

**ML205M:** Syllabus  
Summer 2007  
Mod T: June 4, 11, 18, 25 & July 9  
Monday, 5:30 - 10:00 p.m.

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## PERSONAL AND MINISTRY DEVELOPMENT

### COURSE DESCRIPTION

*Personal and Ministry Development* focuses on key issues and resources essential to the practice of effective ministry over the long haul. This integrative seminary will assist participants in becoming students of themselves, the church and the culture. Personal growth areas include: clarifying ministry values and priorities, serving out of one's uniqueness, maintaining adequate reserves, the art of listening, handling criticism, managing expectations and serving through seasons of ministry. Professional growth areas include: team leadership, building healthy congregations, dealing with congregational expectations, understanding cultural trends, implementing change and navigating ministry transitions.

### LEARNER OUTCOMES: The student will:

1. Identify personality and skill strengths for greater self-awareness and ministry effectiveness.
2. Appreciate the benefits of complementary giftedness when expressed in team ministry.
3. Discover a model for assessing and improving congregational health.
4. Develop a personal ministry action plan.
5. Construct a functional resume.
6. Establish criteria for positive ministerial evaluation, including career direction and transitions.
7. Understand how to identify, clarify and cope with multiple congregational expectations.
8. Examine significant cultural trends, and articulate strategies for effective ministry within the shifting culture.
9. Analyze important resources for ongoing personal and professional growth.

### TEXTS:

- Cionca, John R. *Before You Move: A Guide to Making Transitions in Ministry*. Grand Rapids, MI: Kregel Publications, 2004. ISBN 0-8254-2392-9
- Cionca, John, ed. *Dear Pastor: Ministry Advice from Seasoned Pastors*. Loveland, CO: Group Publishing, 2006/2007. ISBN 978-0-7644-3436-5
- McIntosh, Gary. *One Size Doesn't Fit All*. Grand Rapids, MI: Fleming H. Revell, 1999. ISBN 0-8007-5699-1
- Miller, Dan. *48 Days to the Work You Love*. Nashville, TN: B & H Publishing, 2007. ISBN 978-0-8054-4479-7

### DVD:

- Cionca, John R. *Catching the Wind of the Spirit: Charting Your Church's Future*. DVD Presentation. [Available for loan or purchase in class]

**PROFILES**

*Dimensions of Leadership* Profile [Available in class for \$12]

*Situational Leadership* Profile [Available in class for \$9]

**COURSE REQUIREMENTS****1. Regular Attendance/Participation:**

Credit awarded through on-time papers, presentation, and discussion [20 hours in class; 10% of grade]. **Late Assignments will not be awarded a grade higher than a C.**

**2. Reading of Required Texts and Articles and Viewing of DVD:** Approximately 800 pages of assigned readings at 25 pages per hour plus 3 hours allowed for viewing of DVD [35 hours—Credit awarded when reading report submitted with respective integrative paper].**3. Integrative Papers:**

Four integrative papers form the basis for text application and discussion group preparation on days indicated in the schedule. Each 1500 word (minimum) paper will focus on **application, transference and integration** of the respective authors' key concepts to the student's current or anticipated ministry setting. **Application of insights** gained from the writers is the sole task of each paper. **Do not review the books—Go Straight to personal and programmatic application.** Use 12-pt. font; attach a reading report stating the number of pages read. Papers are due at the beginning of class on the dates assigned [7 hours per report—28 hours; each paper is worth 15% of grade].

**4. Collection of Prayer Requests**

Contact your church's leadership to collect the last three weeks of prayer requests from the members of the congregation. Compile the list. What do the requests tell you about *who's out there*? Attach a 250 word summary report to the requests. [4 hours; 5% of grade].

**5. Final Reflection Paper:**

This paper should be a minimum of 2500 words and summarize the student's reflections on the following topics:

- Personal ministry strengths
- Personal contribution you bring to a ministry team
- Topics/Issues worth implementing as you develop teams effectiveness
- Questions/Issues that I have regarding my church's current approach to ministry
- Challenges before me as my church tries to address emerging cultural issues
- Strategies and practices that I will engage in to assure personal and congregational financial health
- Career directions and ministry opportunities that would like to consider/pursue

A guideline for writing is approximately 400 words per topic, utilizing either prose or a bulleted format. The paper will end up a cross between a journal, action plan and *for future study* guide. A paper of this nature, answering the question above, could be written prior to taking this class. Therefore this assignment will be evaluated based on coursework reflection and integration [14 hours is allotted for the assignment; the paper is worth 25% of grade].



### MOD T COURSE SCHEDULE

DATE	TOPICS	ASSIGNMENTS DUE
6/4	Discovering Personal Uniqueness Personality and Skill Strengths Sharpening Your People Skills Personal Dimensions of Leadership	<b>Read</b> <i>48 Days to the Work You Love</i> <b>Due:</b> Integrative Paper on <i>48 Days</i>
6/11	Building Healthy Congregations An Open Door to a New World: Culture Shifts that Impact Ministry The Art of Listening Margin and Time Management	<b>View:</b> DVD— <i>Catching the Wind of the Spirit.</i> <b>Due:</b> Listing of Church Prayer Requests
6/18	Ministry Values—John 17 Situational Leadership Staffing Congregational Ministries Team Leadership Effective Meetings	<b>Read:</b> <i>One Size Doesn't Fit All</i> <b>Due:</b> Integrative Paper on <i>One Size Doesn't Fit All</i>
6/25	Coping with Congregational Expectations Handling Criticism Coping with Stress Pastoral Transitions and Assessment Finances Managing Personal Finances Developing Resources for Ministry	<b>Read:</b> <i>Before You Move A Guide to Making Transitions in Ministry</i> <b>Due:</b> Integrative Paper on <i>Before You Move</i>
7/2	No Class on Holiday Monday	<b>Read:</b> <i>Dear Pastor: Ministry Advice from Seasoned Pastors</i> <b>Submit:</b> Integrative Paper on <i>Dear Pastor</i> <b>Email to <a href="mailto:j-cionca@bethel.edu">j-cionca@bethel.edu</a></b>
7/9	Course Synthesis and Application Seasons of Life and Ministry Learning from the Vets Keeping the Big Picture	<b>Due:</b> Final Reflection Paper

**All Assignments are Due on their Scheduled Date**  
**Late Assignments cannot receive a grade higher than a C**  
**No work for this course will be accepted after 7/9/07**

**PERSONAL AND PROFESSIONAL DEVELOPMENT IN MINISTRY**  
**SELECTED BIBLIOGRAPHY**

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- Armour, Michael C. and Don Browning. *Systems-Sensitive Leadership: Empowering Diversity without Polarizing the Church*. Joplin: College Press Publishing Company, 1995.
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- Gates, Bill with Nathan Myhrvold and Peter Rinearson. *The Road Ahead*. New York: Viking/Penguin, 1995.
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