P351 DE Ministry Formation

1 credit. Prerequisite: Ministry Formation P252

🖳 Directed Study

September 15, 2025 - December 19, 2025   Rick Schellenberg, M.Div., STM.

Fall Semester 2025   rschellenberg@horizon.edu

"For the grace of God has appeared, bringing salvation to all, training us to renounce impiety and worldly passions, and in the present age to live lives that are self-controlled, upright, and godly, while we wait for the blessed hope and the man infestation of the glory of our great God and Saviour, Jesus Christ. He it is who gave himself for us that he might redeem us from all iniquity and purify for himself a people of his own who are zealous for good deeds"
(Titus 2:11-14, NRSV).

Course Goals

Course Description

Ministry Formation provides students with the opportunity to serve in a church, parachurch, or other approved ministry under the guidance of a mentor. Typically, students will engage in ministry for 4 to 5 hours a week. Regular meetings with a mentor provide students with a positive growth experience. Further, on-campus labs provide input, training, and reflection aimed at bridging the shift from the classroom to the field, from the textual to the contextual. Horizon's and MCS's competencies are addressed throughout the six Ministry Formation courses with Contextual Awareness as the emphasis for P351.

Relationship to Horizon and MCS's Missions

The colleges' missions focus on preparing and equipping leaders for ministry. At the core of its leadership training, Horizon and MCS have six competencies (Biblical and Theological Literacy, Spiritual Maturity, Contextual Awareness, Skilled Communication, Leadership and Administration, and Ministry Development) 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.
    - *Assessment*: Rule of Life

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

2. Apply and integrate Leadership and Administration into the ministry formation placement.
   - *Assessment*: Ministry Formation Placement and Evaluation, Ministry Reflections/Conversations
3. Discern, formulate and articulate key Leadership and Administration insights gleaned from the mentor.
   - *Assessment*: Interview Assignment
4. Reflect on Leadership and Administration growth through the ministry formation experience.
   - *Assessment*: LEARN

Course Work

Required Readings
Titus

Course Assignments and Activities

1. *Rule of Life* – 10%
"Keep your heart with all vigilance, for from it flow the springs of life." (Proverbs 4:23, NRSV). A rule of life (a set of personal and spiritual practices) with particular attention to the 'heart' is critical for vitality, integrity, endurance, creativity, etc. in ministry. The assignment is to create a rule of life which reflects primary disciplines that will be pursued over the next four to five months. Also, it may be helpful to define a time and a place as to where and when the disciplines will be exercised. For suggestions and parameters please consult the Populi lesion for this assignment. Near the end of November, you will record a Padlet video (3 min) describing how your Rule of Life impacted your life and why.
   - The following activities are crucial for successful completion of this assignment:
     - Follow the Horizon & MCS Format Guide and
     - Consult the related lesson on Populi
   - Related learning outcome: #1.
   - **Assignment length:** If written, approximately 350 words.
   - **Due date:**
     - September 26
     - November 28 for the Padlet reflection

2. *Ministry Formation Placement* – 45%
Engage fully and faithfully in a ministry formation placement with at least 4 hours of involvement per week doing so under the oversight of a mentor. Students will complete a weekly report form on each Monday of the course.   Students are required to have a current (within two years) criminal record check on file with CanProTech (Secure Search Online). Third year students will receive a request for a new CRC for this year. Contact the Ministry Formation Director if you have any questions about your status.

- Related learning outcome: #2
- **Assessment**:
  - Weekly Reports – 20%
  - Mentor's Assessment – 25%
- **Assignment length:** September 15 to December 19, 2025

3. *Mentor Conversations/Interview* – 15%

The following questions may be covered in your weekly meetings with your mentor or completed in a longer interview session. Set up a meeting time or meeting schedule with your mentor and discuss at least six of the questions below (as well as your own), all related to leadership and administration. After the interview/conversations prepare a 450-word reflection paper identifying three or four key insights you learned. Suggested questions are as follows:

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?

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. DO NOT SIMPLY SUMMARIZE THE RESPONSE TO YOUR QUESTIONS.

