



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

## **P351 Ministry Formation**

1 credit. Prerequisite: Ministry Formation P252

Course delivery options:  On Campus **'A'** Live-Stream

September 13, 2021- December 17, 2021  
Fall Semester, 2021  
Labs: Wednesdays, as scheduled, 1:30 to 3:00

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*“And of this gospel I was appointed a herald and an apostle and a teacher. That is why I am suffering as I am. Yet this is no cause for shame, because I know whom I have believed, and am convinced that he is able to guard what I have entrusted to him until that day” (2 Timothy 1:11-12, NIV,2011).*

### **Course Goals**

#### **Course Description**

Ministry Formation stands at the intersection between classroom learning and ministry engagement. Ministry Formation is involvement in field education where learning moves from the textual to the contextual, from the classroom to the church or community, with hands-on ministry as the primary textbook. It is done so with input and guidance from a supervisor-mentor. It provides opportunity for all of Horizon's six competencies to be tested, honed, and nurtured. **Spiritual Maturity** and **Leadership and Administration** are the competencies emphasized in Ministry Formation P351.

#### **Relationship to Horizon's Mission**

The college's mission is “Advancing God's kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry.” Horizon has six competencies that are addressed throughout the six Ministry Formation courses.

#### **Core Competencies and Learning Outcomes**



To demonstrate competency in **Spiritual Maturity**, students will

1. Design a plan for engagement in spiritual disciplines for the current semester.
  - Assessment: 4:23 Rule of Life



To demonstrate competency in **Leadership and Administration**, students will

2. Apply and integrate leadership and administration skills in the ministry formation placement.
  - Assessment: Ministry Formation placement and evaluation
3. Discern, formulate and articulate key leadership and administration insights gleaned from the supervisor-mentor.
  - Assessment: Interview Assignment
4. Identify and reflect on a leadership and administration ministry experience.
  - Assessment: LEARN

## Course Work

### Required Readings

2 Timothy

### Recommended Reading

Hillman, George. *Ministry Greenhouse: Cultivating Environments for Practical Learning*. Lanham: Rowman and Littlefield, 2008.

### Course Assignments and Activities

#### 1. 4:23 Rule of Life

“Above all else, guard your heart for everything you do flows from it” (Proverbs 4:23, NIV 2011). A rule of life, with particular attention to the ‘heart’ is critical for vitality, integrity, endurance, creativity, etc. in ministry. The assignment has three components to it. First, the student is to create a 4:23 rule of life which outlines primary disciplines that will be pursued over the next four to five months. Related, it may be helpful to define a time and a place as to where and when the disciplines will be exercised. Suggested disciplines to include are as follows:

1. Scripture. Bible reading and/or listening; meditation; lectio divina; memorization; study; etc.
2. Prayer. Praise; intercession; prayer of the examen; praying the psalms; confession; thanksgiving; journaling; etc.
3. Fasting. From food; digital use; screen time; etc.
4. Silence and Solitude: retreat; meditation; Sabbath; etc.
5. Community. Lifegroup; church; worship; service; reconciliation; etc.
6. Rest and Renewal. Sabbath; recreation; exercise; play; attention to health; etc.

The assignment can be presented in any one of the following formats: poetry; artistic creation; song; collection of scripture verses or passages that speak to the various disciplines; newsletter; a diagram, chart, or schematic diagram; a calendar; video on Populi; a collection of pictures that reflect the disciplines; a recipe; or simply a written statement (half page to a full page, single spaced). Examples of the various formats can be found at <https://ruleoflife.com/myrule/>. An example of a current written 4:23 rule of life for Dr. H. Strauss is available on Populi.

The assignment is due September 29<sup>th</sup>, and will be shared and discussed in lab on October 6<sup>th</sup>. Also, the assignment is to be shared with your supervisor-mentor or with someone else you

regard as a mentor-figure. If with the supervisor-mentor, the interview experience may be an ideal time/setting. Please indicate on the assignment the intended person with whom you will share the assignment. A final component of the assignment is to provide a brief private reflection (5 or 6 sentences) to Dr. H. Strauss on how you fared with the 4:23 Rule of Life over the semester. The comments, due by or before December 1<sup>st</sup>, are to be shared under the comment section of the assignment in Populi.

