



WSOLC – Western Seminary Online Campus

Course Number: MFM 500E – Fall 2014

Course Title: Discovering & Developing Your Ministry Potential

Instructors: Terry Burns, D. Min., Ron Marrs, Th. M.

Credit Hours: 2

COURSE SCHEDULE

This course is only offered in a 16 week schedule. You can see a “Course Schedule by Week” in this syllabus. After enrollment in the course you can see a course schedule with specific dates in the learning center for your assignments.

COURSE DESCRIPTION

This course uses a variety of tools that will assist you in gaining a greater insight into how your personality, gifting and experience might best be matched with potential ministry opportunities. Attention will be given to gaining maximum profit from formal and informal ministry training. An additional materials fee will be charged. Required of all MA (BTS), MA (IS), MA (ML) and M.Div. students during their first year of studies. 2 credit hours.

*This is a cohort course and you will be required to keep pace with the course instructor and the course schedule. This course may not be accelerated.

COURSE OBJECTIVES

Goals:

Identifying key elements of your individuality and how that contributes to community can greatly assist you to both discern an appropriate ministry role and further develop your capabilities to fulfill that role effectively. Upon completion of this course, therefore, you should be able to:

1. Affirm the contribution of your personality, gifts and experience in the context of a ministry community;
2. Gather appropriate information that will help you formulate an approach to life-long learning and theological reflection as you continue with personal growth and development, integrating both formal and informal training;
3. Develop a process for facilitating adult learning; one that can be applied in a variety of discipleship/spiritual formation contexts.
4. Create a personal development plan, in consultation with mentors, and begin engaging in a mentoring process during MFM 501.

TEXTBOOKS

Support the Seminary through Givingtons.com. We know that many of our students appreciate opportunities to help Western Seminary keep the cost of their education as low as possible. Givington's, a new online retailer, negotiates competitive pricing with publishers and, when students use the **red** Givington's links below, returns up to 50% of all profits from all book purchases to the seminary. Now you can buy your books and help to underwrite the cost of your seminary education at the same time. This is a pilot program and we would appreciate your feedback. If you would like to drop us a note, contact James Stewart at jstewart@westernseminary.edu.

And of course if you prefer, you can also benefit the seminary by purchasing your books through the Amazon.com associate program. Simply use the blue links provided below, or the search option found on the Western website under "Students / Online": <http://www.westernseminary.edu/students/online>

Aubrey Malphurs, *Maximizing Your Effectiveness* (2nd edition). 2006, Baker Books, ISBN 0-8010-6612-3. MSRP: \$20.00. [Givington's](#)

Gary Thomas, *Sacred Pathways*. Revised Edition, 2010, Zondervan Publishing, ISBN 978-0310329886. MSRP: \$14.99. [Givington's](#)

Membership and Ministry Profile Assessment, Combining 23 Spiritual Gifts & 4 DISC Profile. It can be purchased on-line for \$15 from Uniquely You Resources at the following address:

<https://www.uniquelyyou.com/details.php?prodId=198&category=16&secondary=0&keywords=>

Important Note: Required and recommended course texts are subject to change at any time.

COURSE FORMAT

1. Course Audio/Video Materials.

Shortly after your course registration, you will receive instructions about how to download your course using the Integr@te program (not earlier than three weeks from your start date).

2. Learning Center.

You will also be given access to a web-based learning center which functions as your classroom for the course. There you will find:

- The course syllabus. **Please Note:** The syllabus in your learning center is the governing course syllabus. Syllabi downloaded from the seminary website, or received from any other source, are for informational purposes only.
- A week-by-week schedule to help you successfully complete the course on time with the least amount of stress. To discuss changing the assignment due dates within the schedule, please contact Jon Raibley: jraibley@westernseminary.edu
- A progress report for each lesson, by which you will indicate whether you completed your lesson requirements. While still allowing great deal of scheduling flexibility, progress reports help us to help you if you begin to fall

behind.

- Assignment summaries and links for uploading assignments.
- Links to discussion forums, your course instructor and other students, the distance learning support team, as well as links to other helpful communication and instructional resources.

3. Responsibilities.

Before the end of the first week of the session, you need to log onto the online learning center to complete and upload the course affirmation file. By federal law, we now need to ensure that students participate in courses for the full length of the course. So failure to complete the course affirmation on-time will result in a loss of course points and may impact your financial aid eligibility.

