



CANADIAN  
THEOLOGICAL  
SEMINARY  
Alliance University College

**PT 710: Ministry Values and Practice (3 credits)  
Fall 2004**

**Instructor: Dr. Arch Wong**

**Contacting the Instructor**

**Office:** 535  
**Office Phone:** (403) 410-2909  
**Class Times:** Wednesdays 8:15-11 am  
**Class Location:** 801  
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**Course Description**

This course provides the opportunity for the learner to examine his/her beliefs of ministry and the practice of ministry. The course will look at how spiritual formation and calling is integrated with professional practice forming a reflective-practitioner. More specifically, the spiritual life has main components in it; however, this course will focus on the devotional life of the learner and his/her calling. In terms of integration of the spiritual formation with professional ministry practice an action research approach will be adopted and used in class for theological reflection.

**Learning Outcomes**

By the end of the course, the learner should be able to:

- Clarify calling into professional ministry and a better understanding of one's giftings into a ministry career;
- Demonstrate an understanding of spirituality and ministry practice through the development of a project and/or a proposal;
- Engage in critical/theological reflection about the nature of ministry and;
- Develop and grow in a consistent devotional life as a foundation for the learner's walk with God;
- Develop a personal calling statement.

**Required Texts**

Bugbee, Bruce, Cousins, Don, & Hybels, Bill. (1994). *Network: The right people...in the right places...for the right reason (Participant guide)*. Grand Rapids: Zondervan Publishing House.

Dawn, Marva and Peterson, Eugene (2000). *The unnecessary pastor: Rediscovering the call*. Grand Rapids: William E. Eerdmans Publishing Co.

McNeal, R. (2000). *A work of heart: Understanding how God shapes spiritual leaders*. San Francisco: Jossey-Bass.

MBTI Inventory (\$15.00)

Other handouts as needed.

### **Class Schedule and Assignment Due Dates**

- September 8- Introduction: Syllabus, Course Outline, Explain Devotional Plan and MBTI/ Action Research Method and Improving Ministry Practice
- September 15- Christian View of Career Development, Guest: Fern Buszowski  
- Devotional Plan due
- September 22- Application of Personality Dimensions, Guest: Fern Buszowski  
- Book review due (*Unnecessary Pastor*)
- September 29- Job Description, Guest: Fern Buszowski/ MBTI and Spirituality and Leadership  
- Action Research proposal due and short presentation
- October 6- What is calling/Timeline
- October 13- Biblical Focus and Values  
- Posted Timeline assignment due
- October 18 to 22- Set appointment with instructor to discuss progress of Devotional Plan
- October 20- Vision/Putting it together, and a surrendered life  
- Core Values assignment due
- October 27- Community Day (No class)  
- Job Description assignment due to Fern Buszowski
- November 3- Mentoring  
- Personal Calling Statement due
- November 10- What is Theological Reflection?  
- Mentoring Constellation assignment due
- November 17- What is the Church?  
- Book review due (*A work of heart: Understanding how God shapes spiritual leaders*)
- November 24- Spirituality and Ministry
- December 1- Class Presentation
- December 8- Class Presentation  
- Final Action research report due
- December 13 to 18- Set appointment with instructor to evaluate and grade of Devotional Plan  
**Note:** *The instructor may adjust the course schedule at his discretion.*

### **Course Requirements/Assignments and Grades**

#### *Co-requisite*

The learner must be currently in a significant ministry approved by the instructor. This is important for the action research project.

#### *Attendance and Participation*

In order to gain full benefit from the course, each student is expected to attend and participate in all classes. **A student missing more than one of the scheduled classes will not be able to receive a passing grade for the course.**

*Book Review (10%)*

There will be 2 book reviews. Carefully read Marva Dawn and Eugene Peterson *The Unnecessary Pastor* and submit a 4-6 page (double space) book review due on September 22<sup>th</sup>. The second book review (McNeal, R. *A work of heart: Understanding how God shapes spiritual leaders*) should also be 4-6 pages (double space) and is due November 17<sup>th</sup>. The book reviews should give the thesis and overview of the book, usefulness in ministry, implications for ministry, and why and how it is helpful.

