBA

### **Goals**

This course will examine issues related to entering ministry, developing pastoral identity and authority, understanding church protocol and critically integrating theological insights with practical concerns arising in the exercise of ministry. Attention will be given to the challenges for ministry that emerge in the practice of pastoral ministry and church leadership for the 21st Century.

### **Basic Requirements**

Participants are expected to be present for each class, having completed the assigned readings and writings by the beginning of class, and to actively engage in class work. No late papers will be accepted.

Participants are accountable to all class information sent to their LSTC e-mail account.

Participants who qualify for consideration under the LSTC “Students with Disabilities” policy should make this request known to one of the instructors within the first two weeks of class.

Participants are asked to pray for the class.

Participants are expected to complete the following course requirements in a timely manner in the format given:

- Read four books and write three book reviews, using the appropriate format.

- Leadership on the line, Heifetz and Linsky (no written book review needed)
- EVANGELISM -One of the following books along with a written book review [See format section at the end of the syllabus]

Students whose last name begins with A – E

Beyond church growth, Olson

**or**

Students whose last name begins with F – K,

Power surge **and** A servant's manual, Foss

**or**

Students whose last name begins with L-R

Beyond Maintenance to Mission, Nessian

**or**

Students whose last name begins with S-Z

Reclaiming the C Word, Fryer

- TRANSITION: One of the following books along with a written book review

Students whose birthday is January through April

Crossing the bridge, Alan Roxburgh

Students whose birthday is May through August

Preaching in Times of Congregational transition,

Satterlee

Students whose birthday is September through

December

Take the next step, Lovett Weems,

- Read a fourth book of your choice and write a review. The book must be published after 2003 and be in either the field of leadership or ministry theory. All titles must be approved in advance.

- Interview a First Call pastor and write up the results. {see format section at the end of the syllabus}
- Meet with Dr. Satterlee or The Rev. Landahl for a fifteen-minute midcourse interview in the week of March 12 or March 19, 2008.
- Be a member of a group of two to four people who plan, complete and present a pre-approved final integrative project.
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### **Evaluation**

This is a pass/fail course.

To pass the course all work must be completed and submitted in a timely manner, in the format requested and at graduate level standards. **No late papers or projects will be accepted.**

### **February 6, 2008**

#### Class:

Review: Introductions, course expectations, and syllabus,

Lecture: Transition theory

Discussion: Current issue of transition in student life

Discussion: Issues of transition in parishes

#### Assignments:

Write a reflection paper in which you name the most significant transition which you are currently experiencing and give a Biblical which describes it. Also discuss your insights on the transition in light of the Biblical image and your strengths and fears in living in this transition.

Read Heifetz, Part One: The challenge and come to class prepared to share your favorite quote from this reading.

### **February 13, 2008**

#### Class:

Lecture: Introduction to leadership theory, focusing on transformational leadership theory

Discussion: Heifetz, Part One: The challenge

Lecture: "Reading the Authority Map"

Discussion: ELCA {Denominational} nuances to rostered leadership authority

### Assignments:

Write a reflection paper [See format section at the end of the syllabus] identifying your four primary sources of authority. Choosing one these, also reflect on ways you expect this source of authority to be honed and challenged in ministry. Also reflect on the ways you will most likely sabotage yourself in claiming this sources of authority.

Read Heifetz, Part Two: The response and come to class prepared to share your favorite quote from this reading.

Submit, in writing, the name of the rostered leader you would like to interview, their ministry location and sentence stating why you chose them to interview along with the date and time you scheduled this interview. Note, the write-up of the interview is dues March 19, 2008. Details of how to conduct the interview will be covered in class February 27, 2008. Do not conduct the interview before that time.

### **February 20, 2008**

#### Class:

Lecture: "Ecclesiology and leadership"

Discussion: Ecclesiology and leadership

Lecture: Heifetz, part two and leadership strategies for ministry

Discussion: Case study in parish ministry

#### Assignments:

Write a reflection paper [See format section at the end of the syllabus] briefly describing an example of excellence in ecclesial leadership noting what made this an example from which to learn.

Read Heifetz, Part Three: Body and Soul and come to class prepared to share your favorite quote from this reading.

Be prepared to list at least one commendation and one recommendation about Leadership on the line during class time.

