



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

## **CP5214 Pastoral Care and Counselling**

3 credits. Prerequisites: none.

👤 On Campus 'A' Live-Stream

October 30-November 3, 2023  
Module F3  
Monday-Friday, 9am-4pm

Bruce Pringle, M.Ed., PhD  
bruce.pringle43@gmail.com

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*I'm not just a professional; I'm an extension of the love of Christ, a channel of  
his grace. — ROBERT J. MORGAN*

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**Please note:** This module requires reading and presentation preparation before the module.

### **Course Goals**

#### **Course Description**

This course examines the nature and function of the Church as it relates to the ministries of congregational care and counseling. It explores how care and counseling work together for healthy spiritual formation in the lives of individuals and in the body of believers. Principles and practices are related in a holistic manner to the caregiver, to the individuals under care, and to the overall wellness of the community of faith.

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

Pastors will find themselves in the role of a counselor whether they feel competent or not. Counselling activity remains a part of the pastor's life regardless of how specialized the organized church and society at large become. Our people want real answers that are biblically sound and delivered competently.

#### **About the Instructor**

Dr. Bruce Pringle was the Director/counsellor for 25 years for Christian Counselling and Adoption Services in Saskatoon. He also served as adjunct faculty at Briercrest College and Seminary. He was a sessional lecturer of Education Psychology at the University of Saskatchewan as well as an English teacher at Saskatoon Collegiate. Bruce was the Coordinator of Counselling and Follow Up for the North America Billy Graham Evangelistic Association.

Currently, Bruce is the Director of Dynamic Growth Consulting where he is involved in teaching, counselling, holding seminars, and consulting with leadership personnel. He continues to be involved in the spiritual care of his church and community.

### **Course Competencies and Learning Outcomes**

To demonstrate competency in spiritual maturity students will:

1. Prepare themselves for pastoral care by examining their own personal struggles and making decisions to move toward healing.
  - *Assessment:* Study Manual Activities, Resolving Spiritual Conflicts Exercise.
2. Identify and explain how one can depend on the Holy Spirit in pastoral care and counselling.
  - *Assessment:* Study Manual Activities, Resolving Spiritual Conflicts Exercise.

To demonstrate competency in counselling theory knowledge students will:

3. Explain key issues in pastoral care and counselling.
  - *Assessment:* Presentation, Case Studies, Interview Report
4. Practice with professionalism the foundational skills necessary for godly and competent pastoral care and counselling. This is developed by assessing problems, empathizing, listening, referencing appropriate Scriptures, and prayer.
  - *Assessment:* Case Studies, Presentation.
5. Identify key scriptures that are beneficial for pastoral care and counselling in various situations.
  - *Assessment:* Interview Report, Case Studies, Presentation.
6. Plan for ad hoc pastoral care functions (e.g., marriage ceremonies, funerals, hospital visitation).
  - *Assessment:* Grief and Loss Care Plan.

### **Course Work**

#### **Required Readings**

Anderson, Neil T. *The Bondage Breaker*. Completely Revised and Expanded Edition. Eugene, OR: Harvest House Publishers, 2019. ISBN: 9780736975919.

Anderson, Neil T. *The Steps to Freedom in Christ*. Grand Rapids, Michigan: Bethany House Publishers, 2015. ISBN: 9780764219429. **NOTE:** ‘The Steps to Freedom’ are recorded in Anderson’s 2019 Edition. Therefore, it is not necessary the purchase the separate manual; however, it can be a very valuable tool in your ministry!

*Nelson’s Minister’s Manual, NKJV*. Nashville: Thomas Nelson, 2003. ISBN: 9780785250890.

Pringle, Bruce. *Healing for the Heart and the Spirit*. Victoria, B.C.: Friesen Press, 2013. **\*\*The Pringle textbook and Study Manual are available for purchase at the administration office. There will be an extra charge for shipping, if needed.**

Pringle, Bruce. *Healing for the Heart and the Spirit – Study Manual*. Bruce Pringle, 2017.

Wolfelt, A. Center for Loss & Life Transition. [www.centerforloss.com](http://www.centerforloss.com), 2011.

**\*\*While students have the benefit of accessing many of their textbooks online through the [Digital Theological Library](#), they will not have access to the Digital Theological Library upon graduation. Therefore, we encourage students to purchase select textbooks to build their personal library. For your convenience, Horizon has partnered with Kennedy's Parable to provide textbooks.**

### **Recommended Resources**

**\*\* Collins, Gary. *Christian Counseling: A Comprehensive Guide*. Third edition. Nashville: Thomas Nelson, 2007.**

**NOTE:** Although Collins' book will not be a required reading, it will be used as a resource for your class presentations. A copy will be on reserve in the library and on the [DTL](#).