*Action Research Project (35%)*

There are 3 phases to the project. The first phase is a proposal of the project (3-5 pages, 5%) and a short class presentation. This will be due September 29<sup>th</sup>. The second phase is a 30 minute class presentation of your research (December 1 or 8). To facilitate a good presentation, please do use powerpoint, overheads, handouts, and etc (10%). Also, the presentation will be assessed by your peers. The final phase is the final report (8-12 pages double spaced, 20%). The final report needs to demonstrate how practice is improved based on your beliefs about personal/spiritual formation. The due date for the final project is December 8<sup>th</sup>.

*Devotional Plan (15%)*

I will lead you through the fulfillment of this three phased assignment. The first phase is the draft of the Devotional Plan that is based on personality and spirituality that we have so far discussed in class. This will be due September 17<sup>th</sup>. The implementation of the Devotional Plan will begin immediately. In phase 2, you will individually meet with me on (October 18 to 22) to make any revisions to your Devotional Plan. In phase 3, you will individually meet with me December 13 to 18 to assess the implementation of the Devotional Plan and to discuss final grades for the Devotional Plan.

*Personal Calling Statement (25%)*

I will lead you through this assignment in class. The posted-timeline assignment will be due on October 13<sup>th</sup>. Identifying your core values assignment will be due on October 20<sup>th</sup>. The personal calling statement assignment will be due on November 3<sup>rd</sup>. The mentoring constellation assignment will be due on November 10<sup>th</sup>.

*Job Description (15%)*

Based on the classes of September 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup> you will be writing an ideal job description based on your gifts and talents. You will find a person in full time professional ministry for at least 3 years to give you feedback of the job description you have written. This is due on October 27<sup>th</sup> to Fern Buszowski.

*Late Policy*

Late assignments- 2% will be deducted for each day late.

## Academic Policy Statements

### *Add/Drop Policy*

Students wishing to add a course should refer to the current academic calendar for the last day to officially enter the class. Students intending to withdraw from a course must complete the relevant Registration Revision form. The dates by which students may voluntarily withdraw from a course without penalty are contained in the Calendar of Events in the academic calendar.

### *Course Extensions or Alternative Exam Requests*

All course requirements and due dates will be defined in course syllabi. Students unable to complete individual assignments by the due date may request a time extension from the course instructor. Time extensions granted by the course instructor may not extend beyond the last day of the semester (last day of exam period):

*Students may not turn in coursework after the date of the scheduled final examination for the course unless they have received permission for a "Course Extension." Alternative times for final examinations cannot be scheduled without prior approval. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office two weeks prior to examination week (noted as the "Last Day for Alternative Exam or Course Extension Requests" on the academic calendar). Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."*

### *Plagiarism and Academic Dishonesty*

The campus community is committed to fairness, due process, and proper compassion. At the same time, given our mission, we cannot overlook failures of personal integrity in academic matters and will deal with them in an effort to seek the best interest of all concerned.

In the case of breaches of academic honesty such as plagiarism or cheating on examinations, the matter will be immediately reported to the Academic Dean and will become a part of the student's record. A student may appeal to the Academic Affairs Committee, and if exonerated, any record of the incident will be removed from the student's record.

Students are advised that normally, in the first incident of cases of plagiarism or cheating, the faculty member will assess the penalty which may be as severe as a failure grade for the assignment. Contingent on the degree and type of incident the professor may assign a failure for the course. In extreme cases and/or in the case of repeated violations the faculty member and/or the Academic Dean will bring the matter to the Academic Affairs Committee. Repeated violations and/or an unrepentant attitude could lead to immediate dismissal from the school.

CTS has a very specific policy statement regarding plagiarism and academic dishonesty that is stated in the academic calendar and in the student handbook. Any infraction of these policies must be handled in accordance with these policies. Please review these for yourself:

*Plagiarism and Academic Dishonesty Policy.*

*The seminary maintains a zero tolerance policy on plagiarism and academic dishonesty. Plagiarism and academic dishonesty can result in a failing grade for an assignment, for the course, or immediate dismissal from the seminary.*

*Even unintentional plagiarism is to be avoided at all costs. Students are expected to be familiar with the policy statements in the current academic calendar and the student handbook that deal with plagiarism, academic dishonesty (cheating), and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean.*