Students will receive on-time completion points for finishing their course work according to the schedule. This means students in the 8 week sessions are required to have all their course work into their course instructor by the end of week 7. Students in the 16 week sessions are required to have all their work into their course instructor by the end of week 15. If you have not been granted an extension, graded assignments turned in after 8:00 a.m. on Monday of the final week may be subject to a late penalty of up to 10% per day. No online completion points will be granted after that time.

4. Course Instructor.

You will be assigned a course instructor who will participate as appropriate in classroom activities; review, grade, and provide feedback on course assignments; and interact with you on any questions you have about the course. When you receive your course materials, you will also receive contact information for your course instructor. Please contact your course instructor within two weeks of your course start date and maintain regular contact throughout the course.

ASSIGNMENTS

Papers are written for your benefit, and for the benefit of others. You will want to make them as clear as possible. Imagine that you are telling someone about a ministry interview, your mini-retreat, or what you are learning about yourself.

- 1. Participation Requirements.** For each lesson, complete the items as instructed in your learning center, and submit the progress report verifying that you've done so. These progress reports are our primary means of verifying your attendance, and each is worth up to one point toward your final grade. If the progress report is submitted by the due date on your course schedule, you'll receive 100% of the report grade. If you submit the progress report late, but within two weeks of the due date, you will receive 80%. If you submit the progress report more than two weeks late, you will receive 50%. And, of course, if you fail to submit a progress report at all, you will receive 0%. Certain changes are allowed within the course schedule, to allow for flexibility. You may contact Jon Raibley for details: jraibley@westernseminary.edu.

In addition, you are to complete three activities that will allow us to verify your participation at key points within the course, in compliance with federal

regulations. Failure to complete these activities within the designated times may impact the amount or timing of federal financial aid you receive.

- First week participation: Within the first week of the posted course dates, complete and upload the affirmation file.
- On-time verification. By the date listed in the schedule, submit your final assignments and complete the verification assignment, to confirm that you finished the course work on time.
- Course evaluation and reflection. Within the final week of the posted course dates, complete the course evaluation and reflection assignment; a link will be emailed to you at that time.

Points: **20** points possible (14 for progress reports, 1 for affirmation file, 5 for on-time verification)

Time: **16** hours estimated time.

- 2. Reading and Exercises.** Read *Maximizing Your Effectiveness* by Aubrey Malphurs and *Sacred Pathways* by Gary Thomas. Listed in the class schedule will be the exercises you are to complete from these two texts for particular lessons (for those using an electronic version of Malphurs's book, these pages are provided on the online learning center). These completed exercises do not need to be turned in but you will be asked in the progress report if you have completed them. The personal information gathered from these exercises will be used in the preparation of other assignments.

Time: **20** hours estimated time.

Points: **10** points possible, given within progress reports on the online learning center.

- 3. Learning Community.** To help you process and implement growth steps, and to aid in building accountability relationships within your ministry context, you will meet four times for about an hour, with a small group of people within your local community. This should consist of 3 people: a spiritual leader in your life (pastor or lay leader); your spouse or friend; a spiritually mature member of your church. Ideally, this group will include one or two people who could be part of your mentoring team for MFM 501-504, if you're required to take these classes. If you have questions about the mentoring team, contact your course instructor.

This group will help you think through the results and implications of the various assessments and reflections. This will require you communicating enough background information from the class to help the group give you thoughtful feedback. Instructions for each meeting will be provided on your course learning center. After each meeting, submit a 2 page (double-spaced) summary and evaluation of the helpfulness of these discussions.

Meeting	Topics	Week
1	Discuss Memberships and Ministry Profile	4
2	Discuss Devine Design Reflection Paper	7
3	Discuss Sacred Pathways reflection paper	10
4	Discuss Interpersonal Relationships Summaries	14

Time: 6 hours estimated time.

Points: 12 points possible (3 points per meeting)

4. **Instructor Calls.** Three times throughout the semester, you will meet via video conference call with your course instructor. Calls will review the assignments that are due to that point. To prepare, please go to the Vsee site and download Vsee. <http://vsee.com/>. The Instructor will contact you on Vsee at the scheduled time.

Meeting	Topics	
1	Introductions: Questions and Answers over Randy lectures Malphur's Questions Learning Community expectations	
2	Divine Design Reflection paper	
3	Mini Retreat/ Sacred Pathways paper/ Portfolio Review	

Time: 3 hours estimated time.

