

# WESTERN SEMINARY - SACRAMENTO

**Providing Pastoral Counseling**  
PTS 507M : 2 credit hours

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## Syllabus - Fall 2009

### COURSE SCHEDULE

Sept. 25, 26; Oct. 23, 24 (Friday & Saturday 9 a.m. – 4:30p.m.)

### COURSE DESCRIPTION

**PTS 507 – Providing Pastoral Counseling.** The core pastoral counseling course is designed to introduce ministers to the basic counseling skills needed in pastoral ministry. Course topics include paradigms of pastoral counseling, problems most commonly encountered, understanding your own natural style, when to help and when to refer, and developing a network of trusted referral resources. Basic helping skills will be cultivated through a variety of experiences (role play, video, live practice).

### COURSE CONTRIBUTION TO STATED DEGREE OUTCOMES

The objectives of this course are tied directly to the desired outcomes constructed specifically for the four seminary degrees for which this course is a requirement. Below is an excerpt of the degree outcomes to which this course relates:

BE ABLE TO communicate God's truth clearly, accurately, and convincingly.

- able to offer basic counseling and spiritual nurture in areas of frequent need; (PTS 507, PTS 508)
- able to communicate one's thoughts effectively in writing; (MFM 500, overarching)

BE A true life-long learner, building upon his/her seminary training.

- committed to pursuing growth and learning in key areas of need; (MFM 500, overarching)
- able to access and manage information (including that available via computer/online resources) so that it is readily available when needed. (overarching)

### COURSE GOALS/OBJECTIVES

Goals

- Understand the unique function of pastoral counseling in a ministry context, in the light of Scripture, the real life needs of people, and the types of help available from both inside and outside the church.
- Demonstrate basic listening skills and solution-focused interventions.

- Be exposed to some basic practical requirements for effective pastoral counseling: personal spiritual and psychological preparation, boundaries, ethics, techniques, resources, etc.

## Objectives

### Cognitive:

- Gain understanding of pastoral counseling
- Gain understanding of basic counseling skills
- Gain understanding of counseling resources

### Affective:

- Recognize appropriate boundaries in counseling
- Recognize own impact on counseling
- Recognize own style of counseling

## TEXTBOOKS

*Please support your seminary by using the following link for all your Amazon purchases – a minimum of 4% comes to Western Seminary.* Click [here](#) to order texts and other products.

### Required

- Kollar, Charles. (1997). *Solution-Focused Pastoral Counseling*. Zondervan Publishing House. ISBN: 0-310-21346-0
- Professor Handout Articles

### Suggested

- Duncan, Barry. (2005). *What's Right With You*. Health Communications. ISBN: 0-7573-0254-8

## COURSE REQUIREMENTS

### Reading

1. Read Kollar at mastery level and be prepared to discuss in class at the assigned dates.
2. Read professor handouts at mastery level and write a brief paragraph (1/3 page) of your reactions to the article.
3. Free Reading  
Read 8 hours from any single or combination of books from the bibliography provided. At least ½ of the hours should be from the secular list. Turn in the following report form:  
**Date    Time Reading    Book Read    Author    Pages Read    Rate Helpfulness 1-10**  
For each hour read, record in bullet form 3-5 main learning points.
4. Read Duncan's book and write a 4 page critical integration of how the concepts in the book will/or will not fit into your present of future ministry context.

## **Experience**

1. Interview 3 pastors (not from your church) concerning their experience, perceptions and view of pastoral counseling. Write a 3 page paper summarizing your observations and conclusions of these interviews.
2. Engage in a “pastoral counseling” conversation with 1 person for at least 3 sessions spanning a period of at least 3 weeks. After each session write a 1-2 page review of each session – what you did well, what you would do differently, etc.

## **Written Work**

1. Write a proposed personal policy statement concerning your counseling ministry. Prepare as if it is the statement you would give to people who approach you for pastoral counseling.
2. Write a 2 page reaction/review of the class experience
  - include all materials (lectures, readings, class interactions, etc.)
  - include initial expectations, goals
  - how has class impacted your view and practice of pastoral counseling

## **STANDARDS FOR WRITTEN WORK (MLA)**

Papers must be written to a near-thesis standard. That is, minimum format standards must be met, as defined below. English grammar, idiom, and spelling must be up to graduate level. Always include a strong introduction paragraph (declare what you intend to show the reader) and conclusion paragraph. Qualities valued include clarity, succinctness, and precision.

This course employs the MLA (Modern Language Association) style guide. The basic elements are:

- Double-spacing, except for block quotes
- Single space block quotes
- Page numbers appear at the upper right on every text page
- Use footnotes or parenthetical citations.
- Footnotes and parenthetical references follow standard format.

