

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, 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's:

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

The National Leadership Forum. DVD's from all speakers at the 2007 conference [Only available **on loan** from Bethel]. These DVD cannot be purchased any longer; all copywrites reverted

back to the individual speakers after the conference set was produced. They may not be duplicated for personal use or for distribution!

CD's:

Cionca, John R. *Coping with Congregational Expectations*. CD Presentation and Power Point [Available in course packet]

Cionca, John R. *An Open Door to a New World*. CD Presentation and Power Point [Available in course packet]

PROFILES

Team Dimensions Profile [Available in course packet for \$15]

Dimensions of Leadership Profile [Available in course packet for \$15]

Situational Leadership Profile [Available in course packet for \$9]

COURSE REQUIREMENTS

1. **Regular Participation:** Credit awarded through on-time papers and Blackboard postings. **Late Assignments or assignments without required postings will not be awarded a grade higher than a C.**

2. **Reading of Required Texts and Articles, Viewing of DVD's and listening to CD's:** Approximately 900 pages of assigned readings at 30 pages per hour plus 14 hours allowed for viewing/listening of DVD's & CD's [48 hours—Credit awarded when reading/viewing report submitted with assignments].

3. **Integrative Papers:**

Five integrative papers based on texts and DVDs form the basis for personal application and Blackboard discussions. 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—Do not repeat book material—Go straight to personal and programmatic application.** Use 12-pt. font; attach a reading report stating the number of pages read. Papers and postings are due on the dates assigned, by 11 PM. All assignments are due on Fridays [9 hours per report plus postings—45 hours; each paper is worth 15% of grade].

4. **Profiles:**

Three profiles are used in this course to identify your leadership style(s) and the contributions you bring to a team [9 hours allotted for profiles and interpretive materials].

5. **Discussion Groups:** The class will be divided into discussion groups of three. Use the allotted interaction time to discuss class resources and assignments. The groups are designed for your processing of course materials. The discussions will be monitored for participation [10 hours—5 % of grade].

6. 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 [12 hours is allotted for the assignment; the paper is worth 25% of grade].

GRADING:

Reading/Viewing Integrative papers (5 x 15%)	75%
Discussion Groups	5%
Final Reflection Paper	<u>20%</u>
Total:	100%

The professor will ascribe:

- an "A" if the assignment is met with distinction, excellence, and beyond requirements.
- a "B" if the assignment is generally above average.
- a "C" if the assignment is satisfactorily completed.

The student's course grade will be the total of all assignments, based on the scale below:

A	95%	B	85%	C	75%	D	65%
A-	92%	B-	82%	C-	72%	D-	62%
B+	88%	C+	78%	D+	68%	F	Below 62%

Academic Course Policies:

Please familiarize yourself with the catalog requirements as specified in Academic Course Policies document. You are responsible for this information, and any academic violations, such as plagiarism, will not be tolerated.

IN-MINISTRY COURSE SCHEDULE

DUE DATES	TOPICS	ASSIGNMENTS DUE
Sept 24	Course Introduction	Bridge Conference Call
Sept 28	Ministry Values Understanding the Congregation from a Demographics Perspective	Devotional: Reflect on John 17. <i>What did Jesus do for the disciples that we can also do for those we lead?</i> Read: <i>One Size Doesn't Fit All</i> Due: Integrative Paper on <i>One Size . . .</i> Post: One writer has said that <i>Demography is Destiny</i> . Post an example of how demographics <u>within</u> your congregation are influencing your present ministry.
Oct 1	Monday Morning Reflections	Listen: Cionca reflections on the previous assignment—audio file on Blackboard.
Oct 5	Understanding the Congregation from a Systems Perspective	Review: Document #1: <i>Congregational Health Factors</i> View: DVD— <i>Catching the Wind of the Spirit</i> . Use Handouts #2-4 while viewing Post: Post on Blackboard your response to this question: <i>How universal is Cionca's assessment model? How helpful might it be to urban, suburban, rural, ethnic and home-based congregations?</i> Post: At least one response to a classmate's posting.
Oct 8	Monday Evening Reflections	Small Group Discussions: See syllabus
Oct 12	Discovering Personal Uniqueness Personality and Skill Strengths Presenting Your Ministry Skills Employment Web Sites	Read <i>Only You</i> (pp. 198-201) in <i>Dear Pastor</i> Review: Bethel Assessments Read <i>48 Days to the Work You Love</i> Due: Integrative Paper on <i>48 Days</i> Post: 7-10 bulleted phrases for each of the following: 1. <i>This is who I am naturally</i> 2. <i>These are my transferable skills</i> Review: Documents #s5 & 6
Oct 15	Monday Morning Reflections	Listen: Cionca reflections on the previous assignment—audio file on Blackboard.
Oct 19		Listen & View: Cionca CD and Power Point Presentation on <i>An Open Door to a New World</i> , using Document #7 Complete: <i>Dimensions of Leadership Profile</i> . People lead in different ways. Complete the inventory, carefully