The following activities are crucial for successful completion of this assignment:
- Follow the Horizon & MCS Format Guide, and
- Consult the lesson on Populi.
- Related learning outcome: #3.
- **Assignment length:** 450 words.
- **Due date:** October 9.

4. *Ministry Reflections and Conversations* – 15%

Create 4 Padlet videos on your experience of Ministry Formation. Videos should be 3-4 minutes in length and describe a highlight and a challenge from your Min Form Placement. Students will respond (in 3 or 4 sentences) to the other students' Padlet postings within a week. Students are required to read Titus at least once through the semester and provide their observations and ministry lessons in a 4-minute Padlet video. Memorize Titus 2:11-14 in your choice of translation (NRSV provided above).

- The following activities are crucial for successful completion of this assignment:
    - Read Titus and create a 4-5-minute video response to the reading in Padlet.
    - Consult the corresponding lesson on Populi.
    - Check the rubric for this assignment on Populi.
- Related learning outcome(s): #2.
- **Assignment length:** September 15 to December 19
- **Due Dates:**
    - Sept. 30
    - Oct. 21
    - Nov. 12
    - Dec. 2 for the Padlet response to Titus
    - Dec 4 Memorization Quiz
    - Dec. 9

5. *LEARN – 15%*

Identify and reflect on an experience from your ministry formation setting, ideally related to spiritual maturity and/or leadership and administration. Write a 450-word reflection paper using fully the five steps of LEARN. Upon completion:

1. Submit a copy on Populi by November 25.
2. Share a copy with your mentor and discuss it with them prior to November 30. Mentors will be asked on the final assessment if you discussed this with them.

- The following activities are crucial for successful completion of this assignment:
    - Follow the Horizon & MCS Format Guide and
    - Consult the lesson on Populi.
- Related learning outcome: #4.
- **Assignment length:** 450 words.
- **Due date:** Nov. 25

Estimate of Time Investment (individual time investments may vary)

Assignment	hrs	Due date	Assignment Weighting
Ministry Formation Placement	48-60 hrs	4-5 hours per week	45%
Rule of Life	2 hrs	Due Sept 26; Nov 28	10%
Conversations/Interview	4 hrs	Due Oct 9	15%
Labs	7 hrs	As scheduled	15%
Padlet Response to Titus		December 2	
Memorization Quiz		December 4	
LEARN	2 hrs	Due November 25	15%
Total =	63-75 hrs		100%

All assignments are due at 11:59pm **SK time**, unless otherwise indicated.

Assessment Rubrics

Assignment rubrics can be found on Populi. Click on the name of the assignment to access each rubric. Students are strongly encouraged to check the rubrics prior to beginning the assignment.

- Revision week is December 15-19. Your instructor may also request revisions on some assignments before revision week.
- No assignments will be accepted after December 19, 2025.

Academic Policies

General Assignment Guidelines
Please see the [Horizon](#) & [MCS](#) Format Guide for assignment submission, grammar, and formatting guidelines. The length of papers should fall within +/- 10% of the stated length. Papers that fall outside the length guidelines may not be graded. Assignments should be submitted via Populi under *Submissions* (not *Comments*). The resource at this [link](#) explains how to submit assignments on Populi.

Extensions
To submit extension requests, students must submit the *Request Extension Form* on the [MCS](#) or [Horizon](#) website and *before the due date*. Professors reserve the right to deny extensions. Generally, the sooner that a student asks for an extension, the more willing faculty tend to be in granting extensions. Furthermore, no extensions will be granted beyond the final day of a term or semester unless approval is granted by the Associate Academic Dean (MCS) or Assistant Academic Dean (Horizon).

Late Assignments
Students are expected to submit work by the assigned or extended due dates, as part of their development of the Leadership and Administration competency. Late submissions will be tracked across each student's program. Repeated late submissions, including late submissions of revisions, will result in academic discipline, such as warnings, required coaching, or academic probation. Similar to standard human resource employment practices, students will receive warnings and conditions with increasing severity of academic discipline.

