



Advancing God's Kingdom by Preparing Competent Christian
Leaders for Spirit-Empowered Life and Ministry

P252, Ministry Formation

1 credit

January 18, 2021-April 22, 2021
Winter Semester, 2021
Labs: Wednesdays, As scheduled, 1:30-3:00

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"Blessed is the one who reads aloud the words of this prophecy, and blessed are those who hear it and take to heart what is written in it, because the time is near" (Revelation 1:3, NIV).

Course Content and Goals

Course Description

Ministry Formation is involvement in field education where learning moves from the textual to the contextual, done so with input and guidance from a supervisor-mentor. Practical ministry experience is the primary text for field education where formation in ministry practice begins to take shape. Horizon's competencies are addressed throughout the six Ministry Formation courses with **Skilled Communication** as the emphasis for P252.

Relationship to Horizon's Mission

Horizon's mission is "Advancing God's kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry." Ministry Formation stands at the intersection between classroom learning and ministry engagement. It is field education where learning moves from the classroom to the community. It provides opportunity for all of Horizon's six competencies to be tested, honed, and nurtured.

Core Competencies and Learning Outcomes

To demonstrate competency in **Skilled Communication**, students will:

1. Apply and integrate skilled communication in the ministry formation placement setting.
 - Ministry Formation placement assignment and assessment
 - LEARN assignment
2. Discern, formulate, and articulate key skilled communication insights gleaned from the supervisor-mentor.
 - Interview assignment and assessment
3. Identify and reflect on key skilled communication lessons gained via the ministry formation setting, biblical reflections, Global Leadership Summit, and life experiences.
 - Overall learning reflection assignment and assessment

Course Work

Required Readings

2 Timothy

Course Assignments and Activities

Portfolio Component

For the winter semester, the student, in conjunction with the Director for Ministry Formation, will ask, and arrange for the supervisor-mentor to provide a letter of reference suitable for use with their Portfolio.

Portfolio Components. *Letter of Reference.* This assignment must be edited and submitted to the Endorsements *e-Project* in your Portfolio on *Portfolium*. See the [Portfolio Guide](#): “What Goes in My Portfolio” for further information.

1. Ministry Formation Placement

Engage fully and faithfully in a ministry formation placement assignment with an average of 2-3 hours of involvement per week doing so under the supervision of a supervisor-mentor.

- Related learning outcome: #1
- **Assignment Length:** January 18 to April 22, 2021

2. Global Leadership Summit (GLS) Assignment

Attend, observe, and articulate via a one-page paper, principles and lessons learned about skilled communication from the GLS summit.

- Related learning outcome: #3
- **Assignment Length:** One-page paper (at most), single-spaced. Due Feb 3, via Populi.

3. Supervisor-Mentor Interview on **Skilled Communication**

Set up a meeting time with your supervisor-mentor and interview him/her asking the questions below, all related to skilled communication. After the interview prepare a one-page reflection paper (single spaced) identifying three or four key insights you learned. The paper is not meant to be a restating of their responses to the questions below, but rather a summary of the top 3 or 4 insights for you. The assignment is to be uploaded on Populi by February 17th. The assignment will be shared and discussed in the February 24th lab.

- a. Do you like speaking in front of a large group of people? Does it energize you? Does it ever make you nervous? What are your feeling moments before having to get up and speak?
- b. How much time do you need to prepare for a public presentation, be it a devotional or a sermon?
- c. Can you identify a public speaking experience where it really went well? If so, what was it that made the presentation so effective?
- d. What is one communication practice in which you would like to grow?
- e. Does listening well to people come naturally and readily, or do you have to work at it? Do you have any suggestions on how to be a better listener?

- f. In crucial conversations (especially those marked by conflict), what is one key component or practice that can bring understanding and reconciliation?
 - g. To what extent do you use social media? What has provided you a good platform for communicating with people, be it individually, or with a large group of people?
 - h. To what extent do you use the arts in communicating biblical truth to others? The arts could include paintings, drawings, poetry, drama, audio-visuals productions, readings, etc. What has been one of the most effective uses you have seen of the arts in communicating biblical truth, be it something you prepared or something you witnessed?
 - i. In preparing a critically important email, what do you do to ensure that it is well written? Do you sometimes hold off on sending it, affording the opportunity for a second look?
 - j. To what extent do you think of the Spirit engaged in the inspiration and creation of content that will be communicated, be it emails, one-on-one conversations, teaching notes, sermon manuscript, etc.?
- Related learning outcome: # 2
 - **Assignment Length:** Interview; 1-page paper. **Due date:** February 17th

4. LEARN Reflection Assignment

Identify an experience or event drawn from your ministry formation setting. Ideally it might be something related to skilled communication, but if there isn't an apparent story, it could one connected to any of the other competencies. Write a 1-page reflection paper (single spaced) using fully the five steps of LEARN. Upon completion:

