



## P352 Ministry Formation

1 credit. Prerequisite: P351 Ministry Formation

👤 Saskatoon Campus 'A' Livestream

January 12 – April 17, 2026

Winter 2026

*Labs:* alternate Thursdays, as scheduled,

9am-10:30am SK (10pm-5:30pm ET until March

8; 11am-12:30pm ET after March 8)

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*“But as for you, teach what is consistent with sound doctrine. Tell the older men to be temperate, serious, prudent, and sound in faith, in love, and in endurance. ... Show yourself in all respects a model of good works, and in your teaching show integrity, gravity, and sound speech that cannot be censured; then any opponent will be put to shame, having nothing evil to say of us. ... Declare these things; exhort and reprove with all authority. Let no one look down on you.”*  
(Titus 1:1, 7-8, 15, NRSVA).

### 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 **Ministry Development** as the emphasis for P352.

#### Relationship to Horizon and MCS's Mission

The college's mission is preparing and equipping competent Christian leaders. At the core of its leadership training, Horizon and MCS have 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.

- *Assessment:* Rule of Life



To demonstrate competency in **Ministry Development** students will

2. Apply and integrate ministry development in the ministry formation placement.
  - *Assessment:* Ministry Formation Placement and Evaluation; Labs
3. Discern, formulate, and articulate key ministry development insights gleaned from the mentor and the GLS.
  - *Assessment:* Mentor Interview; Labs; GLS Assignment
4. Reflect on ministry development growth through the ministry formation experience.
  - *Assessment:* LEARN; Labs

## **Course Work**

### **Required Readings**

Titus

### **Recommended Reading**

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

Schaller, Mary and John Crilly. *The 9 Arts of Spiritual Conversations: walking alongside people who believe differently*. Tyndale Momentum, 2016.

### **Course Assignments and Activities**

#### **1. Ministry Formation Placement & Evaluation – 40%.**

Engage fully and faithfully in a ministry formation placement with an average of 4-5 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.

- Related learning outcome: # 2.
- Assessment:
  - Weekly Reports: 20%
  - Mentor's Assessment: 20%
- **Assignment length:** January 12 to April 17, 2026.

#### **2. Rule of Life – 10%.**

“Keep your heart with all vigilance, for from it flow the springs of life.” (Proverbs 4:23, NRSV 2011). A rule of life, with particular attention to the ‘heart’ is critical for vitality, integrity, endurance, creativity, etc. in ministry. The assignment is to revise the rule of life, previously developed which outlines primary spiritual practices 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 practices will be exercised. Suggested practices 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; a video; 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 rule of life is available on Populi.

Also, the assignment is to be shared with your mentor or with someone else you regard as a mentor figure. If with the 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 the director on how you fared with the Rule of Life over the semester. The comments, due by or before March 31, are to be shared under the comment section of the assignment in Populi.

- To complete this assignment, student will follow these guidelines:
  - Follow the Horizon & MCS Format Guide
  - Complete the corresponding lesson on Populi.
  - Consult the rubric for this assignment
- Related learning outcome: #1
- **Assignment length:** If written, approximately 400 to 500 words.
- **Due dates:** January 15 (Rule of Life); March 31 (Reflection on the semester)

### 3. *Global Leadership Summit (GLS) Assignment – 10%.*

By January 15, register for the GLS. More instructions will be provided in class. Submit your proof of registration under the “GLS Assignment” on Populi.

This year, GLS is on January 21-22, 2026 at Horizon’s campus, MCS’s campus, and through recorded video access (note: no livestreaming is available). Attend, observe, and articulate via a 500-word paper, principles and lessons learned about leadership/ministry development from the GLS summit.

- To complete this assignment, students will follow these guidelines:
  - Follow the Horizon & MCS Format Guide
  - Complete the corresponding lesson on Populi.
  - Consult the rubric for this assignment
- Related learning outcome: #3.
- **Assignment length:** 500 words.
- **Due date:** January 15 (registration); January 26 (assignment).

#### 4. *Mentor Interview* – 15%.

Set up a meeting time with your mentor and interview him/her asking the questions below (as well as your own), all related to ministry development. 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 the due date below. The assignment will be shared and discussed as part of our labs.