### **Course Assignments and Activities**

#### ***Pre-Module & Module Assignments***

##### ***1. Pre-Module Reading.***

Read the first 2 chapters of Pringle's book.

- **Due date:** October 30, 2023 at 9am.

##### ***2. Presentation (20%).***

In his text *Christian Counseling*, Gary Collins addresses many issues that people in our churches struggle with every day. You are to choose one of the 20 issues from Part 2, Part 4, Part 5 or Part 7. You can see the Table of Contents [here](#). Email the professor before the first day of class, declaring your top 3 choices for the presentation, and he will confirm your chosen topic. Since there is only one presentation per topic, to ensure you get your top choice, send your email sooner rather than later. To access your chapter, use the copy on reserve in the library or on the [DTL](#).

Prepare a 10–15-minute sermon or teaching lesson and present it to the class. Explain what the issue is and explain how to counsel someone through the issue, referring to key scriptures you may use to counsel someone through this problem. For 5 minutes after your presentation, you will practice your counselling skills on a fellow student, who will role-play that condition they are struggling with (e.g., A fellow student will pretend to struggle with anorexia and you must counsel them through this problem). Make sure to use key scriptures in this counselling role-play.

Submit to your professor, a manuscript copy of your presentation (6-7 pages) and an outline of your presentation (1 page) prior to presenting. Also, post your presentation outline, for your fellow students, under the Discussion "Presentation Outlines."

- Related learning outcome(s): # 3, #4, and #5.
- **Assignment length:** 10-15 minutes of presentation, 5 minutes of role-play.  
**Due date:** Presentations begin on Wednesday, November 1, 2023.

**Post-Module Assignments****3. Grief and Loss Care Plan (15%).**

Students will be required to:

- a) Visit Alan Wolfelt's centerforloss.com for a few hours and do a review of his clinic by sharing 5 or 6 key points that will be helpful in ministry as you care for those who grieve for the sick and dying (2 pages).
- b) Choose **one** of the following scenarios and complete the assignment:
  - a. Church Context - Write out a funeral plan. Explain what you will do from the moment you first hear about the death through to the burial, and include a basic outline of the message you will deliver at the funeral (about 4-5 pages).
  - b. Christian Counselling Center Context – Write out a framework for six counselling sessions when a client presents for counselling due to the sudden death of their 10-year-old child. Include in detail a plan for each counselling session including exercises, homework, and a summary report of each counselling session.
  - c. Chaplaincy, Hospice, or Palliative Care Context - Develop a comprehensive plan for supporting a family through end-of-life care and the death of their elderly parent with dementia. Include details of how you would support them while they care for their loved one, once the death occurs, and after-care support including involvement in the memorial service. Include a basic outline of the message you will share at the memorial service about their loved one.

Use Nelson's Minister Manual as a source. You may include other sources as helpful. Please refer to the "Funeral Planning Checklist" Lesson on Populi.

- Related learning outcome(s): #6.
- **Assignment length:** 6-7 pages. **Due date:** November 15, 2023.

**4. Study Manual Activities (20%).**

This assignment continues from your pre-course reading. This assignment is your personal journey through *Healing for the Heart and the Spirit* (book and study manual). Using Pringle's study manual, you will explore many dimensions of the analysis and counselling of suffering individuals. There will be times when you will be asked to personalize a certain issue. In pastoral counselling, we must not expect our parishioners/clients to go deeper or work harder than we are prepared to do ourselves. This assignment requires you to fill in your answers on 5 of the 10 chapters you choose on the Manual PDF, available on Populi under the Lesson "Study Manual Document." The hard copy of the Manual is to use in your counselling ministry. **Note:** In order to complete this assignment on time you will need to begin the assignment as soon as possible.

- Related learning outcome(s): #1 and #2.
- **Assignment length:** 5 of 10 chapters.
- **Due date:** November 24, 2023.

**5. Resolving Spiritual Conflicts Exercise (25%)**

Read Dr. Neil Anderson's book *The Bondage Breaker* and complete a review of it (A *Critical Review of Text*). This reflective analysis and critical review of *The Bondage Breaker* includes 3 parts:

- a. A review of the Book. What is Anderson covering in his material?
- b. Discuss the positive and negative aspects of his treatise.

c. What has Anderson taught me about Pastoral Counseling?  
Prayerfully move through *The Steps to Freedom in Christ*, page 207 and following that Anderson outlines to resolve any spiritual conflicts in your own life. Write a report detailing your experience.

