

Making Disciples, Making Leaders
Participant Workbook

SECOND EDITION

A Manual for Presbyterian
Church Leader Development

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Introduction

We have found if you raise the bar, people will jump higher! If you don't expect much, you won't get much. So we ramped up the training of our deacons and ruling elders. The result has been a much stronger leadership team within the church. What we discovered was that most churches were providing little or no training. The training provided was focused solely on the *Book of Order* or learning the rules. Most folks were not satisfied with the results.

Our focus is on *formation* rather than mere *information*. We see this as a time to build a team. It's a time for you to grow in your faith. It's a time to deepen your discipleship. So the training is ongoing. It's more than just knowing the rules. It goes past the budget, buildings, programs, and staff. It's not about church maintenance. It's about Christian leadership.

We invite you to see this as a time to go to the next level. There's something in here for you. At the end of your three-year term we anticipate that you will be a different person. Your church will be a different church. Not because you know more, but because you have shifted from "running a church" to "deepening your discipleship" in Christ. That's exciting.

There is a lot of work to do. Time management will be essential. Prayer needs to intensify. You may need to sacrifice something else in order to get this done. It's that important.

You are called and ordained to ordained ministry in the church. That's some serious business. You are on a team with the clergy in your church. It matters what happens here. The church needs leadership. Leadership needs to be empowered to lead. All leaders are first called to be disciples.

Do all the assignments. Read all of the books. Come to all of the meetings. Throw yourself into this as your service is to Christ himself. He has thrown himself into it for all of us.

Preparation

Books You Will Need

1. A Bible: All Scripture passages used in this *Participant Workbook* are from the New Revised Standard Version (NRSV). You may want to speak with your leaders about other translations or paraphrases that can be used.
2. *Book of Confessions*. Louisville, KY: Office of the General Assembly, 2016.
3. *Book of Order 2019–2023*. Louisville, KY: Office of the General Assembly, 2019.
4. *Making Disciples, Making Leaders Workbook*, 2nd ed., newly updated. Louisville, KY: Westminster John Knox Press, 2022. Available at www.pcusastore.com.
5. *Selected to Serve: A Guide for Church Leaders*, 2nd ed., newly updated. Louisville, KY: Westminster John Knox Press, 2022. Available at www.pcusastore.com.

NOTE: If the PC(USA) Constitution changes in the coming years, you will need to make the appropriate changes to any references used in this *Participant Workbook*. Please also note that the numbered parenthetical citations used throughout the book refer to the *Book of Order*.

Pre-Class Survey

Name: _____ Date: _____

Your responses to this survey will be compiled anonymously.

Please include your name so we can track who has completed the survey.

Topic	Rating
1. As you prepare for ordination/installation, to what extent do you feel prepared to assume your ministry? 1 =not prepared <==> 5 =very prepared	
Comments: _____ _____	
2. We are all at different places on our journey of faith and readiness to serve as a leader in ordered ministry. For each specific area listed, rate your sense of preparedness before beginning this training process. 1 =not prepared <==> 5 =very prepared	
My personal faith	
My knowledge of PC(USA) doctrine	
My knowledge of PC(USA) governance	
My knowledge of PC(USA) discipline	
My understanding of the duties of ruling elders and deacons	
My readiness as a spiritual leader	
Comments: _____ _____	
3. At the beginning of this training course, how would you assess your current enthusiasm for serving as ruling elder or deacon? 1 =very apprehensive <==> 5 =very enthusiastic	
Comments: _____ _____	

Leader Development Overview and Assignments

“The session shall provide a period of study and preparation, after which the session shall examine them as to their personal faith; knowledge of the doctrine, government, and discipline contained in the Constitution of the church; and the duties of the ministry. The session shall also confer with them as to their willingness to undertake the ministry appropriate to the order.” (G-2.0402)