Questions to ask (feel free to add your own):

1. At the core of ministry development is the creation of something new. Do you tend to find new ideas through the creativity of others or through your own efforts, or both?
  2. What is one of the most effective ministry models or methods you have seen employed by others?
  3. What is one ministry you have developed that you feel good about?
  4. Is there a ministry development idea you dream about and would like to pursue sometime in the future? If so, what is it?
  5. What are some of the common obstacles to ministry development?
  6. What does it take to effectively recruit and mobilize volunteers for ministry? What has worked for you?
  7. What do you do to encourage and bless fellow team members?
  8. Are there people who mentored you in ministry development? If so, who had significant impact in your development?
  9. In your estimation, what is one significant new ministry development that has emerged for the church because of Covid-19?
  10. To what extent do you see the Holy Spirit as the inspiration behind every ministry development idea?
- To complete this assignment, students will follow these guidelines:
    - Follow the Horizon & MCS Format Guide
    - Complete the lesson on Populi
    - Consult the rubric on Populi
  - Related learning outcome: # 3.
  - **Assignment length:** 500 words.
  - **Due date:** March 9.

#### 5. *Labs* – 15%.

Attendance and participation in all labs with a focus on spiritual maturity and ministry development. Students are also required to read Titus at least once through the semester. The lab will also include memorization of Titus 2;1,7-8,15 (NRSV provided above).

- Related learning outcome: #2, 3, 4.
- **Assignment length:** 90 minutes biweekly
- **Due dates:** as scheduled
  - Reading and Memorization Quiz: Apr. 9

## 6. *LEARN* – 10%.

Identify and reflect on an experience from your ministry formation setting, ideally related to spiritual maturity and/or ministry development. Write a 400-word paper using each of the five steps of *LEARN*. Upon completion, submit a copy on Populi and discuss the reflection with your mentor. Mentors will be asked on the final assessment if it was submitted to them.

- To complete this assignment, students will follow these guidelines:
  - Follow the Horizon & MCS Format Guide
  - Complete the corresponding lesson on Populi
  - Consult the rubric for this assignment
- Related learning outcome: #4.
- **Assignment length:** 400 words
- **Due date:** March 25.

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

|                              |           |                       |      |
|------------------------------|-----------|-----------------------|------|
| Ministry Formation Placement | 48-60 hrs | 4-5 hours per week    | 40%  |
| Rule of Life / Reflection    | 1 hr      | Due Jan 15; Mar 31    | 10%  |
| GLS Assignment               | 1 hr      | Due Jan 15 & 26       | 10%  |
| Mentor Interview             | 2 hr      | Due March 9           | 15%  |
| Labs/Memorization/Reading    | 7 hrs     | As scheduled; April 9 | 15%  |
| LEARN                        | 2 hrs     | Due March 25          | 10%  |
| Total =                      |           | 61-73 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.

## Course Outline / Class Schedule

| Lab # | Dates       | P352, Thursdays, as scheduled, 9:00 to 10:30 AM SK<br>Focus: Spiritual Maturity and Ministry Development |
|-------|-------------|----------------------------------------------------------------------------------------------------------|
| 1     | January 15  | Introduction, Syllabus<br>Topic Discussion – Spiritual Conversations                                     |
| 2     | January 29  | GLS Discussion, Assignment - due January 26                                                              |
| 3     | February 12 | Rule of Life, due January 15                                                                             |
| 4     | March 19    | Interview, due March 9                                                                                   |
| 5     | Apr. 2      | LEARN, due March 25                                                                                      |

Additional:

- *On the final day of class, 15 minutes at the beginning of class for students to fill out course evaluations (excluding modules).*
- Revision week is April 13-17. Your instructor may also request revisions on some assignments before revision week
- No assignments will be accepted after April 17.

## **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<br>CBE Scale |                           | Descriptor                                                                    | Letter<br>Grade | Grade<br>Point | U of S<br>Equivalency |
|------------------------------|---------------------------|-------------------------------------------------------------------------------|-----------------|----------------|-----------------------|
| E                            | Exceeding<br>expectations | Student demonstrated <b>exceptional</b> achievement of the learning outcomes. | A+              | 4.0            | 90-100                |
|                              |                           | Student demonstrated <b>excellent</b> achievement of the learning outcomes.   | A               | 4.0            | 85-89                 |
|                              |                           |                                                                               | A-              | 3.7            | 80-84                 |
| M                            | Meeting<br>expectations   | Student demonstrated <b>good</b> 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<br>meet<br>expectations | Student was <b>beginning to meet</b> one or more learning outcomes.         | C+ | 2.3 | 67-69 |
|     |                                      |                                                                             | C  | 2.0 | 63-66 |
|     |                                      |                                                                             | C- | 1.7 | 60-62 |
| NYM | Not yet<br>meeting<br>expectations   | Student made <b>insufficient progress</b> 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](mailto:wendy.holmes@mcs.edu); at Horizon, the Academic Accommodations Coordinator, Richelle Bekkattla at [rbekkattla@horizon.edu](mailto: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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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.