	<p>Culture Shifts that Impact Ministry Team Leadership Dimensions of Leadership Effective Meetings SWOT Analyses Inviting Volunteers to Minister</p>	<p>following directions. Read the interpretive material, noting you top four style strengths. How do/can you uses these strength areas in leadership? How do other inventories that you have taken reinforce these findings?</p> <p>Complete: <i>Team Dimensions Profile</i>. People bring different perspectives to a team. This profile helps you clarify your contribution to any innovation process. Complete the inventory, carefully following directions. Read the interpretive material, noting you leadership orientation. How do/can you uses this wiring in your leadership role? How do other inventories that you have taken reinforce these findings?</p> <p>Review: Documents #s 8-10</p> <p>Read: <i>Mobilized Volunteers</i> located at www.ministrytransitions.org, under articles</p>
Oct 22	Monday Evening Reflections	Small Group Discussions: See syllabus.
Oct 26	<p>Congregational Expectations Handling Criticism Coping with Stress Managing Personal Finances Developing Resources for Ministry</p>	<p>Devotional: Complete Bible Study on <i>Gimmie a Break!</i></p> <p>Review: Handouts #s 11-13 on Rest and Sabbath</p> <p>Listen & View: Cionca CD and Power Point Presentation on <i>Coping with Congregational Expectations</i>, with document #14</p> <p>Complete: Listening Inventory: Document #15</p> <p>Review: Documents #s 16-19 on Listening.</p> <p>Complete: Stress Inventory: Document #20</p> <p>Review: Documents #s21-23 on Stress and Time Management</p> <p>Review: Documents #s24-29 on Finances</p> <p>Read: <i>Generous Stewardship</i> located at www.ministrytransitions.org, under articles</p>
October 29	Monday Morning Reflections	Listen: Cionca reflections on the previous assignment—audio file on Blackboard.
Nov 2	Ministry Leadership	<p>View DVD's: National Leadership Forum</p> <p>#1 <i>Maintaining Passion in Leadership</i>—T. Barnett</p> <p>#2 <i>The Creative Servant Leader</i>—Ed Young</p> <p>#3 <i>Chaztown</i>—Craig Groeschel</p> <p>#4 <i>The Successful Servant Leader</i>—Tony Evans</p> <p>#5 <i>Reaching Out to the Poor</i>—Bill Hybels</p> <p>Post: Post on Blackboard your response to the following questions:</p> <p>1. <i>Which speaker's presentation was most meaningful</i></p>