Points: 3 points possible

5. **Membership and Ministry Profile Assessment.** Complete the **Membership and Ministry - Combining 23 Spiritual Gifts & 4 DISC Profile** by Mels Carbonell and Stanley R. Ponz. Complete this assessment by week 2 and submit a one page summary of the assessment results. It can be purchased on-line from Uniquely You Resources at the following address:

<https://www.uniquelyyou.com/details.php?prodId=198&category=17&secondary=&keywords>

Time: 5 hours estimated time.

Points: 5 points possible

6. **Divine Design Reflection Paper.** Using information gleaned from the *Ministry and Membership Profile* and *Maximizing your Effectiveness Part 2 and 3*, prepare a five page paper (double-spaced) explaining your understanding of your temperament, gifts, and leadership style. Due by week 4. Include:

- From *Maximizing Your Effectiveness*:
 - The answers to questions 2-6 (page 128-129)
 - The answers to questions 2-4 (page 170),
 - The results from Appendix D Temperament Indicator 2 (page 196-200)
- An explanation of your mission and vision and calling and vocation as you understand it at this time.

Time: 10 hours estimated time.

Points: 15 points possible.

7. **My Sacred Pathway Reflection Paper.** Complete the following exercise and paper:

My Sacred Pathway Reflection Paper. After completing the "You've Got

Style" inventory and the Mini-Retreat write a 5 page paper (double-spaced) describing what you learned about your "spiritual temperament." Tell us how your personality influences your approach to God. What are the "Sacred Pathways" and the spiritual disciplines that help shape your understanding of who you are and who God is? What are the spiritual disciplines you tend to avoid? Describe the retreat. How did you *disengage*, *engage*, and *re-engage*? State what you are learning from this process. Due by week 7

Time: 10 hours estimated time.

Points: 15 points possible.

Mini-Retreat: You will engage in a 2-hour mini-retreat using the information you have gained from part 2 of Gary Thomas' *Sacred Pathways*.

As you prepare for this mini-retreat you will want to take the time to *disengage* from whatever you are doing. You may want to drive or walk to the place where you spend time engaging one, or more, of your *Sacred Pathways*. Give yourself time to focus your mind, heart and soul on God and his purposes for this retreat.

During the retreat *engage* mind, heart and soul, focusing on God. It may be that you will need to quiet yourself and spend time listening to God as you meditate upon His Word, study a passage of scripture, enjoy His creation, or engage in some other aspect of your *Sacred Pathways*.

As the end of your allotted time draws near, begin to *re-engage*. Returning to your home, work place, etc., consider how you will apply any insights that you gained from your retreat. Perhaps you will want to plan another mini-retreat; if so, begin to think about when you might do that and what that will look like.

8. Ministry Interview Reflection Paper. Choose one individual who is currently performing (or has performed) the type of ministry role to which you are aspiring at this point in your life. Conduct at least a 30 minute interview with this individual; asking him/her the following questions (use these as guidelines to learn as much about the nature and demands of that role as possible):

- What types of tasks are involved in this ministry?
- What skills are needed to do this ministry well?
- What are the most frustrating and fulfilling aspects of your ministry?
- What advice would you give to someone beginning to train for this type of ministry? Etc.

After the interview reflect on these questions:

- How does your personality, gifts, and experience relate to this ministry?
- What implications does this have for future growth and development?

Spend at least 1.5 hours processing what you learned from this information with someone whom you trust (and who knows you reasonably well) This could be a

spouse, friend, classmate, advisor, etc. This need not be confined to one individual. After completing this interview and processing what you are learning with others, prepare and submit a 2 page (typed, single spaced) summary of what you are learning. Be sure to identify who you interviewed, the ministry role he/she represents, and the people with whom you processed this information. Name of interviewee due by week 7; report due by week 9

Time: 6 hours estimated time.

Points: 15 points possible.

9. Interpersonal relationship summaries. Prepare a summary of your interpersonal development in the area of trust, confrontation/conflict, margins, and stress. This section is designed to assist you in reflecting upon how you integrate your individuality in a ministry community, while identifying areas for future growth and development. This paper will be a minimum of 4 pages (double-spaced):

1. **Trust:** After using the assessment tools provided, write a 1 page paper identifying ways in which you will develop and maintain trust and in relationships. Include some of the challenges that you will have to face. Due by week 11.
2. **Conflict:** After using the assessment tools provided, write a 1 page paper reflecting upon what you are learning about managing conflicts. Include areas where you need to improve. Due by week 12.
3. **Stress:** After using the assessment tools provided, write a one page paper describing the stressors in your life. What are your resources for handling stress? Due by week 13.
4. **Margins:** After using the assessment tools provided, write a 1 page paper describing the challenges your face in maintaining margins. How will you address these challenges? Due by week 14.