### **February 27, 2008**

Discussion: Hagberg, "Soul Leadership"

Discussion: "ELCA Components of an effective ministry"

Discussion: Heifetz, Part three, Body and Soul

Discussion: Commendations and recommendations on Heiftz

Lecture: Overview of first Call Pastor's interview.

### Assignments

Take a breath. Play. Continue reading your second book for class. Either complete or dream about your interview of a first call pastor. [Remember, most of them were at this stage in the process not more than three years ago.] After all, now that most of you have your synodical assignments you are in a new stage of transition. Remember how many transitions you have survived over the past four years.

Write a reflection paper [See format section at the end of the syllabus] listing your seven best skills in making transitions. Also describe the way in which you are most likely to self-sabotage this transition time. Also ask a friend or spouse [not that these categories are mutual exclusive!] to identify for you the way in which they think you are most likely to self-sabotage this transition time. Read this paper to yourself everyday for the next four weeks and at other times as needed.

### **March 5, 2008**

#### Class:

Lecture: What next!?!?

Discussion: What next!?!?

#### Assignments:

Write a review of the Evangelism book assigned to you. [See format section at the end of the syllabus]

Submit in writing the bibliographical entry of the leadership or ministry theory book you would like to review for this class.

Schedule your mid-course interview for next week.

### **March 12, 2008**

#### Class:

Discussion: Evangelism books read by the class

Lecture: Additional evangelism strategies

Discussion: Additional evangelism strategies

#### Assignments:

Write up your interview of a first call leader. [See format section at the end of the syllabus] Be prepared to discuss this interview in class.

Schedule your mid-course interview for next week.

## **March 19, 2008**

### Class:

Discussion: Insights from first call interviews

Lecture: Leadership transitions from the congregation's point of view

Discussion: Mutual dynamics of change and surviving another transition

Assignments [These assignments are due April 12, 2008 -after Reading Week.]

Submit a proposal for your final project. All members of the project group will sign-off on one form. [See format section at the end of the syllabus]

Write the review for your third assigned book on TRANSITION. [See format section at the end of the syllabus]

## **March 26, 2008**

Reading week

## **April 2, 2008**

### Class:

Discussion: Transition books read by the class

Lecture: Additional transition and conflict strategies

Discussion: Additional transition and conflict strategies

### Assignments:

Reading on your fourth book and working on your project.

Have a one hour conversation with a significant other on how you are dealing with Current transitions. Fill out the form requested. . [See format section at the end of the syllabus]

## **April 9, 2008**

### Class:

Lecture: Basic administrative principles

Discussion: Basic administrative principles

Lecture: Mock Call Committee Interview

Discussion: Commendations, Recommendations and insights from the interview

### Assignments

Write the review for your fourth book on ministry or leadership theory. [See format section at the end of the syllabus] Be prepared to give an oral report of the book during class. You will have a MAXIMUM of five minutes for this presentation.

Working on your project.

### **April 16, 2008**

Class:

Discussion: Transition books read by the class

Discussion: Flourishing skills for ministry

Assignment:

Working on your project.

### **April 23, 2008**

Class:

Lecture: Ordination, Consecration and Commissioning Services: Theology, and Practices

Discussion: Ordination, Consecration and Commissioning Services: Theology, and Practices

Assignment:

Working on your project.

### **April 30, 2008**

Participant's project presentations

### **May 7, 2008**

Participant's project presentations

Closing ritual

Course evaluation

# **M-452 Transition to the Parish Spring Semester, 2008 Format Section**

## **Reflection Paper**

All reflection papers are to be singled spaced, maximum of two typed pages. The material should demonstrate that the writer has wrestled with the issue in terms of her/his personal life and ministry style.

## **First Call Interview Protocol**

This interview will take an hour to an hour and a half. The write-up should be no more than seven pages, 1 1/2-spaced. Use as many original quotes as possible but do not write it verbatim style.

1. Name of person being interviewed
2. Ministry site
3. Title, if any
4. Date, Time and place of the interview

Context: Briefly describe the ministry setting including congregational size and average worship attendance, the community, ways in which the congregation does/does not reflect the surrounding community, the paid staffing including time and length of service. over all budget and percentage of budget designated for benevolence and outreach.

What is the individual's espoused leadership style?

What sources of authority does this person claim or acknowledge - personal, social, institutional, positional, denominational, anti-systemic, Biblical, etc.?