		<p><i>to you at this present moment in your journey? Why?</i></p> <p>2. <i>Which speaker's presentation will you most likely need to review ten years from now? Why?</i></p> <p>Post: At least two responses to a classmate's posting.</p>
Nov 5	Monday Evening Reflections	Small Group Discussions: See syllabus
Nov 9	Pastoral Transitions and Assessment	<p>Read: <i>Before You Move: A Guide to Making Transitions in Ministry</i></p> <p>Due: Integrative Paper on <i>Before You Move</i></p> <p>Post: Post on Blackboard 2 – 3 take aways from this resource. Why did these particular ideas, suggestions, etc., stand out at this particular time?</p> <p>Post: At least two responses to a classmate's posting.</p> <p>Review: Documents #s30-33</p>
Nov 12	Monday Morning Reflections	Listen: Cionca reflections on the previous assignment—audio file on Blackboard
Nov 16	Ministry Leadership	<p>View DVD's: National Leadership Forum</p> <p>#6 <i>Invisible Leadership</i>—Erwin McManus</p> <p>#7 <i>Balance</i>—Tony Dungy</p> <p>#8 <i>Self-Mastery for the Servant Leader</i>—L. B. Jones</p> <p>#9 <i>Leading at a Higher Level</i>—Ken Blanchard</p> <p>#10 <i>How to be a REAL Success</i>—John Maxwell</p> <p>Post: Post on Blackboard your response to the following questions:</p> <p>1. <i>Which speaker's presentation was most meaningful to you at this present moment in your journey? Why?</i></p> <p>2. <i>Which speaker's presentation will you most likely need to review ten years from now? Why?</i></p> <p>Post: At least two responses to a classmate's posting.</p>
Nov 29	Monday Evening Reflections	Small Group Discussions: See syllabus.
Nov 26	<p>Learning from the Vets</p> <p>Seasons of Life and Ministry</p> <p>Keeping the Big Picture</p>	<p>Read: <i>Dear Pastor: Ministry Advice from Seasoned Pastors</i></p> <p>Due: Integrative Paper on <i>Dear Pastor</i></p> <p>Post: Identify the 2 or 3 <i>letters</i> that spoke to you the most. Why are these especially meaningful at this time?</p> <p>Post: At least one response to a classmate's posting.</p> <p>Review: Documents #s 34-44</p>

Nov 23	Monday Evening Reflections	Small Group Discussions: See syllabus.
Nov 30	Course Synthesis and Application	Devotional: Reflect on Document # 45. <i>What other couplets would you add to orient your ministry toward a more biblical perspective?</i> Due: Final Reflection Paper
Dec 6	Monday Morning Reflections	Listen: Cionca reflections on the previous assignment— audio file on Blackboard

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

BIBLIOGRAPHY

- “The Leadership Summit, 2003: Team Edition on DVD.” Barrington, IL: Willow Creek Association, 2003.
- “The Leadership Summit, 2004: Team Edition on DVD.” Barrington, IL: Willow Creek Association, 2004.
- “The Leadership Summit, 2005: Team Edition on DVD,” Ten Year Anniversary. Barrington, IL: Willow Creek Association, 2005.
- “The Leadership Summit, 2006: Team Edition on DVD.” Barrington, IL: Willow Creek Association, 2006.
- Abrahamson, Eric. *Change Without Pain: How Managers Can Overcome Initiative Overload, Organizational Chaos and Employee Burnout*. Boston: Harvard Business School Press, 2004.
- Ammerman, Nancy T., Jackson W. Carroll, Carl S. Dudley, and William McKinney, eds. *Studying Congregations: A New Handbook*. Nashville: Abingdon Press, 1998.
- Armour, Michael C. and Don Browning. *Systems-Sensitive Leadership: Empowering Diversity without Polarizing the Church*. Joplin: College Press Publishing Company, 1995.
- “Arts of Criticism... Giving and Taking.” Videotape available from Kantola Productions, 55 Sunnyside Avenue, Mill Valley, CA 94941-1924.
- Barna, George. *Building Effective Lay Leadership Teams*. Ventura, CA: Issachar Resources, 2001.
- Barna, George. *A Fish Out of Water: 9 Strategies Effective Leaders Use to Help You Get Back Into the Flow*. Nashville: Integrity Publishers, 2002.
- Barna, George. *The Power of Team Leadership: Achieving Success through Shared Responsibility*. Colorado Springs: WaterBrook Press, 2001.
- Blanchard, Ken. *Leading at a Higher Level: Blanchard on Leadership and Creating High Performing Organizations*. Upper Saddle River, New Jersey: Prentice Hall, 2007.
- Bonem, Mike and Roger Patterson. *Leading from the Second Chair: Serving Your Church, Fulfilling Your Role, and Realizing Your Dreams*. San Francisco: Jossey-Bass, 2005.
- Borden, Paul D. *Hit the Bullseye: How Denominations Can Aim the Congregation At the Mission Field*. Edited by Tom Bandy and Bill Easum. Nashville: Abingdon Press, 2003.
- Breen, Mike and Walt Kallestad, *The Passionate Church*. Colorado Springs: NexGen of Cook Communications Ministries, 2005.
- Callahan, Kennon L. *Dynamic Worship: Mission, Grace, Praise, and Power: A Manual for Strengthening the Worship Life of Twelve Key Congregations*. New York: HarperCollins Publishers 1994.
- Carroll, Jackson W., Carl S. Dudley and William McKinney, eds. *Handbook for Congregational Studies*. Nashville: Abingdon Press, 1986.
- Carter, W.J. *Team Spirituality: A Guide for Staff and Church*. Nashville: Abingdon, 1997.
- Cladis, G. *Leading the Team-Based Church: How Pastors and Church Staffs Can Grow Together into a Powerful Fellowship of Leaders*. San Francisco: Jossey-Bass, 1999.
- Cordeiro, W. *Doing Church as a Team*. Ventura, CA: Regal, 2001.
- Ellis, Lee and Larry Burkett. *Finding the Career that Fits You*. Chicago: Moody Press, 1998.
- Farris, Lawrence W. *Ten Commandments for Pastors Leaving a Congregation*. Grand Rapids: William B. Eerdmans Publishing Co., 2006.
- Fagerstrom, Douglas L. *The Ministry Staff Member: A Contemporary, Practical Handbook to Equip, Encourage, and Empower*. Grand Rapids: Zondervan, 2006.
- Geoffrion, Timothy C. *The Spirit-Led Leader: Nine Leadership Practices and Soul Principles*. Herndon, VA: The Alban Institute, 2005.
- Gibbs, Eddie. *Church Next: Quantum Changes in How We Do Ministry*. Downers Grove: InterVarsity Press, 2000.
- Griffin, E. *Getting Together: A Guide for Good Groups*. Downers Grove, IL: IVP, 1982.
- Haugk, Kenneth C. *Antagonists in the Church: How to Identify and Deal with Destructive Conflict*. Minneapolis: Augsburg Publishing House, 1998.

