

**Western Seminary -- Portland Campus
Fall Semester, 2010**

**DIS/ MFM 500
DISCOVERING & DEVELOPING YOUR MINISTRY POTENTIAL
Draft #3 July 1, 2010**

Thursday, 1-3 pm, September 2 – December 9, 2010

Classroom: B101

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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 (SM) and M.Div. students during their first year of studies. Two credits.

COURSE 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:

- A. Affirm the contribution of your personality, gifts and experience in the context of a ministry community;
- B. 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;
- C. Develop a process for facilitating adult learning; one that can be applied in a variety of discipleship/spiritual formation contexts.
- D. Create a personal development plan, in consultation with mentors, and begin engaging in a mentoring process.

COURSE ASSIGNMENTS AND GRADING

You will receive a letter grade for this course. Please note the grading scale following the course assignments

Points will be deducted for each assignment that is submitted after the due date (1 point for each day the assignment is late).

1. Attendance and Participation (28 hours; total points possible 15)

Any absence of more than one 2 hour-class session will result in a reduction of one point for each two-hour absence.

2. Required Reading and exercises in the texts (30 hours; total points possible 15)

Federal law now requires institutions to provide the ISBN numbers and retail prices for all required books. Western Seminary encourages students to visit our campus bookstore, Windows Booksellers, in order to obtain these titles at a reduced rate.

The following texts are to be read (all are on reserve in the library):

1. Aubrey Malphurs, *Maximizing Your Effectiveness* (2nd edition). 2006, Baker Books, ISBN 0-8010-6612-3, Price: \$16.99
2. Gary Thomas, *Sacred Pathways*, 2000, Zondervan Publishing, ISBN 0-310-24284-3, Price: \$14.99

Reading: At a projected rate of reading 45 pages per hour (and allowing an additional five hours to complete the various exercises in Malphurs), this reading should take you approximately 9 hours.

Exercises: Listed in the class schedule will be the exercises you are to complete from these two texts for that particular day. These completed exercises do not need to be turned in but you will be asked that day if you have completed them. The personal information gathered from these exercises will be used in the preparation of other assignments.

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.

3. Membership and Ministry Profile Assessment (3 hours; total points possible 5)

The following assessment instrument is required and can be purchased in the bookstore: Membership and Ministry Profile-Mels Carbonell and Stanley R. Ponz. Complete this assessment by **Thursday, September 9, 2010**.

4. Reflection Paper #1: Divine Design (10 hours; total points possible 15)

Using information gleaned from the *Ministry and Membership Profile* and *Maximizing your Effectiveness Part 1 and 2*, prepare a five page paper (double-spaced) explaining your understanding of your temperament, gifts, and leadership style. Include the answers to questions 2-6 (page 128-129) and 2-4 (page 170), the results from Appendix D Temperament Indicator 2 (page 196-200) in *Maximizing Your Effectiveness*, and an explanation of your mission and vision and calling and vocation as you understand it at this time.

This paper is due **October 14, 2010**. Send via e-mail to both professors in digital form.

5. Mini-Retreat and Report (2 hours)

You will engage in a 2-hour mini-retreat using the information you have gained from part 2 of Gary Thomas' *Sacred Pathways*. After the retreat you will write a one page reflection paper, describing the process and what you have learned about your "spiritual temperament. This paper will be integrated with assignment #6 below. This paper is due on **October 28, 2010**. Send via e-mail to both professors in digital form.

6. Reflection Paper #2: My Spiritual Pathway (10 hours; total points possible 15)

Describe how your personality influences your approach to God. What are the spiritual disciplines that help shape your understanding of who you are, and who God is? What are the spiritual disciplines that you tend to avoid? Include in this five page paper (double-spaced) your reflections from your mini-retreat. This paper is due **October 28, 2010**. Send via e-mail to both professors in digital form.

7. Reflection Paper #3: Ministry Interview (6 hours; total points possible 15)

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 three 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. **This paper is due November 11, 2010.**

8 . Personal Portfolio (10 hrs; total points possible 20)

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. Your portfolio will be designed in a way that is most effective for you. It must, however, include the following information:

- Include **Reflection Papers # 1 and 2**.
- 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?

- 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. 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.

2. 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.

3. After using the assessment tools provided, write a one page paper describing the stressors in your life. What are your resources for handling stress?

4. 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?

- Create a Personal Development Plan including an assessment of your need, a goal to be pursued, learning initiatives, and the mentors who will help you process this plan (2 pages). **This paper is due December 9, 2010.**

GRADING

1. Attendance and Participation	15 points
2. Reading Assignments	15 points
3. <i>Membership and Ministry Profile</i>	5 points
4. Reflection Paper #1	15 points
5. Mini Retreat/Reflection Paper #2	15 points
6. Ministry Interview/Reflection Paper #3	15 points
7. Personal Portfolio	20 points
Total	100 points

Grading Scale:

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

LATE WORK

One point will be subtracted from an assignment for each date that it is late.

Format for Papers

Assignments **2, 5, 6, and 7** will be double-spaced as noted above. Please use 12 pt., traditional font, and number papers. Include a cover page, but do not number your cover page. The cover page is in addition to the required number of pages for each written assignment. Please put your campus box number on the cover page.

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.

Your Personal Portfolio will be submitted to your Faculty Advisor as well as your faculty mentor if you take Mentored Field Ministry.

COURSE SCHEDULE

9/2 Course Introduction

Topics

1. Overview of Course
2. Review of Syllabus
3. Introduction to Learning Communities

9/9 Discover Your Design-Self-Awareness: A Key to Ministry Effectiveness

Topics

Who Am I?-Understanding and Using Assessment Instruments-Presentation by Dr. Randall Roberts

Assignments Due Today (Don't turn in. Use in Personal Portfolio. You will be asked at the beginning of the class if you completed the assignments, however.)