Workshop	Worship	Part 1	Meal	Part 2	Small Groups	Assignments <i>(To be done prior to the class.)</i>
#1	Worship 1	45 min.	30 min.	45 min.	<p style="text-align: center;">Personal Faith</p> <p>Your Faith Journey and Call to Serve (a) Constitutional Questions a-i (overview) [see W-4.0404 a-i]</p>	<input type="checkbox"/> Book of Order: preface <input type="checkbox"/> Book of Confessions: preface, pp. iii-iv <input type="checkbox"/> Selected to Serve: Chapters 1, 7 <input type="checkbox"/> Participant Workbook (PW): Study Guide Section 1 (1.1-1.6) <input type="checkbox"/> Worksheet: My Fears and Concerns <input type="checkbox"/> Worksheet: My Faith Journey <input type="checkbox"/> Worksheet: Constitutional Questions
#2	Worship 2				<p style="text-align: center;">Doctrine and Theology</p> <p>What Presbyterians Believe (c) The Bible and Essential Tenets (b, d)</p>	<input type="checkbox"/> Book of Order: F-1, 2 <input type="checkbox"/> Book of Confessions: prefaces to each confession <input type="checkbox"/> Selected to Serve: Chapter 6 <input type="checkbox"/> PW: Study Guide Section 2 (2.1-2.15) <input type="checkbox"/> Worksheet: To Be or Not to Be—Reformed! <input type="checkbox"/> Worksheet: <i>Book of Confessions</i> chart <input type="checkbox"/> Worksheet: To Be a Christian
#3	Worship 3				<p style="text-align: center;">Governance, Worship, and Discipline</p> <p>The Presbyterian Way (e, f, g, h) When Things Go Wrong (e)</p>	<input type="checkbox"/> Book of Order: F-3; G-1, 2.01-0105, 3, 6; W-1, 2, 5; D-1, 2 <input type="checkbox"/> Book of Confessions: Confession of 1967 <input type="checkbox"/> Selected to Serve: Chapters 3, 4, 5, 8 <input type="checkbox"/> PW: Study Guide Sections 3, 4, 5 <input type="checkbox"/> Worksheet: Presbyterian Principles <input type="checkbox"/> Worksheet: Worship True/False Quiz <input type="checkbox"/> Worksheet: Case Study #1: Maintaining the Purity of the Church
#4	Worship 4				<p style="text-align: center;">The Work of Ministry</p> <p>What Ruling Elders/Deacons Do (i) How This Church Works</p>	<input type="checkbox"/> Book of Order: G-2.01-2.04 <input type="checkbox"/> Book of Confessions: A Brief Statement of Faith <input type="checkbox"/> Selected to Serve: Chapter 9 <input type="checkbox"/> PW: Study Guide Section 6 (6.1-6.9); review questions 3.5, 3.6 <input type="checkbox"/> Worksheet: Duties of Ordered Ministries <input type="checkbox"/> Worksheet: Writing Your Statement of Faith <input type="checkbox"/> Worksheet: (opt.) Writing Your Financial Stewardship Journey

Preparation Study Guide for Exam

The session shall provide a period of study and preparation, after which the session shall examine them as to their personal faith; knowledge of the doctrine, government, and discipline contained in the Constitution of the church; and the duties of the ministry. The session shall also confer with them as to their willingness to undertake the ministry appropriate to the order. (G-2.0402)

In addition to your other assignments (see *Overview and Assignments Chart*), these questions will help you prepare for the examination by the session at the end of your training process. At that examination, examiners may choose from among the questions found here. Each of the four workshops will address questions from different sections of this Study Guide.

Most of the questions in sections 2–5 can be answered by judicious use of the indexes in the *Book of Order* and the *Book of Confessions*. Make note of the constitutional references as you research the questions. If you need additional space to write your answers, please do so on additional pieces of paper.

1. Personal Faith (no right or wrong answers)

1.1 What is the story (outline) of how you came to be a person of faith?

1.2 What people have been influential in the development of your faith? In what ways?

1.3. Over the course of your life, what are some of the things that have increased your faith? What has challenged your faith?

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1.4. What are some of the factors that went into your decision to accept the call to be a church leader?

1.5. Which constitutional question is the most challenging for you? (See W-4.0404.) Why?

1.6. [REQUIRED QUESTION] What, if any, of the ordination questions can you not, in good conscience, answer in the affirmative? Why?