Helpful web sites on MLA style include:

<http://owl.english.purdue.edu/owl/>

<http://www.cws.illinois.edu/workshop/writers/citation/>

[These websites are expanded and pasted into Western Seminary’s “How to Write a Research Paper” located at <http://www.westernseminary.edu/papers/Faculty/WGuideNu.doc> ]

A good website with footnote/bibliography entries is:

<http://writing.wisc.edu/Handbook/Documentation.html>

For assignments that require the use of non-course texts and include a bibliography, of the resources mentioned in the bibliography for your project/paper, two must be from a physical library. Note the physical location of each book as an addendum to each bibliographical entry.

All work must reflect master's level use of the English language. Plagiarism will result in failure of assignment.

## GRADING

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

| Activity         | % of Final Grade, Pts. |            | Estimated Time to Complete |
|------------------|------------------------|------------|----------------------------|
| Attendance       | 10%                    | 20         |                            |
| Text             | 5%                     | 10         | 10                         |
| Handout Articles | 10%                    | 20         | 10                         |
| Free Readings    | 5%                     | 10         | 10                         |
| Duncan           | 20%                    | 40         | 15                         |
| Interviews       | 10%                    | 20         | 6                          |
| Counseling       | 20%                    | 40         | 5                          |
| Policy           | 10%                    | 20         | 2                          |
| Class Review     | 10%                    | 20         | 2                          |
| <b>Total</b>     | <b>100%</b>            | <b>200</b> | <b>60 hrs.</b>             |

## CLASS POLICIES

**Cover page:** To safeguard confidentiality, provide a title page as a cover for all assignments. Include your student mailbox number in the upper right corner of the cover page.

**Attendance and Late Assignments:** Students are expected to attend all class meetings. Students who miss class are responsible for missed work. Unexcused absences and tardiness will impact a student's grade. Students who anticipate an absence should discuss it in advance with the instructor. Students who miss two or more classes will not pass the course. Assignments submitted after the due date and time constitutes a drop in the student's letter grade for that assignment.

**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.

**Incompletes:** Faculty members determine their own procedures and due dates for the completion of course assignments. The final deadline for submitting all course work is the last day of the

semester as noted in the Academic Calendar and in the Sacramento class schedule. In the case of serious illness, family emergency, or similar extenuating circumstances, the instructor may, **if it is initiated by the student**, grant an extension. A 1-3 week extension is typical in all except the most extreme cases, and in all cases the standard decrease of a full letter grade for late work applies. Extensions desired by the student beyond 3 weeks, with prof support, must be approved by the Sacramento Academic Coordinator, with 5 weeks after the end of the course being the longest possible extension for work being due to the prof; for this semester that date is **Saturday, 1/23/10**. (This allows a 6<sup>th</sup> week for the grading of work and a grade change request to be filed.) A temporary notation of “I” (incomplete) is assigned until a final grade can be determined. Under no circumstances may the six-week period (allots 1 week to the prof for grading and grade change petition) be extended except by petition and approval of the Administrative Committee in Portland.

**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, 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.

## **LIBRARY AND INTERNET RESEARCH – SACRAMENTO**

All class assignments with a research element require library research annotated as such in the bibliography. A minimum of two resources must be from a physical library. Note the physical location of each resource as an addendum to each bibliographical entry.

For complete library information including: hours of operation, interlibrary loan, local library resources, etc., please:

- Visit [www.westernseminary.edu/sacramento](http://www.westernseminary.edu/sacramento)
- Click the link “Library Services” in the right navigation pane.

### **Reserve Collection**

The library carries all required readings for this course.

### **Print Resources**

Use the Western-Arcade Library catalog to find books and other materials. To search the library collection:

- Visit <http://www.westernseminary.edu/Library/SAC> .
- Click the link “Search the Library Collection Online”.

### **Periodical & Research Databases**

As you complete your assignments for this course, don't forget about the resources in the Western research databases. Remember to evaluate and cite your information too. To access the Western research databases:

- Visit <http://www.westernseminary.edu/Library/SAC> .
- Click the link "Research Databases" from the bottom menu.
- Click the link "Ebsco Host Research Databases".
- Log in. [**User ID:** westsem / **Password:** seminary]
- Click the link "EBSCOhost Web".
- Click the database(s) you wish to use. Start with *ATLA Religion Database with ATLASerials*.

To cite your information, consider the following MLA composers:

<http://www.noodletools.com> and <http://www.citationmachine.net>

Western-Arcade Library offers a variety of ministry related software for student use including BibleWorks, Logos Bible Software, and SeminaryLibrary.