What would be one example of their use of authority? How was their action received?

What factors shape this person's style - gender, race, denomination, sexual orientation, socio-economic background, education, able-bodiedness, etc.?

What are the opportunities and challenges this style elicits?

What is their vision for this ministry site?

What is the ministry site's explicit and implicit vision? Why the difference?

Where do they find their support - personal and professional? How does their faith life fit into this?

What were their greatest surprises in the call process?

What were their greatest joys in the call process?  
What were their greatest challenges in the call process?  
What were their greatest surprises personally/professionally in the first six months after seminary?  
What were their greatest surprises personally/professionally in the first six months of ministry?  
What areas of special joy have their been thus far - personally/professionally?  
What areas of conflict have their been thus far - personally/professionally?  
What "big sister/big brother" advice do they have for you, a seminarian seeking call?

In terms of the interview:

What hunches about ministry or call process that you, the interviewer, hold were confirmed/negated that?  
What were the greatest surprises for you, the interviewer?  
What new things have you, the interviewer, been given to ponder?  
What do you wish you, the interviewer, wish you would have asked?  
What are the implications of your interview for our class?

Your name

Date of the interview

Date of the write-up

## **Format For Book Reviews**

Book reviews should be typed, one and one half line-spaced and a maximum of three pages.

1. Identify the book by its bibliographic entry.
2. In the first paragraph give a brief biographical statement about the author and place this book in a field. of literature  
(EX. AB is a New Testament scholar who chairs SBL and teaches religion at Emery. This book is one of the current writings in the field of narrative leadership.)
3. In the second paragraph give a succinct, but complete statement of the author's thesis.
4. Give a succinct, but complete, summary of the author's major supporting arguments.
5. Identify and summarize the theological/ministry issues raised by the writing.

6. In one paragraph state if you agree or disagree with the author and why?

8. At the conclusion of the paper, list one memorable quote. Be sure to include the page number.

### **Transition Conversation Guidelines (Be sure to submit typed)**

\_\_\_\_\_ (your name) and I ( your conversation partner's name) have had a one hour discussion on how they are managing their current transitions. My greatest piece of advice for them is: \_\_\_\_\_ Signatures of both parties.

### **Final Project Guidelines**

Each project will be completed by a group of 2-4 students. The project must be around a learning that will be helpful for first call rostered leaders once they are in their ministry site. Each group will present their project to the class [maximum of twenty minutes]. All members of the group are to be included in the presentation. Each group will have a handout of the project for their classmates. This hand out is due to Dr. Satterlee no later than the Monday before the presentation. Dr. Satterlee will bring to class a copy of the handout –one for each class participant. The group will submit one copy of a final write-up of the project to each of the instructors on the day of the presentation. This write-up should include the goal of the project; how the group understands that it will be helpful to first call rostered leaders, a summary of the project and a list of the sources used. In addition, the group will submit a 3-4-page summary of the group dynamics while doing this project. This part of the write-up will which includes the things which were easy, the bumps in the process, how group leadership developed, and items relearned about working in groups. Both the project write-up and the group process paper need to signed off by all members of the group.

Some topics chosen in the past:

How to hire a church musician

Wedding/funeral/Baptismal policy development and samples

Process for moving a congregation to weekly Eucharist

How to set up an office

First One hundred Days

Now for the rest of the story – How to handle the surprises I didn't learn in the interview  
or from the Bishop's office

Ten strategies to re-ignite a congregational evangelism/stewardship committee

Unique support strategies for women in ministry

Working with a Senior pastor

Robert's rules of order- a thumbnail guide for church leaders

Be creative. Think of what would be a helpful resource for you in first call and then, with colleagues create it!

**M-452 Transition to the Parish  
Spring Semester, 2008  
Wednesdays, 8:00 – 10:50**

Name \_\_\_\_\_

Mailing address \_\_\_\_\_

\_\_\_\_\_

Telephone number \_\_\_\_\_

E-mail address \_\_\_\_\_

Reflection: Transition

Reflection: Sources of authority

Data on Interviewee

Reflection: Ecclesial leadership

Reflection: Transition skills

Evangelism book review

Bibliographic entry of leadership/ministry theory book

Mid-course interview

First Call interview

Transition book review

Transition Conversation

Ministry/Leadership book review

Project write-up

Group process write-up