1. Reading: Complete Reading Malphurs chapters 1-4.
2. Answer question 2 on page 170 in *Maximizing Your Ministry Effectiveness*.
3. Complete Appendix D Temperament Indicator 2 in *Maximizing Your Ministry Effectiveness*, page 196-200.
4. Complete the *Membership and Ministry Profile*.

9/16 Discovering your Design-Reflection on Assessments

Topics

1. Reflections on Randy Roberts' presentation
2. Identity
3. Discuss reflections on your "divine design" with your learning community using the information gathered from all readings/assignments in Malphurs to date along with the *Membership and Ministry Profile*

Assignments Due Today (Don't turn in. Use in Personal Portfolio. You will be asked at the beginning of the class if you completed the assignments, however.)

Be ready to answer the following questions in your learning communities after reflecting on the results of your assessments in Malphurs and the *Membership and Ministry Profile*.

1. What are you sure of about yourself?
2. What are you unsure of?
3. What new insights have you gained about yourself?
4. What are others saying about you as you interact over these assessments? How are you processing what they are saying?

9/23 Determining Your Direction-Part 1

Topics

1. Principles of Adult Learning
2. Determining Ministry Direction

Assignments Due Today (Don't turn in. Use in Personal Portfolio. You will be asked at the beginning of the class if you completed the assignments, however.)

1. Read *Maximizing Your Effectiveness*, chapters 5-6 (page 101-129).
2. Complete questions 2-5 on pages 128-129 in *Maximizing Your Effectiveness*.
3. Be ready to discuss your answers on pages 128-129 with your learning community.

9/30 Determining Your Direction-Part 2

Topics

1. Vision and Mission
2. Vocation and Calling
3. Learning Styles

Assignment due today

1. Complete questions 7-9 on page 129 in *Maximizing Your Effectiveness*.
2. Turn in the name of the person you will interview in order to complete assignment 6 above.

10/7 Developing Your Plan-Part 1

Topics

1. Creating and reflecting on a journey time-line explanation for Assignment #8, Personal Portfolio.
2. The Mentoring Process
3. The Coaching Process

Assignments Due Today

1. Complete Chapters 7-8 in *Maximizing Your Effectiveness* (pages 133-169).
2. Answer questions 3-6 on pages 170-171.
3. Completion of *Maximizing Your Ministry Effectiveness* by today

10/14 Developing Your Plan-Part 2

Topics

1. The Mentoring Process
 - 1.1 Have I been mentored?

- 1.2. What to look for in mentors?
2. Reflection paper #1 discussion in learning communities using questions below.

Assignments due

1. Reflection Paper #1
2. Be prepared to give the highlights of your reflection paper #1 to your learning community.
3. Be prepared to tell your learning community the responses to the following:
 - 3.1 Illustrate from your life experiences the two most important aspects of who you are and what you plan to do.
 - 3.2 What are your presents fears and hesitancies with regards to your future?
 - 3.3 What obstacles do you feel you need to overcome now and in the future?
 - 3.4 What excites you about life right now and in the foreseeable future?

10/21 Sacred Pathways/The Dark Side of Leadership

Topics

1. Sacred Pathways
2. Overcoming the Dark Side of Leadership

Assignments Due Today

1. Complete reading *Sacred Pathways* by today.
2. Take the "You've Got Style" inventory at <http://common.northpoint.org/sacredpathway.html>

10/28 Interpersonal Development: The Importance of Building and Maintaining Trust

Topic

1. The Prior Question of Trust
2. Trust Builders and Trust "Busters"
3. Environments of Grace/Relationships of Trust
4. Self-assessment: How am I at Building Trust?

Assignments Due Today

Reflection Paper #2 is due today

11/4 Interpersonal Development: Managing Conflicts

Topics

1. Self Assessment: How am I at Confronting?
2. How am I Managing Conflict?
3. How am I at Helping Others Manage Conflict?

Assignments Due Today

Complete "Responding to Conflict" inventory.

11/11 Interpersonal Development: Managing Stress

Topics

1. A Strategy of Handling Stress
2. Self Assessment: How am I am Managing Stress?

Assignments Due Today

Reflection Paper #3 is due today.

11/18 Interpersonal Development: The Need to Maintain Margins

Topics

1. My Personal Ecology and the Need to Maintain Margins (emotional, physical, spiritual, and interpersonal)
2. Creating Spiritual, Emotional, Relational and Financial Reserves
3. The Importance of Balancing Life Demands
4. Developing a Healthy Life-style
5. Self Assessment: How am I at Maintaining Margins?

Assignments Due Today

None

12/2 Growing and Developing in the Context of Community

The Personal Development Plan

Topics

1. Creating an environment for growth and development
2. The paradox of learning in community
3. What is mentoring?
4. Why is it important?
5. Values underlying the mentoring process
6. Assumptions about the nature of mentoring
7. Levels and phases of mentoring

12/9 Case Studies/Course Evaluation

Topic

1. Case Studies and Mentored Field Ministry
2. Course evaluation

Assignment Due Today

Assignment #8: Personal portfolio

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, Ken Epp, at 503-517-1815/1-877-517-1800, ext. 1815. His office is at the Portland campus. Students at the northern California campuses may contact Carrie Priest (Student Services Coordinator – San José) or PJ Oswald (Director of Student Development – Sacramento), or they may contact Dr. Epp directly. Appropriate forms will be provided and must be submitted to the Disability Coordinator's office.