- Related learning outcome(s): #1 and #2.
- **Assignment length:** 7-8 pages.
- **Due date:** December 1, 2023.

#### 6. Interview Report (20%).

Choose one pastor, Christian counsellor, or hospital chaplain for an interview. The purpose of this assignment is to assess the work dynamics, counselling approaches, and community resources used by a pastoral care and counselling professional. The student will compare, contrast, and complement the dynamics, approaches, and resources discovered in the interview with those learned through the course material. See Guidelines for the Interview in Appendix A.

- Related learning outcome(s): #3 and #5.
- **Assignment Length:** 6-7 pages.
- **Due date:** December 15, 2023

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

Classroom time	30 hrs	N/A	Assignment Weighting
1. Pre-module Reading	1.5 hrs	Oct 30 at 9am	N/A
2. Presentation	14 hrs	Module Week	20%
3. Grief and Loss Care Plan	14 hrs	Nov 15	15%
4. Study Manual Activities	15 hrs	Nov 24	20%
5. Resolving Spiritual Conflicts Exercise	30 hrs	Dec 1	25%
6. Interview Report	15 hrs	Dec 15	20%
Total =	~120 hrs		

#### Course Outline

Note: Although I have not specified definite times for Case Studies, students will be involved in a diversity of them throughout each day. The outline below is a simple guide for the week; however, I will make changes as necessary.

#### Monday

1. Introduction of Class with review of Syllabus
2. Counselling is a ministry – 2 Cor. 4:1-11
3. The Prepared Counselor – The Holy Spirit, Scriptures, etc.  
\*Case study – A counselling format will be given.
4. Characteristics of Good Mental, Emotional and Spiritual Health of the Pastoral Counselor
5. Unique Stresses in Counselling

#### Tuesday

6. Human Needs of the Whole Person
7. Counselling Goals, Principles and Answers for Pastors
8. The Real Picture in Biblical Counselling

## 9. Ministry to the Fearful

### Wednesday

10. Ministry to those with Low Self Esteem

11. Marriage - Pre-Marital Counseling

12. **Counselling Presentations in P.M.**

### Thursday

13. Marriage Counselling and highlighting the Ceremony

14. Follow up Ministry

15. Hospital Ministry

16. **Counselling Presentations**

*\*Chapel—10:50am-12:05pm.*

### Friday

17. Ministry to the Grieving – 7 Signs of Suicide

18. **Counselling Presentations**

19. Understanding the ministry of Emotional Healing

20. Depending on time remaining other Counselling issues will be considered.

- Assignments will not be accepted after December 25, 2023.

## Academic Policies

### **General Guidelines for the Submission of Written Work**

#### *Formatting Papers*

- Papers should be typed, double-spaced and follow the appropriate formatting guidelines (e.g. 1 inch margins).
- Follow the [Horizon Format Guide](#) consistently.
- The length of papers should fall within +/- 10% of the stated length. Papers that fall outside the length guidelines may not be graded and will receive a grade reduction.

Failure to follow these guidelines warrants a grade reduction.

#### *Submitting Your Assignments*

Assignments should be submitted via [Populi](#). The resource at this [link](#) explains how to submit assignments on Populi.

### **Late Assignments and Extensions**

All assignments are due when stated by the professor or, if not specified, within 8 weeks after the first day of class. Please contact the professor well in advance if you would like to request an adjustment to any of your due dates. A late penalty will be assessed for all overdue assignments: 1-3 days late, penalty of 10%; 4-6 days late, penalty of 20%. After six days late, an assignment receives a grade of 0.

**Grading**

Grade	Percentage	GPA	Descriptor
A+	97-100%	4	Exceptional
A	93-96%	4	Excellent
A-	90-92%	3.7	Excellent
B+	87-89%	3.3	Good
B	83-86%	3.0	Good
B-	80-82%	2.7	Good
C+	77-79%	2.3	Satisfactory
C	73-76%	2.0	Satisfactory
C-	70-72%	1.7	Satisfactory
D+	67-79%	1.3	Minimal Pass
D	63-66%	1.0	Minimal Pass
D-	60-62%	0.7	Minimal Pass
F	<60%	0	Failure

**Academic Integrity**

Students learn best when practicing academic integrity. A lack of integrity is displayed in acts such as deception, abuse of confidentiality, cheating, inappropriate collaboration, or plagiarism. Plagiarism occurs when a student presents the words or ideas of another person or an artificial intelligence (AI) tool in such a way as to give others the impression that it is their own words or ideas. In academic writing, there should be no doubt which words or ideas are the student's and which are drawn from other sources or AI. Students are expected to submit their own original work and 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](#).

