

**MUS/MIN104 WORSHIP PLANNING AND ADMINISTRATION**  
**Spring 2008**

Instructor: Bryan S. Latchaw  
Tues. & Thurs. 1:00-2:15 PM

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COURSE DESCRIPTION

This introductory course is a study of resources, skills, and strategies for planning and leading public worship events. The course covers: how to design and plan worship events, relate songs musically and spiritually, develop different venues to drive home a spiritual theme, and practically produce the details of the event; how to evaluate worship events both before and after; and how to balance contemporary, traditional, and blended worship styles. The course encourages students to scrutinize the components of a worship event and to develop alternative approaches that would make the event more meaningful to the worshiper. Special focus will be given to emerging worship trends. Students are guided in developing a beginning philosophy of worship.

COURSE OBJECTIVES

At the conclusion of this course the student will:

- learn, understand and practice basic worship design and planning;
- build a Biblical, theological basis of (and for) worship;
- learn about six worship styles
- receive initial guidance in developing a philosophy of worship ministry

ATTENDANCE

Every student is expected to attend and participate in all class sessions and complete all the assigned work prior to class time. Understandably, there are situations where illness or emergencies which may affect attendance. Please inform me at the earliest time-frame.

COURSE REQUIREMENTS AND EVALUATION

Reading; response papers/book reports (1-2 pages each) ----- 40% of grade

Class interaction ----- 10% of grade  
- Evidence of preparedness and interaction

Worship resource/planning notebook ----- 20% of grade

Integrative Worship Planning assignment (10 page minimum) ----- 30% of grade

ASSIGNMENTS & PROJECTS

Assignments will be collected at the beginning of class on the scheduled due date as a hard copy not electronically. All papers are to be double-spaced, 12pt., standard margins and 3-hole punched. If you are going to be unable to complete an assignment on time, please contact me as soon as possible. Unexcused late papers may be turned in up to one week late (7 days) and will receive an automatic one (1) grade reduction. In certain circumstances, MS Word files may be emailed with prior permission.

- Major Projects
  - Compile a worship planning file and notebook (topical index; hymns, choruses, Scripture; quotes, resources [web, seminars, curricula, media, books, etc.]; all class notes). The information will be organized in a way that makes sense to the student, such that he or she can quickly and effortlessly locate any of resources covered in the class (due 4/24)
  - Integrative worship planning - choose one (1) of the following topics (grace, holiness, faithfulness, forgiveness). Plan three (3) different worship services using three different worship styles. Describe what motivated your choices. Describe the planning and evaluation processes. Understanding of each style must be evident; creativity encouraged. (due 4/24)
- Optional projects (extra credit or replacement)
  - Except for the Psalms, track worship through the Old and New Testaments, including direct descriptions of worship, instructions, and inferences
  - “*Humbugs in Hymnbooks*” (choruses as well) - explained and illustrated in class
  - Reading / research - The Peacemaking Pastor (Poirier); Firestorm (Susek), Thriving Through Ministry Conflict (Osterhaus); see teacher for requirements

Standardized Grading Scale:

A = 94-100	C = 76-78
A- = 91-93	C- = 73-75
B+ = 88-90	D+ = 70-72
B = 85-87	D = 67-69
B- = 82-84	D- = 66
C+ = 79-81	F = 0-65

- A word about plagiarism – don’t

REQUIRED TEXTS

- Exploring the Worship Spectrum: Six Views, Paul Basden, Zondervan, 2004 [ETWS]
- Leading The Church Through Conflict and Reconciliation, Marshall Shelly (ed.), Bethany House [LCTCR]
- Designing Worship Together: Malefyt & Vanderwell, Alban Institute, 2005 [DWT]
- Worship, The Missing Jewel of the Evangelical Church, A.W. Tozer (on reserve at the library) [W,TMJEC]
- CD resources (on reserve at the Library)
  - “Contemporary Worship: Civil War in the Church” (John MacArthur with Phil Johnson)
    - response paper due 2/28;
  - “Leadership and Worship” (Ravi Zacharias); response paper due 4/24

## COURSE SCHEDULE

### **January 10** - Introduction, review syllabus

- overview of course
- read W, TMJEC (responses paper due 1/17)
- plan a Christmas worship service (due 1/15)
- Response paper #1: write your personal definition of worship; How do you evaluate worship? (in class)
- Response paper #2: What (in your opinion) are the most important considerations in planning a worship service? (due 1/15)