Time: 4 hours estimated time.

Points: 8 points possible.

10. Personal Portfolio. Due by week 15, your Personal Portfolio is a compilation of what you will "take away" from this course. It will help you assess what you have learned during the semester, and to evaluate areas of future growth and development. **After you've uploaded your portfolio to your online learning center, please also email it to your Faculty Advisor.** Your portfolio will be designed in a way that is most effective for you. It must, however, include the following information:

- Include Divine Design, Spiritual Pathways Reflection, and Relationship Summaries Papers.
- Complete the journey time line exercise and include the answers to the following questions:
 1. What in your journey time-line has contributed to your ministry direction?

2. What challenges will you face as you pursue your ministry direction?
 3. Identify the people who have helped guide you in your coming to Christ and in your ministry direction?
- Create a Personal Development Plan including an assessment of your need for growth and development, a goal to be pursued, learning initiatives, and the mentors who will help you during this process. Use the handout “Creating a Personal Development Plan” as a template. You will find this under Step 5 (Complete your Assignments) of the 7 Steps for Success on the classroom Site.
 - Define a need, write a goal and develop learning initiatives for growth and development in **one area of ministry competency**. Develop a goal from one of the following competency areas: Preaching and Teaching, Pastoral Leadership, Pastoral Counseling, Evangelism, Discipleship, or Worship.

Time: 10 hours estimated time.
Points: 20 points possible.

GRADING SCALE

A+	A	A-	B+	B	B-
99-100%	95-98%	93-94%	91-92%	88-90%	86-87%
C+	C	C-	D+	D	D-
84-85%	81-83%	79-80%	77-78%	74-76%	70-73%

ASSIGNMENT SUMMARY

Assignment	Approx Hours	Points Possible	Week Due
1. Participation Requirements	16	14	Each lesson
Course Lectures			
Policy Affirmation, On Time Verification, Course Evaluation		6	
2. Reading and Exercises	20	10	2, 3, 4, 6, 7
3. Learning Community (4)	6	9	4, 7, 10, 14
4. Instructor calls (3)	3	3	
5. Membership & Ministry Profile Assessment	5	5	2
6. Divine Design Reflection Paper	10	15	4
7. My Sacred Pathways Reflection Paper	10	15	7
8. Ministry Interview Reflection Paper	6	15	Name: 7 Report: 9
9. Interpersonal Relationship Summaries	4	8	11, 12, 13, 14
10. Personal Portfolio	10	20	15

Totals	90	120	
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COURSE SEQUENCE

Important: See the course schedule in the learning center for the due dates of your assignments.

Week	Lessons	Assignments & Notes
1	1. Course Overview	(For each lesson complete the progress report. Complete the assignments in the order listed.)
2	2. Spiritual Gifts	Read Malphurs, chapters 1-4 (pages 19-100). Complete Appendix D-Temperament Indicator 2 (page 196-200). Submit the Membership and Ministry Profile Summary.
3	3. Personality Considerations 4. Discovering Your Design	Read Malphurs, chapters 5-6 (pages 101-129). Answer questions 2-6, pages 128-129 and questions 7-9, page 129.
4		Read Malphurs, chapters 7-8 (pages 133-169). Complete exercises 3-6, pages (170-171). Email, to your course instructor, the name of the person you will interview. Learning Community: Discuss Memberships and Ministry Profile Submit the five-page Design Reflection Paper.
5	5. Sacred Pathways	Read Thomas, Part 1 and Part 2, chapters 1-5.
6	6. Learning and Teaching 7. Vocation and Vision	Read Thomas, Part 2, chapters 6-10, and Part 3. Complete the "You've Got Style" inventory. http://common.northpoint.org/sacredpathway.html
7	8. Mentoring and Coaching Overview	Complete the "Have I Been Mentored" handout. Submit the five-page My Sacred Pathways Paper. Learning Community: Discuss Devine Design Reflection Paper
8	9. The Mentoring Relationship	
9	10. Community Context	Submit a two page Ministry Interview Reflection Paper.
10		Learning Community: Discuss Sacred Pathways reflection paper
11	11. Building Trust	Complete the "How Am I at Building Trust" inventory.
12	12. Managing Conflicts	Complete the "How Am I at Managing My Conflicts inventory.
13	13. Managing Stress	Complete the inventory on Stress.
14	14. Maintaining Margins	Complete the inventory on Maintaining Margins. Learning Community: Discuss Interpersonal Relationships Summaries
15		Submit Personal Portfolio. On-Time Verification Due.
16		Course Evaluation and Reflection. If you have not been granted an extension, graded assignments turned in after 8:00 a.m. on Monday of the final week may be subject to a late penalty of up to 10% per day.