- Related learning outcome: #1
- **Assignment Length:** If written, half to one page (single-spaced)
- **Due date:** September 29<sup>th</sup> for the assignment; December 1 for the brief reflection

## 2. Ministry Formation Placement

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

- Related learning outcome: # 2
- **Assignment Length:** September 13, 2021 to December 17, 2021

## 3. Supervisor-Mentor Interview

Set up a meeting time with your supervisor-mentor and interview him/her asking the questions below (as well as your own), all related to leadership and administration. 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 restatement of their responses, but rather a summary of the top three or four insights for you. The assignment is to be uploaded on Populi by November 3<sup>rd</sup>. The assignment will be shared and discussed in the November 10<sup>th</sup> lab. The questions are:

1. What inspires vision for you? What generates passion for a new tomorrow for you?
2. What is something you have moved from “vision” to “reality”? How satisfying was it to see that accomplishment?
3. Who is one leader you admire that has inspired you in your leadership?
4. What is one of the best books you have read on leadership? How did the book influence you?
5. What is one of the best teams you have ever been a part of? What made it work so well?
6. What are two or three components to leading meetings well?
7. How do you deal with setbacks, even failures?
8. Can you give any advice or pointers on using a calendar in tracking and advancing administrative details for both personal and vocational matters?
9. Is there a best time of the day for you to deal with administrative work such as emails, phone calls, writing of reports, policy development, calendaring, meetings, etc.? How do you order your day and why?
10. How do you ensure self-care for yourself as a leader?

- Related learning outcome: # 3
- **Assignment Length:** 1 page (single-spaced)
- **Due date:** November 3<sup>rd</sup>

## 4. Labs

Attendance and participation in all labs with a focus on spiritual maturity and leadership and administration. Students are also required to read 2 Timothy at least once through the semester. The lab will also include memorization of 2 Timothy 1:11-12 provided below:

- “And of this gospel I was appointed a herald and an apostle and a teacher. That is why I am suffering as I am. Yet this is no cause for shame, because I know whom I have believed, and am convinced that he is able to guard what I have entrusted to him until that day” (2 Timothy 1:11-12, NIV,2011).

## 5. LEARN

Identify and reflect on an experience from your ministry formation setting, ideally related to spiritual maturity and/or leadership and administration. Write a 1- page reflection paper (single-spaced) using fully the five steps of LEARN. Upon completion:

1. Submit a copy on Populi by December 1st. The assignment will be shared and discussed at the December 8<sup>th</sup> lab.
  2. Submit the same copy by or before December 1<sup>st</sup> to your supervisor-mentor. Supervisor-mentors will be asked on the final assessment if it was submitted to them.
- Related learning outcome: #4
  - **Assignment Length:** 1 page (single-spaced)
  - **Due date:** December 1st

**Estimate of Time Investment** (individual time investments may vary)

Ministry Formation Placement	22 hrs	2-3 hours per week
4:23 Rule of Life	2 hrs	Due September 29
Interview	2 hrs	Due November 3
Labs	7 hrs	As scheduled
LEARN	2 hrs	Due December 1
Total =	35 hrs	

## Assessment Rubrics

All assessment rubrics are available on Populi

## Course Outline / Class Schedule

Lab #	Dates	P351, Yr.3, Wednesdays 1:30 to 3:00 p.m. Focus: Spiritual Maturity and Leadership and Administration
1	September 22	Introduction, Syllabus
2	October 6	4:23 Rule of Life, due Sept 29
3	November 10	Interview, due November 3
4	November 24	Topic: Leadership and the Prophetic
5	December 8	LEARN, due December 1

## 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.

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. Students can generally submit up to two revisions for each assignment, although a professor may accept more revisions if the professor determines the student is addressing all of the professor's instructions and making significant progress toward achieving competency.

### 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 <b>exceeded competency requirements for more than 40%</b> of the 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 <b>met competency requirements for all</b> learning outcomes and may have exceeded in 40% or less.	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 <b>beginning to meet competency requirements for any one or more</b> 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 <b>not yet meeting competency requirements for one or more</b> 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 College [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](mailto:bwilliamson@horizon.edu); Heather Wood, Associate Dean of Students, at [hwood@horizon.edu](mailto:hwood@horizon.edu); or Leanne Bellamy, Academic Coach, at [lbellamy@horizon.edu](mailto: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, extending the gift of engagement. 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**

Blodgett, Barbara and Floding, Matthew, ed. *Brimming with God: Reflecting Theologically on Cases in Ministry*. Eugene: Pickwick, 2015.

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Hillman, George. *Ministry Greenhouse: Cultivating Environments for Practical Learning*. Lanham: Rowman and Littlefield, 2008.

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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