### **January 15**

- Your favorite worship (hymn, song, chorus)
- Assignments due
- Foundations I [lecture / interaction: worship definitions; Biblical study of Psalm 15]
- A lesson from Sherlock Holmes and Glad
- Identify issues facing worship ministry in today's churches (class discussion)

### **January 17**

- Foundations II - lecture / interaction
- response paper: WTMJEC

**January 22** – guest lecturer, Pastor Bob Morris, Central United Methodist Church  
(take notes of presentation and respond - due 1/29)

**January 24** – guest lecturer, Pastor Don DeGlopper, Central Reformed Church  
(take notes of presentation and respond - due 1/29)

### **January 29**

- Your favorite worship (hymn, song, chorus)
- notes due; discussion - guest lecturers
- Foundations III - lecture / interaction

### **January 31**

- Foundations IV - lecture / interaction
- Read: Saucy, *"The Worship of the Church"* (article on loan at library) - response paper due 2/7

### **February 5**

- Your favorite worship (hymn, song, chorus)
- Foundations V - lecture / interaction

### **February 7**

- Foundations VI - "Learning theology from a hymnal"
- Read ETWS, pp. 13-55 (response paper due 2/12)
- Response paper due: Saucy ("The Worship of the Church")

## February 12

- Your favorite worship (hymn, song, chorus)
- Response paper: What is the value of “*Formal-Liturgical*” Worship? Evaluate at least one of the responses (pp. 37-55)
- Discussion: “*Formal-Liturgical*” Worship

## February 14

- Foundations VIII - lecture / interaction
- Read: LCTCR, pp. 7-71
- Response paper: Relate one major conflict you have had in your life and how you responded (due 2/19)

## February 19

- Your favorite worship (hymn, song, chorus)
- response paper due
- Read: ETWS, “*Traditional Hymn-based Worship*”, pp. 59-96
- Response paper: What is the value of “*Traditional Hymn-based Worship*”? Evaluate at least one of the responses (pp. 75-96) - due 2/21
- Conflict - lecture / interaction (1)
- Read: LCTCR, pp. 75-137

## February 21

- response paper due
- Discussion: “*Traditional Hymn-based Worship*”
- Conflict and resolution - lecture / interaction (2) – case studies

## February 26

- Your favorite worship (hymn, song, chorus)
- Read: ETWS, “*Contemporary Music-driven Worship*”, pp. 99-136
- Response paper: What is the value of “*Contemporary Music-driven Worship*”? Evaluate at least one of the responses (pp. 117-136) - due 2/28
- Read: LCTCR, pp. 141-234
- Conflict and resolution (3); case studies
- Response paper: Identify 12 Biblical Principles related to conflict and reconciliation. How do these principles impact your perspective and behavior? - due 2/28

## February 28 -

- Response papers due
- Discussion - “*Contemporary Music-driven Worship*”
- Conflict and resolution (4)
- Response paper - Mac Arthur CD

**March 4** – No Class; Spring Break

**March 6** – No Class; Spring Break

### March 11

- Your favorite worship (hymn, song, chorus)
- Read: ETWS, “*Charismatic Worship*”, pp. 139-171;
- Response paper: What is the value of “*Charismatic Worship*”? Evaluate at least one of the responses (pp. 153-171) - due 3/13
- Read: LCTCR, pp. 237-320
- Conflict and resolution (5)

### March 13

- Response paper due
- Discussion – “*Charismatic Worship*”
- Conflict and resolution (6)

### March 18

- Your favorite worship (hymn, song, chorus)
- Read: ETWS, “*Blended Worship*”, pp. 175-213
- Response paper: What is the value of “*Blended Worship*”? Evaluate at least one of the responses (pp. 192-213) - due 3/20
- READ DWT, pp. vii - 33 (*Series Forward, Forward, “The Case for Collaboration”*)

### March 20

- discussion: “*Blended Worship*”
- response paper due
- Planning a worship service (1) - lecture / interaction / discussion: “Collaboration”

### March 25

- Your favorite worship (hymn, song, chorus)
- Read: ETWS, “*Emerging Worship*”, pp. 217-250
- Response paper: What is the value of “*Emerging Worship*”? Evaluate at least one of the responses (pp. 231-250) - due 3/27
- Read DWT, pp. 35-66 “*Structuring the Planning Process*”