### Course Packs (if applicable)

To access the course pack(s) for this course:

1. Go to the library homepage: <http://www.westernseminary.edu/Library/SAC>
2. Click the link 'Course Packs'.

### Reference and Research Contact Information

David Holifield, M.A., M.L.S. / (916) 488-3720, ext. 7 / [dholfield@westernseminary.edu](mailto:dholfield@westernseminary.edu)

### COURSE OUTLINE AND SCHEDULE

| Date     | Topic  | Assignments                                    |
|----------|--|--|
| 9/25/09  | <ul style="list-style-type: none"> <li>• Intro</li> <li>• Pastor as counselor</li> <li>• Practical issues</li> </ul> |  |
| 9/26/09  | <ul style="list-style-type: none"> <li>• Basic skills</li> <li>• Spiritual intervention</li> </ul>                   | Kollar   |
|          |  |  |
| 10/23/09 | <ul style="list-style-type: none"> <li>• How people change</li> <li>• Brief interventions</li> </ul>                 | Kollar<br>Free readings                        |
| 10/24/09 | <ul style="list-style-type: none"> <li>• Common problem areas</li> <li>• Ethical issues</li> </ul>                   |  |
| 11/30/09 |  | Prof handouts<br>Policy<br>Pastoral interviews |

|          |  |                                      |
|----------|--|--------------------------------------|
| 12/10/09 |  | Duncan<br>Counseling<br>Class review |
|----------|--|--------------------------------------|

## Bibliography

### Secular

|                   |   |            |
|-------------------|---|------------|
| Belkin, Gary      | <i>Introduction To Counseling</i>                       | chaps 3-6  |
| Benjamin, Alfred  | <i>The Helping Interview</i>                            | all        |
| Bolton, Robert    | <i>People Skills</i>                                    | chaps 2-7  |
| Borck & Fawcett   | <i>Learning Counseling &amp; Problem Solving Skills</i> | chaps 1-8  |
| Brammer, Lawrence | <i>The Helping Relationship</i>                         | all        |
| Carkhuff, Robert  | <i>The Skills Of Helping</i>                            | all        |
| Carkhuff & Pierce | <i>The Art Of Helping III: Training Guide</i>           | all        |
| Cormier & Cormier | <i>Interviewing Strategies For Helpers</i>              | chaps 2-5  |
| Egan, Gerald      | <i>The Skilled Helper</i>                               | all        |
| Evans, D.         | <i>Essential Interviewing</i>                           | chaps 1-6  |
| Gazda, George     | <i>Human Relations Development</i>                      | all        |
| Ivey & Ivey       | <i>Intentional Interviewing &amp; Counseling</i>        | all        |
| Kleinke, Chris    | <i>Common Principles Of Psychotherapy</i>               | all        |
| Long, Vonda Olson | <i>Communication Skills In Helping Relationships</i>    | all        |
| Martin, David     | <i>Counseling And Therapy Skills</i>                    | chaps 1-8  |
| Meir & David      | <i>The Elements Of Counseling</i>                       | all        |
| Nelson-Jones      | <i>Lifeskills Helping</i>                               | all        |
| Okun, Barbara     | <i>Effective Helping</i>                                | chaps 1-4  |
| Parsons, Richard  | <i>The Skills Of Helping</i>                            | chaps 1-7  |
| Pedersen, Paul    | <i>Culture-Centered Counseling &amp; interviewing</i>   | all        |
| Scisson, Edward   | <i>Counseling For Results</i>                           | chaps 5-12 |

### Christian/Religious

|                     |  |  |
|---------------------|--|--|
| Anderson, etc.      | <i>Christ Centered Therapy</i>                                       |  |
| Backus, William     | <i>Telling The Truth To Troubled People</i>                          |  |
| Buchanan, Duncan    | <i>The Counseling Of Jesus</i>                                       |  |
| Clinebell, Howard   | <i>Basic Types Of Pastoral Care &amp; Counseling</i>                 |  |
| Collins, Gary       | <i>The Biblical Basis Of Christian Counseling For People Helpers</i> |  |
| Dayringer, Richard  | <i>The Heart Of Pastoral Counseling</i>                              |  |
| Hart, Gulbranson    | <i>Mastering Pastoral Counseling</i>                                 |  |
| Jordan, Merle       | <i>Taking On The Gods</i>  |  |
| Kok & Jongsma       | <i>The Pastoral Counseling Treatment Planner</i>                     |  |
| Miller & Jackson    | <i>Practical Psychology For Pastors</i>                              |  |
| Oden, Thomas        | <i>Classical Pastoral Care, Vol. III Pastoral Counsel</i>            |  |
| Schmidt, Jerry      | <i>Do You Hear What You're Thinking?</i>                             |  |
| Wick, Parson, Capps | <i>Clinical Handbook Of Pastoral Counseling</i>                      |  |
| Wright, Norman      | <i>Self-talk, Imagery, And Prayer In Counseling</i>                  |  |

**May add to these selections with the approval of the professor.**