2. Knowledge of Doctrine

2.1. Who is the head of the Presbyterian Church (U.S.A.)?

2.2. What does it mean to say “God alone is Lord of the conscience”?

2.3. Which of the Great Ends of the Church has the highest priority for you? Why?

2.4. What is a confession?

2.5. Why are confessions important in our tradition?

2.6. Why do we have more than one confession?

2.7. How many confessions are in the *Book of Confessions*?

2.8. What is the purpose of the *Book of Confessions*?

2.9. Which two confessions are shared by all Christians worldwide (the Church catholic)?

2.10. Which confessions were formed in the 20th century, and what were their particular historical contexts?

2.11. What are some *watchwords* of the Protestant Reformation?

2.12. What is the *central affirmation* of the Reformed Tradition?

2.13. Name one other affirmation of the Reformed Tradition

2.14. Name one element the church is called to as the body of Christ.

2.15. Why does the Presbyterian Church (U.S.A.) have such a strong emphasis on diversity and inclusiveness?

3. Knowledge of Government

3.1. What documents make up the Constitution of the Presbyterian Church (U.S.A.)?

3.2. What are the parts of the *Book of Order*, and what is each part's special focus?

3.3. Name one of the Principles of Presbyterian Government.

3.4. What are the three ordained ministries in the Presbyterian Church?

3.5. What are the duties and responsibilities of ruling elders and sessions?

3.6. What are the duties and responsibilities of deacons and the Board of Deacons?

3.7. Name the four councils in the Presbyterian system and briefly describe their function(s).

3.8. How do you understand this statement from the *Book of Order*: “Presbyters are not simply to reflect the will of the people, but rather to seek together to find and represent the will of Christ”? (F-3.0204)

4. Knowledge of Worship and Sacraments

4.1. Name the six elements of Christian worship.

4.2. What is the typical order of service in Presbyterian worship?

4.3. What part does Scripture play in our worship and life together?

4.4. What is the primary role of music and musicians in worship?

4.5. Name the sacraments that are celebrated in the Presbyterian Church (U.S.A.).

4.6. What are the biblical roots of each of the sacraments?

4.7. What is the significance (meaning) of each of the sacraments?

4.8. What are some of the ways our worship service integrates Scripture, proclamation, prayer, and praise?

5. Knowledge of Discipline

5.1. What is the purpose of church discipline?

5.2. What are the two types of judicial cases?

5.3. What is the difference between a dissent and a protest?

6. Knowledge of This Congregation

(These answers are not in your assigned readings; research on your own.)

6.1. When was this church founded? How old is it now?

6.2. How many pastors have served this congregation?

6.3. How many ruling elders and deacons (and trustees) do we have?

6.4. Who is the current clerk of session?

6.5. Who is the current moderator/chair of the Board of Deacons?

6.6. [If your church has trustees] Who is the current chair/moderator of the Trustees?

6.7. What are the major committees (councils, ministries, workgroups, etc.) of the session?

6.8. What are the major committees (councils, ministries, workgroups, etc.) of the Board of Deacons?

6.9. Does this church have a mission statement? If so, what is it?

Constitutional Questions for Ordination, Installation, and Commissioning

In Workshop 1, you will have an opportunity to respond to the following constitutional questions (see W-4.0404).

The moderator of the council of those to be ordained, installed, or commissioned shall ask them to stand before the body of membership and to answer the following questions:

- a. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?
- b. Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to you?
- c. Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?
- d. Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?
- e. Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?
- f. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
- g. Do you promise to further the peace, unity, and purity of the church?
- h. Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?
- i. (1) (For ruling elder) Will you be a faithful ruling elder, watching over the people, providing for their worship, nurture, and service? Will you share in government and discipline, serving in councils of the church, and in your ministry will you try to show the love and justice of Jesus Christ?

(2) (For deacon) Will you be a faithful deacon, teaching charity, urging concern, and directing the people's help to the friendless and those in need, and in your ministry will you try to show the love and justice of Jesus Christ?

(3) (For teaching elder) Will you be a faithful teaching elder, proclaiming the good news in Word and Sacrament, teaching faith and caring for people? Will you be active in government and discipline, serving in the councils of the church; and in your ministry will you try to show the love and justice of Jesus Christ?

(4) (For ruling elder commissioned to particular pastoral service) Will you be a faithful ruling elder in this commission, serving the people by proclaiming the good news, teaching faith and caring for the people, and in your ministry will you try to show the love and justice of Jesus Christ?