**Accessible Learning Services Information**

Horizon aims to provide an accessible learning environment for all our students. If you would benefit from learning accommodations due to temporary or ongoing physical or mental health conditions or learning disabilities, please contact us as soon as possible to schedule a conversation. In all cases we ask that you 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 Richelle Bekkattla, Horizon's Library Technician, at [library@horizon.edu](mailto:library@horizon.edu).

**Class Attendance**

Students should attend all classes in order to facilitate competency development. Students are expected to be present through the delivery method that they registered for, either on campus or through live-streaming with their camera on. A student must be present for the full duration of a class period in order to be registered as present for the class. 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. 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.

### **Live-Streaming Etiquette**

Students taking the course through live-streaming are required to indicate this during their course registration. While live-streaming access is available for on-campus students who are unable to attend class due to illness, on-campus students are expected to attend class in person following the class attendance policy.

If attending class online via live-stream, in order to be marked present for class, you must keep your camera on and stay present and attentive throughout the class session, extending the gift of full 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**

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## APPENDIX A

### Guidelines for Interview of a Pastor, Christian Counsellor, or Hospital Chaplain - Re: Pastoral Counselling

#### Goal

- To personalize your awareness of the role of Counseling in Pastoral Ministry

#### Assignment

- Interview one Pastor, Christian Counsellor, or hospital chaplain and submit a written report

#### Guidelines

- Follow these guidelines carefully:
  1. Prepare your questions and your method for note-taking in advance (e.g., clipboard to take written notes during interviews, audio recorder, do not take video).
  2. Select ONE pastor, Christian Counsellor, or Hospital Chaplain who has been in vocational ministry for at least 8 to 10 years.
  3. Check with class members to see if others are planning to interview the same pastoral care professional.
    - If so, do your best to set up just one interview that all students can attend at the same time
  4. Arrange for appointments to interview each of the pastoral care professionals.
    - Ask for 40 to 50 minutes of their time
    - Email the pastoral care professional your list of questions in advance so they can mentally prepare for the session and more actively participate in the structured flow of your questions
  5. Use your time effectively to maximize the information you can get from the interviews.
    - Watch the clock to ensure that you get through your list of questions.
  6. Make good notes (or audio for later transcribing) for use in writing your report.

#### Suggestions for Questions

You should use all of the following questions but also be free to add more of your own questions as well:

1. How many years have you been a pastor/counsellor/chaplain?
2. How important is it for a pastor/counsellor/chaplain to be available for pastoral counseling?
3. How much counseling do you do as a pastor/counsellor/chaplain, and what kinds of counseling are the most common that you do?
4. In what ways has the counseling side of your ministry changed over the years? (e.g., increased, decreased, different needs, etc.)

5. What do you consider to be the core or essential skills that a pastor/counsellor/chaplain needs in order to counsel effectively?
6. To what extent do you feel that you are adequately trained (have the skills) to do counseling as a pastor/counsellor/chaplain?
  - For what specific areas do you feel adequate? Inadequate?
7. How would you describe your model(s) or approaches to methods of pastoral counseling?
  - Are there any specific secular and/or Christian counseling approaches that appeal to you?
  - In what ways do you use your Christian resources (e.g., the Word, prayer, etc.)?
8. How long is a typical counseling session?
9. How do you structure a typical counseling session?
  - What do you do?
  - How firm and/or fluid is the flow of your typical sessions?
10. To what extent do you give counselees 'homework' to do between sessions?
  - If so, what kind of homework?
11. How long (number of sessions) do you typically spend with the same person(s)?
  - What is the maximum number of sessions?
12. Can you speak to the issues of boundaries and potential dangers in pastoral counseling?
13. How and when do you decide to refer someone to other more specialized help?
14. Is there anything else you would like to share to help me (us) to understand the role of counseling in your ministry?
15. What are some key scriptures that you use in pastoral care and counselling?
16. What type of documentation do you keep for your pastoral counselling work?
17. Where/how do you store this?
18. What referral resources do you use in the community when providing pastoral care and counsel?
19. How do you work with a circle of care to support someone in the issues they are facing (for example: Christian counsellor in the community, marriage therapist, doctor, psychiatrist, addictions counsellor, probation officer)

### Written Report

- From your interview notes, prepare a written report that summarizes what you have learned about the role of counseling in this pastoral care professional's ministry.
- Also include some summative commentary about what your interviews (and subsequent reflection) have taught you about pastoral counseling beyond the specific details of the pastor.
- List key scriptures that the pastor/counsellor/chaplain would use in counselling and pastoral care and in what settings.