Recommended Reading:

- Ruth Haley Barton, *Strengthening the Soul of your Leadership* (Downer's Grove, Illinois: InterVarsity Press), 2008.
- John Bradley and Jay Carty, *Discovering Your Natural Talents* (Colorado Springs, Colorado: NavPress), 1991.
- G. McIntosh and Samuel Rima, Sr. *Overcoming the Dark Side of Leadership* (Grand Rapids, Michigan: Baker Books), 1997.
- Roy Oswald and Otto Kroeger, *Personality Type and Religious Leadership*.

Donald C. Palmer, *Managing Conflict Creatively-A Guide For Missionaries & Christian Workers*. (Pasadena, California: William Carey Library), 1990.

Alfred Poirier, *The Peace Making Pastor* (Grand Rapids, Michigan: Baker Books), 2006.

Ken Sande, *The Peace Maker-A Biblical Guide To Resolving Personal Conflict* (Grand Rapids, Michigan), 2004.

Richard Swenson, *Margins-Restoring Balance to Busy Lives* (Colorado Springs, Colorado: NavPress), 2004

Richard Swenson, *The Overload Syndrome: Learning to Live Within Your Limits* (Colorado Springs, Colorado), 1998.

Bill Thrall, Bruce McNicol, and Ken McElrath, *The Ascent of A Leader-How Ordinary Relationships Develop Extraordinary Character and Influence* (San Francisco: Jossey-Bass Publishers), 1999.

COURSE POLICIES

Attendance and Late Assignments: Student will receive on-time completion points for finishing their course according to the schedule. Students in the 8 week sessions are required to have all their course work into their course instructor by end of week 7. Students in the 16 week sessions are required to have all their work into their course instructor by end of week 15. If you have not been granted an extension, graded assignments turned in after 8:00 a.m. on Monday of the final week may be subject to a late penalty of up to 10% per day. No online completion points will be granted after that time.

Copyright Violation and Plagiarism: Research in secondary sources for the written project is permitted and welcomed. However, any appropriation of either ideas or wording taken from other sources, whether print or electronic, must be properly footnoted. Failure to do so constitutes plagiarism which can result in substantial grade reduction or failure. Any unauthorized copying or use of copyrighted materials, including downloaded files of various kinds, can result in criminal charges and fines. For a fuller explanation of these issues or WS's copyright policy, see the Copyright Issues and Cheating" section of the Student Handbook: <http://www.westernseminary.edu/academic/handbook-copyright>.

Incompletes/Extensions:

In the case of serious illness, family emergency, or other extenuating circumstances beyond the student's control, students may request one course extension of no more than 4 weeks. Registration for a distance education course is conditional upon the successful completion of any current course you are taking. If you have received an extension for your current course, you are expected to finish your current courses before your next Online Campus course start date to stay registered.

If students face a personal emergency that requires requesting an extension going beyond the end of the semester, it may affect their ability to receive financial aid in the next semester, and they may face the possibility that their next semester's course registrations will be cancelled. Please contact the Financial Aid Office for assistance.

Audit/Enrichment Students: Enrichment students are encouraged, but not obligated, to participate in assignments and class discussions. Professors are not

obligated to grade participation for these students, but may opt to do so depending on class size.

The Availability of Disability Services at Western Seminary: Western Seminary is committed to responding to the needs of students with disabilities as outlined in both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Western students are assisted individually as their needs dictate. It is the responsibility of students with disabilities to identify themselves and the nature of the disability. Any student who has a disability should contact the seminary's Disability (Section 504) Coordinator, Ashley Mitchell, at 503-517-1819/1-877-517-1800, ext. 1819. Her office is at the Portland campus. Students at the northern California campuses may contact Student Services Coordinator – San Jose or Director of Student Services – Sacramento, or they may contact Ms Mitchell directly. Appropriate forms will be provided and must be submitted to the Disability Coordinator's office.

Questions regarding this course or its materials should be directed to:

Western Seminary Online Campus
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