- Jones, S.D. and D.J. Schilling. *Measuring Team Performance: A Step-by-Step, Customizable Approach for Managers, Facilitators, and Team Leaders*. San Francisco: Jossey-Bass, 2000.
- Jung, L. Shannon and Mary A. Agria, *Rural Congregational Studies: A Guide for Good Shepherds*. Nashville: Abingdon Press, 1997.
- Katzenbach, John R. and Douglas K. Smith. *The Discipline of Teams: A Mindbook-Workbook for Delivering Small Group Performance*. Danvers, MA: John Wiley and Sons, Inc., 2001.
- Kimball, Dan. *The Emerging Church: Vintage Christianity for New Generations*. Grand Rapids: Zondervan, 2003.
- Kline, T. *Remaking Teams: The Revolutionary Research-Based Guide that Puts Theory Into Practice*. San Francisco: Jossey-Bass, 1999.
- Kotter, John P. and Dan S. Cohen. *The Heart of Change: Real-Life Stories of How People Change Their Organizations*. Boston: Harvard Business School Press, 2002.
- Lewis, Robert with Rob Wilkins. *The Church of Irresistible Influence*. Grand Rapids: Zondervan Publishing House, 2001.
- Lewis, Robert and Wayne Cordeiro with Warren Bird. *Culture Shift: Transforming Your Church from the Inside Out*. San Francisco: Jossey-Bass, A Wiley Imprint, 2005.
- Macchia, Stephen A. *Becoming a Healthy Church, Leaders Kit*. Lexington, MA: Leadership Transformation, Inc., 2003.
- Malphurs, Aubrey. *A New Kind of Church: Understanding Models of Ministry for the 21st Century*. Grand Rapids: Baker Books, 2007.
- McIntosh, Gary L. *One Size Doesn't Fit All: Brining Out the Best in Any Size Church*. Grand Rapids: Fleming H. Revell, 1999.
- McIntosh, Gary L. *Staff Your Church for Growth: Building Team Ministry in the 21st Century*. Grand Rapids: Baker Books, 2000.
- McIntosh, Gary L. and Samuel D. Rima, Sr. *Overcoming the Dark Side of Leadership: The Paradox of Personal Dysfunction*. Grand Rapids: Baker Books, 1997.
- McIntyre, Markie G. *The Management Team Handbook: Five Key Strategies for Maximizing Group Performance*. San Francisco: Jossey-Bass, 1998.
- Miller, Dan. *48 Days to the Work You Love*. Nashville: B & H Publishing Group, 2007.
- Nadler, D.A., and J.L. Spence. *Executive Teams*. San Francisco: Jossey-Bass, 1997.
- Osborne, Larry W. *The Unity Factor: Developing a Healthy Church Leadership Team, 3rd ed*. Vista, CA: Owl's Nest, 1989.
- Powell, Brad. *Change Your Church for Good: The Art of Sacred Cow Tipping*. Nashville: Thomas Nelson, 2007.
- Rainer, Thom S. *Breakout Churches: Discover How to Make the Leap*. Grand Rapids: Zondervan, 2005.
- Rainer, Thom S. and Eric Geiger. *Simple Church: Returning to God's Process for Making Disciples*. Nashville: Broadman and Holman Publishers, 2006.
- Redding, J.C. *The Radical Team Handbook: Harnessing the Power of Team Learning for Breakthrough Results*. San Francisco: Jossey-Bass, 2000.
- Robinson, Anthony B. *Transforming Congregational Culture*. Grand Rapids: William B. Eerdmans Publishing Company, 2003.
- Schaller, Lyle E. *The InterVentionist*. Nashville: Abingdon Press, 1997.
- Schwarz, Christian A. *Natural Church Development: A Guide to Eight Essential Qualities of Healthy Churches*. Carol Stream, IL: Church Smart Resources, 1996.
- Shelley, Marshall. *Leading Your Church through Conflict and Reconciliation: 30 Strategies to Transform Your Ministry*. Minneapolis: Bethany House Publishers, 1997.
- Shelton, Lee. "Creating Teamwork: Proven techniques for increasing the output, quality, and creativity of your staff." Audio Tape Seminar. Boulder: CareerTrack Publications, 1989.