(5) (For certified Christian educator) Will you be a faithful certified Christian educator, teaching faith and caring for people, and will you in your ministry try to show the love and justice of Jesus Christ?

My Fears and Concerns

In the Bible, when God calls leaders into specific ministry, leaders often respond with surprise, fear, and reluctance. What fears and concerns do you bring as you begin leader training?

Please use a sheet of paper to record your answer. Bring it with you to the first worship service. Print or write legibly. Your anonymous responses will be mixed in with other leader-elects' responses and read out loud as part of the prayer of confession at worship.

Workshop 1

Personal Faith

Your Faith Journey and Call to Serve (W-4.0404 a)

Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?

Constitutional Questions (W-4.0404 a–i)

Assignments

Book of Order: preface

Book of Confessions: preface, pp. iii–iv

Selected to Serve: Chapters 1, 7

Participant Workbook: Study Guide Section 1 (1.1–1.6)

Worksheet: My Fears and Concerns

Worksheet: Constitutional Questions

Worksheet: My Faith Journey

Opening Worship

CALL TO WORSHIP

Leader: The Lord be with you.

People: And also with you.

PRAYER OF CONFESSION

Leader: We bring to God our fears and concerns

All: (individual readings offered in random order)

Note: Participants are asked to write out their fears and concerns in taking office prior to the first session.

ASSURANCE OF PARDON

Leader: In the name of Christ, we are forgiven.

People: Thanks be to God! Amen.

SCRIPTURE: Exodus 3:1–2, 9–15; 4:1–5, 10–17

Moses was keeping the flock of his father-in-law Jethro, the priest of Midian; he led his flock beyond the wilderness, and came to Horeb, the mountain of God. ²There the angel of the LORD appeared to him in a flame of fire out of a bush; he looked, and the bush was blazing, yet it was not consumed. . . .

⁹“The cry of the Israelites has now come to me; I have also seen how the Egyptians oppress them. ¹⁰So come, I will send you to Pharaoh to bring my people, the Israelites, out of Egypt.” ¹¹But Moses said to God, “Who am I that I should go to Pharaoh, and bring the Israelites out of Egypt?” ¹²He said, “I will be with you; and this shall be the sign for you that it is I who sent you: when you have brought the people out of Egypt, you shall worship God on this mountain.”

¹³But Moses said to God, “If I come to the Israelites and say to them, ‘The God of your ancestors has sent me to you,’ and they ask me, ‘What is his name?’ what shall I say to them?” ¹⁴God said to Moses, “I AM WHO I AM.” He said further, “Thus you shall say to the Israelites, ‘I AM has sent me to you.’” ¹⁵God also said to Moses, “Thus you shall say to the Israelites, ‘The LORD, the God of your ancestors, the God of Abraham, the God of Isaac, and the God of Jacob, has sent me to you’:

This is my name forever,
and this my title for all generations. . . .

⁴ Then Moses answered, “But suppose they do not believe me or listen to me, but say, ‘The LORD did not appear to you.’” ²The LORD said to him, “What is that in your hand?” He said, “A staff.” ³And he said, “Throw it on the ground.” So he threw the staff on the ground, and it became a snake; and Moses drew back from it. ⁴Then the LORD said to Moses, “Reach out your hand, and seize it by the tail”—so he reached out his hand and grasped it, and it became

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a staff in his hand—⁵“so that they may believe that the LORD, the God of their ancestors, the God of Abraham, the God of Isaac, and the God of Jacob, has appeared to you.” . . .

¹⁰But Moses said to the LORD, “O my Lord, I have never been eloquent, neither in the past nor even now that you have spoken to your servant; but I am slow of speech and slow of tongue.” ¹¹Then the LORD said to him, “Who gives speech to mortals? Who makes them mute or deaf, seeing or blind? Is it not I, the LORD? ¹²Now go, and I will be with your mouth and teach you what you are to speak.” ¹³But he said, “O my Lord, please send someone else.” ¹⁴Then the anger of the LORD was kindled against Moses and he said, “What of your brother Aaron, the Levite? I know that he can speak fluently; even now he is coming out to meet you, and when he sees you his heart will be glad. ¹⁵You shall speak to him and put the words in his mouth; and I will be with your mouth and with his mouth, and will teach you what you shall do. ¹⁶He indeed shall speak for you to the people; he shall serve as a mouth for you, and you shall serve as God for him. ¹⁷Take in your hand this staff, with which you shall perform the signs.”