- a. Submit a copy to Dr. H. Strauss via Populi. Due date is March 17th.
 - b. Also submit the same written copy, by or before March 17th to your supervisor-mentor for his/her information, and ideally also to receive input be it via email or through a short conversation. Supervisor-mentors will be asked on the final assessment if the assignment was submitted to them.
 - c. Be prepared to share your reflections at the Ministry Formation lab March 24th.
- Related learning outcome: # 1
 - **Assignment Length:** 1-page paper. **Due date:** March 17th

5. Overall Learning Reflections

Write a 1-page reflection (single spaced) outlining what you have learned about **Skilled Communication** via Ministry Formation over the past semester. The assignment is to be uploaded on Populi by March 31st. The assignment will be shared and discussed in the April 7th lab. The reflection should include the following:

- a. At least one experience, incident, story from your ministry formation setting where you learned something about skilled communication. Possibilities could include the observation of a good communicator, feedback on how an email was written, social media in ministry, etc.
- b. At least one verse or passage from 2 Timothy that speaks to skilled communication.

- c. At least one insight or example from beyond the ministry formation setting. Could be from another course, a fellow student, devotional experience, social media, observation from life, etc.
- Related learning outcome: # 3
- **Assignment Length:** 1-page paper. **Due date:** March 31st, 2021.

6. Labs.

Attendance and participation in all labs with a focus on **Skilled Communication** connected to placement and practicum. Students are also required to read 2 Timothy at least once through the semester. The lab will also include memorization of 2 Timothy 2:14-15 provided below:

- “Keep reminding God’s people of these things. Warn them before God against quarreling about words; it is of no value, and only ruins those who listen. Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth” (2 Timothy 2:14-15, NIV, 2011).

Estimate of Time Investment (individual time investments may vary)

Ministry Formation Placement	23 hours	2-3 hours per week
Labs	7 hrs	As scheduled
GLS Assignment (during GLS)		February 3
Interview Assignment	2 hrs	February 17
LEARN Reflection Assignment	1 hr	March 17
Overall Learning Reflection Assignment	1 hr	March 31
Total =	34 hrs	

Assessment Rubrics

All assessment rubrics will be available on Populi

Course Outline / Class Schedule

Skilled Communication, Wednesday labs, 1:30 to 3:00 p.m.		
Lab #	Date	Focus or Emphasis
1	Jan 20	Introductions, Syllabus Overview
2	Feb 10	GLS Debrief/Sharing on Communication (due Feb 3)
3	Feb 24	Sharing from Interviews (due Feb 17)
4	Mar 24	LEARN Sharing (due March 17)
5	April 7	Overall Learning Reflections (due March 31)
	Apr 14	Ministry Formation Celebration, Wednesday

Academic Policies

General Assignment Guidelines

Please see the Horizon [Format Guide](#) for assignment submission, grammar, and formatting guidelines.

Late Assignments and Extensions

Students are expected to submit work by the assigned due dates, as part of their development of the Leadership and Administration competency. To submit extension requests, students must submit the [Assignment Extension Request Form online](#) and *before the due date*. Professors may grant extensions in the case of extenuating circumstances, such as significant illness or a family emergency. Furthermore, no extensions will be granted beyond the final day of a term or semester.

A late assignment will not be assessed until the student first meets with the professor or the Adjunct Faculty Advisor to discuss whether the student’s reasons for the late submission are acceptable. Unexcused late submissions will be tracked across each student’s program. If one assignment is submitted more than five days late or if a student incurs multiple instances of unexcused late submissions, it will result in academic discipline, such as required tutoring, academic probation, failure of the course, or failure to qualify for graduation. Similar to standard human resource employment practices, students will receive warnings and conditions with increasing severity of academic discipline.

Resubmission of Assignments

Students have until the last day of revision week to submit revisions, and students can only submit up to two revisions for each assignment. Students should follow the revision schedule outlined above.

Horizon College Assessment of Student Work

The goal of courses is to help students develop the stated competencies, not earn letter grades. Assignments are the means by which instructors evaluate development of those competencies. Consequently, students do not earn overall “grades” on individual assignments. Instead, assessment focuses on measuring students’ competency as outlined in the syllabus and assignment rubric. For purposes of transferability to other institutions, the final competency designations will be translated to a comparable letter grade on a traditional transcript. The tables below explain Horizon’s approach:

Horizon CBE Scale		Descriptor	Letter Grade	Grade Point	U of S Equivalency
E	Exceeding	Student exceeded competency requirements for some learning outcomes and met requirements for all remaining learning outcomes.	A+	4.0	90-100
			A	4.0	85-89
			A-	3.7	80-84
M	Meeting	Student met competency requirements for all learning outcomes and may have exceeded in one.	B+	3.3	77-79
			B	3.0	73-76
			B-	2.7	70-72

Students pass a course only after they have demonstrated that they have *met or exceeded all* competency requirements for a course. If the student chooses not to meet all course competency requirements, the course will not be sufficient to fulfill their program requirements at Horizon. Nevertheless, for transferability purposes, the student will receive a letter grade of C+ or below on a traditional transcript.