- Shula, Don and Ken Blanchard. *Everyone's a Coach: You can inspire anyone to be a winner*. Grand Rapids/New York: Zondervan/Harper Business, 1995.
- Sine, Tom. *Mustard Seed Verses McWorld: Reinventing Life and Faith for the Future*. Grand Rapids: Baker Books, 1999.
- Stanley, Andy. *Visioneering*. Oregon: Multnomah Publishers, 1999.
- Stanley, Andy, Reggie Joiner, and Lane Jones. *7 Practices of Effective Ministry*. Sisters, Oregon: Multnomah Publishers, 2004.
- Steinke, Peter L. *Healthy Congregations: A Systems Approach*. New York: The Alban Institute, 1996.
- Steinke, Peter L. *How Your Church Family Works: Understanding Congregations as Emotional Systems*. Bethesda, MD: Alban Institute, 1993.
- Stock, D. and H.A. Thelen. *Emotional Dynamics and Group Culture*. New York: University Press, 1958.
- Sweet, L. *Soul Tsunami: Sink or Swim in the New Millennium Culture*. Grand Rapids: Zondervan, 1999.
- Walling, Terry B. and Rick Tansey. *Maximum Health: Navigating Your Church to Greater Health*. Anaheim: Church Resource Ministries, 2003.
- Weese, Carolyn and J. Russell Crabtree. *The Elephant in the Boardroom: Speaking the Unspoken About Pastoral Transitions*. San Francisco: Jossey-Bass, A Wiley Imprint, 2004.
- Westing, H.J. *Church Staff Handbook: How to Build an Effective Ministry Team*. Grand Rapids: Kregel, 1997.
- Willmer, Wesley K., ed. *Money for Ministries*. Wheaton: Victor Books, 1989.
- Zemke, Ron; Claire Kanen, and Bob Filipczak. *Generations at Work: Managing the Clash of Veterans, Boomers, Xers, and Nexters in Your Workplace*. New York, NY: AMACOM (American Management Association), 2000. ISBN 0-8144-0480-4.