REFLECTIONS

BIDDING PRAYERS

Response: Lord, hear our prayer.

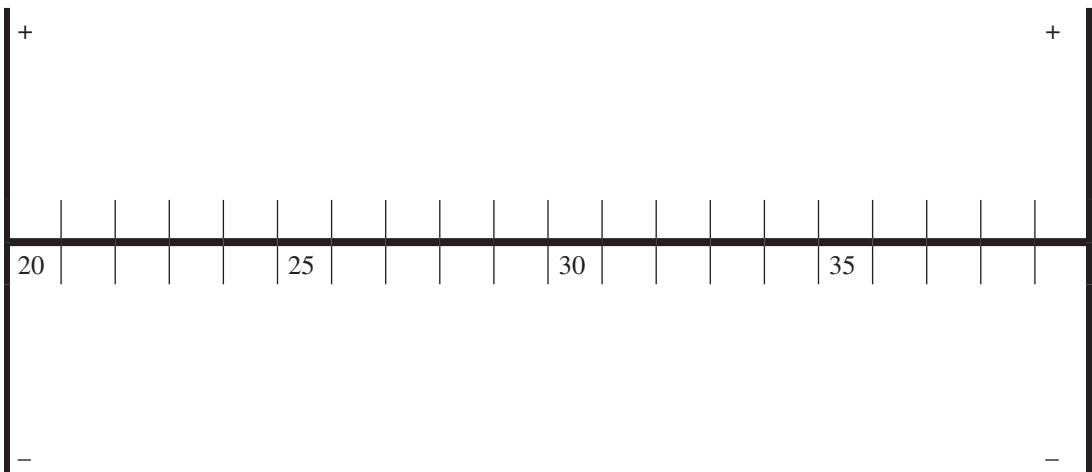
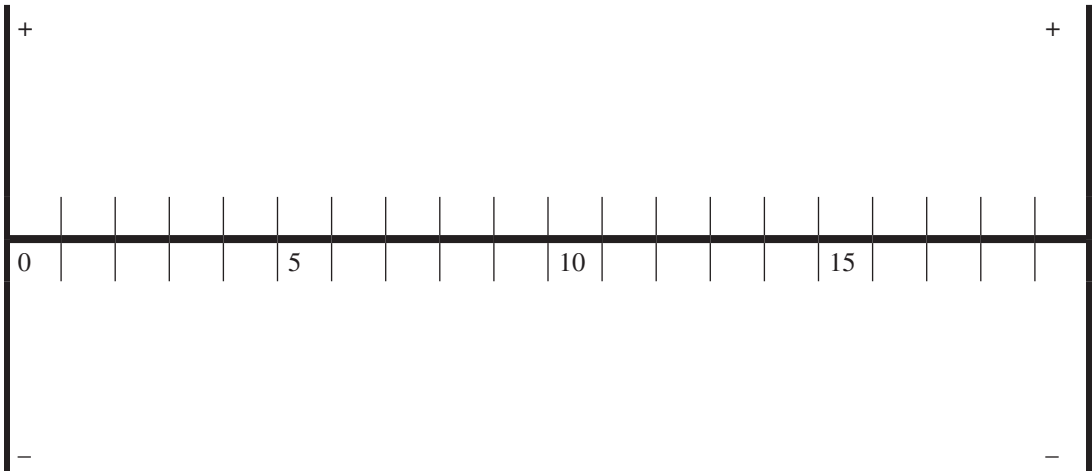
COMMUNION