### March 27

- Discussion - “*Emerging Worship*” (read prior to class: ETWS conclusion, pp. 251-263)
- Response paper due
- Planning a worship service (2) - lecture / interaction / discussion: “*Structuring the Planning Process*”

### April 1

- Your favorite worship (hymn, song, chorus)
- Read DWT, pp. 97-128 (chapter 4), “Planning a Worship Calendar”

### April 3

- Planning a worship service (3) - lecture / interaction / discussion: “Planning the Worship Calendar”

### April 8

- Your favorite worship (hymn, song, chorus)
- Read DWT, pp. 129-154 (chapter 5), “Weekly Worship Planning”
- **re-read** W, TMJEC (response paper answering, “Has your perspective changed?” - due 4/24)

### April 10

- Planning a worship service (4) - lecture / interaction / discussion: “*Weekly Worship Planning*”

### April 15

- Your favorite worship (hymn, song, chorus)
- Read DWT, pp. 153-176 (chapter 6), “*Worship Evaluation*”

### April 17

- Planning a worship service (5) - lecture / interaction / discussion: “*Worship Evaluation*”
- Read DWT, 67-95 (chapter 3); 179-183 (Appendix B); respond to and evaluate 2 congregational worship statements (chapter 3); include Biblical references and grounds for your responses (due 4/22);

### April 22

- Your favorite worship (hymn, song, chorus)
- response paper due
- discussion

### April 24

- Planning a worship service (6)
- response paper - Ravi Zacharias CD
- response paper: W, TMJEC
- final day of class (no class work/assignments accepted after this date)

**Note: while every effort will be made to follow the syllabus in the day to day assignments, topics discussed, etc., it may be necessary to alter, change, or amend the schedule. In such cases, fair and gracious accommodations will be made. Students are advised to plan wisely so that all requirements are completed by each due date.**

Working Bibliography (worship, leadership, ministry)

- A Taste of Worship, R.C. Sproul
- Tozer on Worship and Entertainment, A.W. Tozer (compiled by James L. Snyder)
- Whatever Happened to Worship? A.W. Tozer
- Beyond the Worship Wars, Thomas G. Long
- The Air I Breathe, Louie Giglio
- Reaching Out Without Dumbing Down, Marva J Dawn
- Mastering Worship, Hayford, Killinger, Stevenson
- New Harmonies, Choosing Contemporary Music for Worship, Terri McLean, Alban Institute, 1998
- The Work of the People, Marla Gilbert, Christopher Grundy, et. al.
- The Church of All Ages, Howard Vanderwell
- Stilling the Storm, Kathleen S. Smith
- With All Thy Mind, Robert P. Glick
- Where 20 or 30 are Gathered - Leading Worship in the Small Church, Peter Bush, Christine O'Reilly
- One Bread, One Body, C. Michael Hawn
- The Complete Worship Service, Kevin Navarro, Baker Books, 2005
- Worship – A Way of Life, Patrick Kavanaugh
- The Unquenchable Worshipper, Matt Redman
- The Measure of a Healthy Church, Gene A. Getz
- The Church in God's Program, Robert L. Saucey
- Leadership is an Art, Max DePree
- Working the Angles, Eugene H. Peterson, Eerdmans, {also in the series: Five Smooth Stones for Ministry, Under the Unpredictable Plant}
- Death by Meetings, Mike Lencioni
- How to Hold Successful Meetings, Paul Timm, Career Press, 1997
- Healthy Congregations, Peter Steinke
- Congregational Leadership in Anxious Times, Peter Steinke
- The Way We Work, Cynthia Tobias, Broadman & Holman Pub, 1999
- Understanding How Others Misunderstand You, Ken Voges and Ron Brand
- Discovering Your Conflict Management Style, revised; Speed B. Leas
- The Making of a Leader, J. Robert Clinton
- Evangelism Made Slightly Less Difficult, Nick Pollard
- A Tale of Three Kings, Gene Edwards
- Present Future, Reggie McNeal
- Invitation to Love, Thomas Keating
- Eat This Book, Eugene Peterson
- The Great Omission, Eugene Peterson
- Renovation in the Heart of Daily Practice, Willard and Johnson
- The Divine Mentor, Wayne Cordeiro
- What Was I Thinking?, Steve Brown
- everything by Erwin Lutzer
- everything by A.W. Tozer
- *more to be added throughout the semester*