BTM	Beginning to meet	Student was beginning to meet competency requirements for any one or more learning outcomes, and met or exceeded competency requirements for all other outcomes.	C+	2.3	67-69
			C	2.0	63-66
			C-	1.7	60-62
NYM	Not yet meeting	Student was not yet meeting competency requirements for one or more learning outcomes.	D+	1.3	57-59
			D	1.0	53-56
			D-	0.7	50-52
			F	0.0	0-49

Academic Honesty

Horizon uses the University of Saskatchewan definition of plagiarism described as “the presentation of the work or idea of another in such a way as to give others the impression that it is the work or idea of the presenter. Adequate attribution is required. What is essential is that another person have no doubt which words or research results are the student’s and which are drawn from other sources” (Office of the University Secretary, 2012). Students are expected to give due recognition to sources from which all substantial phrases, sentences or even ideas are drawn. Note also that you may not submit work done in one course to satisfy the requirements of another course (unless both instructors agree beforehand to accept such work). See [here](#) for examples of plagiarism and further guidelines in the [Student Handbook](#).

Disability Services Information

If you would benefit from learning accommodations due to pre-existing physical or mental health conditions or learning disabilities, contact the Academic or Student Life departments at the beginning of the course. Horizon will work to meet your learning and/or physical needs where possible. If any conditions arise during the course that you wish to disclose, please contact us as soon as possible. In all cases you will need to provide current [documentation](#) of the disability or condition you wish to disclose. Horizon takes appropriate care to ensure confidentiality about any such disclosures. For more information, contact Bob Williamson, Dean of Students, at bwilliamson@horizon.edu; or Heather Wood, Associate Dean of Students, at hwood@horizon.edu; or Leanne Bellamy, Academic Coach, at lbellamy@horizon.edu.

Class Attendance

Students should attend all classes in order to facilitate competency development. In the case of illness or other unforeseen circumstances, students may miss one day of a module course or three days of class in a term or semester course without academic penalty. A student must be present for the full duration of a class period in order to be registered as present for the class. Students who are absent for more than the number of classes stated above will automatically fail the course. Students wishing to be exempted from this policy due to extenuating circumstances may make an academic appeal, where they will need to document and verify those circumstances. Students who miss a class are responsible to get missed notes or handouts from another student, rather than from the professor.

Campus Health Policy

While on campus, please maintain 2 metres of physical distance between yourself and others. Do not come on campus if you are experiencing symptoms (even if they are mild) of fever, cough,

shortness of breath, sore throat, chills, runny nose, or a loss of your sense of taste or smell. If you have any of these symptoms, do not return to campus until advised by Public Health. You should self-isolate and contact HealthLine 811 for advice on whether you should be tested for COVID-19. This will help keep others safe and possibly spare them from self-isolation and testing. While you are in self-isolation, you may attend class online. The link to access your class is posted on the course page on Populi, under the Syllabus tab, under Links on the right side of the page.

Live-Streaming Etiquette

If attending class online via live-stream, keep your camera on and stay present and attentive throughout the class session. Access your class with a computer (preferably) or tablet, not a cell phone. Arrive to class on time, and dress as you would if you were attending class on campus. Join the class from a quiet space with minimal background noise, and mute your microphone until you wish to speak to the class.

Use of Technology

Horizon encourages the use of electronic devices in the classroom to enhance learning. Careful consideration must be given to privacy issues, copyrighted materials, and the general care and concern for others. Please respect the following classroom policies:

- Please use online access for course learning only. This is a matter of respect for the instructor's teaching, your own learning, and fellow students who may be distracted by other uses.
- Students should secure permission from the instructor to record any teaching material. This includes PowerPoint slides, white board illustrations, notes, and any form of audio or video.
- Student feedback is a valuable input for course improvements. Please resolve any classroom grievance about the instructor or course with the instructor personally, through the Horizon College and Seminary grievance procedures, or the Populi-based course evaluations. It is inappropriate to air classroom grievances on a social media platform.
- When instructors use recording mechanisms in the classroom, recorded materials will be used for the sole purpose of instruction and cannot be released to any social media outlet without the written consent of the students whose images have been recorded.
- In general, it is not acceptable to share photographs or videos of students in the classroom setting without permission from those whose images appear in such media.

Bibliography

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Floding, Matthew, ed. *Engage: A Theological Field Education Toolkit*. Lanham: Rowan and Littlefield, 2017.

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Hillman, George M., ed. *Preparing for Ministry: A Practical Guide to Theological Field Education*. Grand Rapids: Kregel, 2008.

Miller, Calvin. *Letters to a Young Pastor*. Colorado Springs: David C Cook, 2011.

Pyle, William T. and Seals, Mary Alice, ed. *Experiencing Ministry Supervision: A Field-Based Approach*. Nashville: Broadman and Holman, 1975.

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