THE PEACE

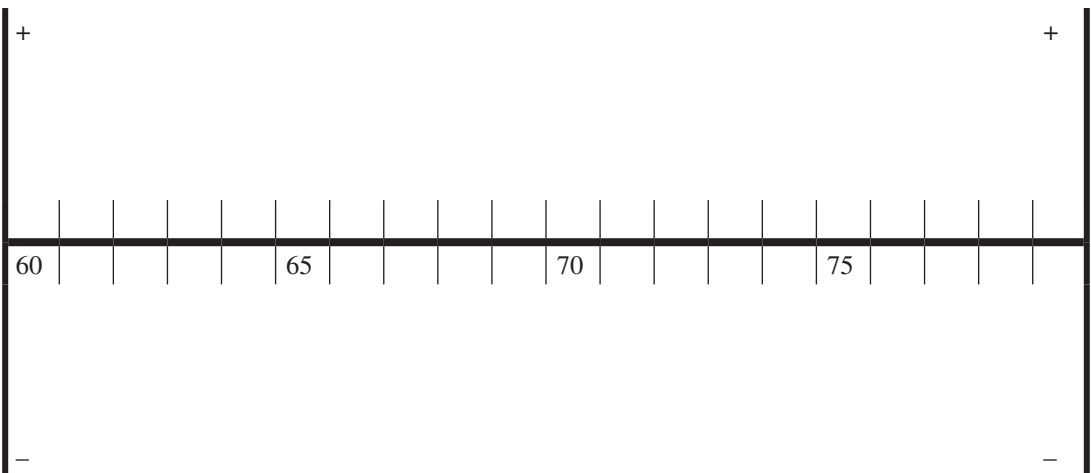
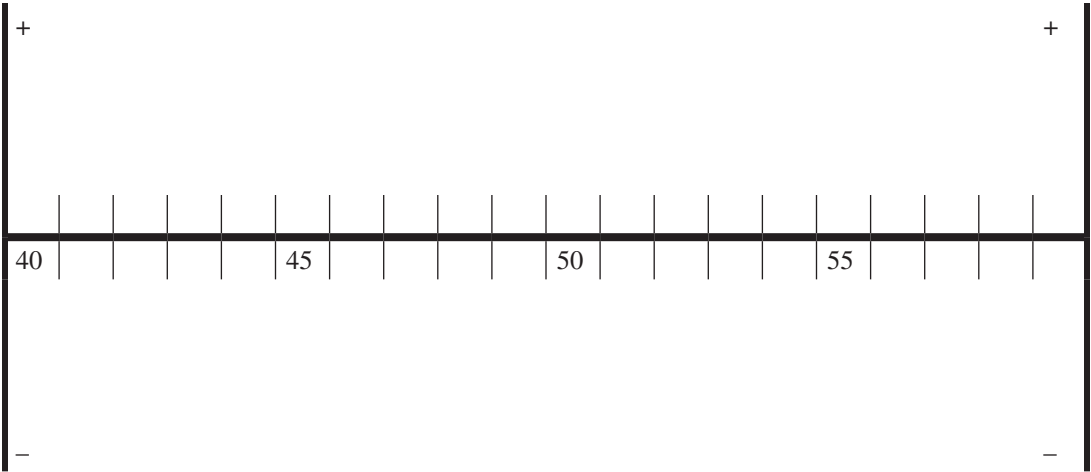
Worksheet: My Faith Journey

Every faith/life journey is different. But everyone has a story. You are invited to share your story—to the extent you are comfortable—with others in your group.

The following chart may be helpful in telling your story. The horizontal scale indicates the years of your life. The vertical scale indicates your awareness (or lack of awareness) of God’s presence in your life. You may want to mark significant life events on your timeline.



(continued on the next page)



Worksheet: PC(USA) Constitutional Questions for Ordination, Installation, and Commissioning

Book of Order W-4.0404

Teaching elders, ruling elders, deacons, and educators—every person ordained in the Presbyterian Church (U.S.A.)—must answer affirmatively these questions.

Instructions

For each question, mark where you are right now using the following scale:

1=can't affirm **2**=some difficulty **3**=no enthusiasm or uncertain **4**=yes **5**=enthusiastic yes

#	Question
	a. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?
	b. Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to you?
	c. Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?
	d. Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?
	e. Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?
	f. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
	g. Do you promise to further the peace, unity, and purity of the church?
	h. Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?
	i. (1) (For ruling elder) Will you be a faithful ruling elder, watching over the people, providing for their worship, nurture, and service? Will you share in government and discipline, serving in councils of the church, and in your ministry will you try to show the love and justice of Jesus Christ? (2) (For deacon) Will you be a faithful deacon, teaching charity, urging concern, and directing the people's help to the friendless and those in need, and in your ministry will you try to show the love and justice of Jesus Christ?