If an assignment is submitted more than four calendar days late, the student will receive a failing grade (0%) for that assignment until it is submitted (students must demonstrate competency by submitting and passing all assignments to pass a course). Upon submission, the assignment may not be graded until revision week. In addition, the student will receive the grade for the assignment with minimal feedback (only a brief rationale for the assignment grade) and no opportunity to submit revisions.

Assignment Completion
Professors usually will not accept assignments that have not been completed according to the instructions given in the syllabus. If a professor informs a student that a submitted assignment is incomplete, the student will be given the opportunity to complete and resubmit the assignment quickly. If this is not possible, the assignment will be regarded as submitted late.

Assignment 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 and MCS's College Assessment of Student Work
The goal of courses is to help students develop their competency, not earn letter grades. Assignments are the means by which instructors evaluate development of competency by assessing learning outcomes as outlined in the syllabus and each assignment rubric. Once a student's assignment has met all competency requirements, the professor will assign a grade for that assignment. Assignments that do not meet competency will receive a 0. A final course grade is not calculated until the end of the course. Students pass a course (with a B- or higher) only after they have demonstrated that they have *met or exceeded all competency requirements* for that course and, therefore, only after they have passed all assignments.

Horizon and MCS CBE Scale		Descriptor	Letter Grade	Grade Point	U of S Equivalency
E	Exceeding expectations	Student demonstrated **exceptional** achievement of the learning outcomes.	A+	4.0	90-100
		Student demonstrated **excellent** achievement of the learning outcomes.	A	4.0	85-89
			A-	3.7	80-84
M	Meeting expectations	Student demonstrated **good** achievement of all learning outcomes.	B+	3.3	77-79
			B	3.0	73-76
			B-	2.7	70-72

If the student does not meet all competency requirements in a course and, therefore, does not pass all the assignments in a course, the course will not be sufficient to fulfill their program requirements at Horizon and MCS. Nevertheless, for transferability purposes, the student will receive a letter grade of C+ or below according to the scale below.

BTM	Beginning to meet expectations	Student was **beginning to meet** one or more learning outcomes.	C+	2.3	67-69
			C	2.0	63-66
			C-	1.7	60-62
NYM	Not yet meeting expectations	Student made **insufficient progress** toward meeting learning outcomes.	D+	1.3	57-59
			D	1.0	53-56
			D-	0.7	50-52
			F	0.0	0-49

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.

Horizon and MCS have a subscription to software that ensures the originality of academic writing, verifies the proper citation of all sources, and detects AI-generated content. When you submit an assignment, you will automatically receive a summary on Populi that includes your submitted files along with an originality score (a high originality score is positive).

Artificial Intelligence (AI) Usage
In keeping with the Academic Integrity policy above, students must disclose on the title page of all assignments whether or not they have used AI and how they have used it. If the assignment has no title page, the student must disclose this to the instructor by some other means, such as in a comment on Populi. Students are expected to follow the policy for acceptable use of AI that is published in the Horizon and MCS Student Handbooks.

Accessible Learning Services Information
Horizon and MCS are committed to provide safe and inclusive learning environments which equalize the opportunity for students with disabilities to meet the requirements of the institutions, programs, and courses. The application for Academic Accommodations begins with a student disclosing a medical diagnosis or professionally documented learning disability during the application process. Enrolled students may contact Accessibility services personnel (at MCS, the Director of Academic Success, Wendy Holmes at wendy.holmes@mcs.edu; at Horizon, the Academic Accommodations Coordinator, Richelle Bekkattla at rbekkattla@horizon.edu). All Academic Accommodations will adhere to the Guiding Principles listed in the Student Handbooks.

Class Attendance (On Campus or Livestreaming)
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 livestreaming 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 the equivalent of six hours of class (e.g., one day of a module course or two three-hours classes) without academic penalty. Students who are absent for more than this 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.

Livestreaming Etiquette
Students taking the course through livestreaming are required to indicate this during their course registration. While livestreaming 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 livestream, 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 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 and MCS encourage 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 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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