P352 Ministry Formation

1 credit. Prerequisites: P351

Mississauga Campus Livestream Video on Demand

January 11 – April 16, 2027
Winter Semester
Labs: Some Mondays, 1 pm – 2:30 pm SK
2 pm – 3:30 pm ET (**3 pm – 4:30 pm ET after March 14)*

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22 But be doers of the word, and not hearers only, deceiving yourselves. 23 For if anyone is a hearer of the word and not a doer, he is like a man who looks intently at his natural face in a mirror. 24 For he looks at himself and goes away and at once forgets what he was like. 25 But the one who looks into the perfect law, the law of liberty, and perseveres, being no hearer who forgets but a doer who acts, he will be blessed in his doing. (James 1:22-25, ESV)

Please note: This course has pre-course requirements (see page 2).

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, class discussions 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 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, Leadership and Administration, Skilled Communication, Contextual Awareness, 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 for Personal and Spiritual Growth



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

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

Course Work

Required Readings
James (any English translation that is *not* a paraphrase)

Pre-Course Requirements
To be registered and participate in *P352 Ministry Formation* a student must:

- Make arrangements to be involved in a ministry placement location for a minimum of 4 hours per week from January 11 to April 11, 2027 under the supervision of a mentor. The placement and mentor must be approved by the course instructor.
    - Complete "Ministry Placement Information" under the "Tests" tab on the course page on Populi by **January 8, 2027**.
- Complete a current criminal record check, submitted to the Registrar.
- Provide digital proof (normally a certificate) of some type of safety training such as Plan to Protect, submitted to the Registrar. We can accept this proof from your local church or ministry community as long as the training was completed after May 2026 and is valid for the September 2026-April 2027 academic year. If a student does not have this certification, you may purchase an access code to complete online training through the Plan to Protect website prior to the 2027 Winter semester. Contact the Registrar to purchase this access code.

Course Assignments and Activities
1. *Ministry Formation Placement* – 40%
Engage fully and faithfully in a ministry formation placement with **at least 4 hours of involvement per week** from January 11 – April 11 (excluding Reading Week). Serve under the oversight of a mentor.

- Be sure to:
    - Complete weekly reports on Populi to report on your hours, activities and learning.
    - Check specific due dates on the "Class & Reading Schedule" below.

The ministry placement mentor will complete an assessment at the end of the semester, which will contribute to your final grade.

- Related learning outcome(s): #2
- **Assignment length:** 4-5 hours and approximately 150-200 words per week
- **Weekly Reports due:** Every Monday from January 18 – April 12 (except the week following Reading Week – Monday, March 1). Specific dates outlined below. (Note: Weekly Report is due Tuesday, February 16 instead of Monday, February 15 due to Family Day.) If late, points will be deducted until 2 days after the due date, at which time the report will not receive a grade.

2. Labs **–** 15%

Attend and participate in all labs with a focus on ministry development. The labs will focus largely on ministry formation principles in James. Students are required to **read James** at least once during the semester, which will be reported on in the memorization quiz. The labs will also include the **memorization of James 1:22-25** in your choice of English translation as long as it is *not* a paraphrase (ESV provided above).

Students will be asked to share about their experience in their ministry placements, but should uphold confidentiality. Students should refrain from sharing sensitive information such as names, identifiers, pastorally sensitive information about individuals, etc.

- Related learning outcome(s): #2
- **Assignment length:** 7 hours as scheduled below**.**
- **Due date:** Memorization Quiz completed in class on Monday, March 22, 2027.
- **VOD Students**: Memorization Quiz due by 8pm Monday March 22, 2027.

(VOD Students will attend and participate in labs by completing Padlet video reports)

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

Register for GLS by Friday, January 15, 2027. Horizon and MCS are hosting the Global Leadership Summit on January 20 and January 21, 2027, at the Mississauga campus, the Saskatoon campus, and online through recorded video access. Please note: there is no live-streaming option available for GLS.

Register according to the instructions received by email (to be sent in December 2026), indicating if you will attend at the Horizon Campus, the MCS Campus, or online. If you choose the online option, you will receive access to the recorded videos from January 20-26, 2027, allowing you to watch on demand. Make sure to use the promo code included in the email. Upload proof of your registration to Populi for the professor.

Attend the GLS summit on January 20-21. Observe and articulate, via a **300-400 paper**, at least 3-4 principles and lessons learned about ministry development from the GLS summit. This paper will be discussed in class.

- Be sure to:
    - Check the rubric for this assignment on Populi.
    - Follow the Horizon & MCS Format Guide.
- Related learning outcome: #3

- **Assignment length:** 300-400 words
- **Due date:**
    - Friday, January 15, 2027 (registration for GLS and upload proof to Populi)
    - Thursday, January 28, 2027 (written assignment) at 8pm **SK.**

4. Rule of Life: Practices for Personal and Spiritual Growth – 10%
Review and reflect on your current rule of life practices (reviewed in P351) and **make revisions** (additions, deletions, changes) which reflect a realistic plan for your primary spiritual disciplines that will be pursued over the next three to four months. 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 lesson for this assignment. **Share** your revised rule of life with your mentor.

Towards the end of the semester, **write a reflection** (400 words) on how your rule of life was practiced throughout the semester and its effect on both your life and ministry.

- Be sure to:
    - Complete the related lesson on Populi.
    - Check the rubric for this assignment on Populi.
    - Follow the Horizon & MCS Format Guide.
- Related learning outcome: #1
- **Assignment length:** 400 words.
- **Due date:**
    - Friday, January 22, 2027 (revised Rule of Life) at 8pm **SK.**
    - Monday, April 5, 2027 (reflection) at 8pm **SK.**

5. Mentor Conversations and Interview Reflection – 15%
Engage in conversation throughout the semester with your mentor to discuss topics of interest and topics in the list of competency questions below. Conduct a special interview/mentoring session to address the competency questions specifically.

Following your interview about the competency questions, **prepare a 500-word paper identifying three or four key insights that you learned**. The paper is not meant to be a restatement of your mentor's responses, but, rather, a summary of the top three or four insights for you.

Suggested competency questions are as follows:

1. Do you like speaking in front of a large group of people? Does it energize you? Does it make you nervous? What are you feeling moments before having to get up and speak?
2. How much time do you need to prepare for a public presentation, be it a devotional or a sermon?
3. Can you identify a public speaking experience where it went very well? If so, what was it that made the presentation so effective?
4. What is one communication practice in which you would like to grow?
5. 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?

6. In crucial conversations (especially those marked by conflict), what is one key component or practice that can bring understanding and reconciliation?
7. 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?
8. To what extent do you use the arts in communicating biblical truth to others? The arts could include paintings, drawings, poetry, drama, audio-visual 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?
9. In preparing a critically important email, what do you to ensure that it is well written? Do you sometimes hold off on sending it, affording the opportunity for a second look?
10. To what extent do you think of the Holy Spirit engaged in the inspiration and creation of content that will be communicated, be it emails, one-on-one conversations, teaching notes, sermon manuscripts, etc.?

- Be sure to:
    - Meet regularly with your mentor throughout the semester.
    - Address competency questions in an interview with your mentor.
    - Check the rubric for this assignment on Populi.
    - Follow the Horizon & MCS Format Guide.
- Related learning outcome(s): #3
- **Assignment length:** 500 words.
- **Due date**: Thursday, March 4, 2027 at 8pm **SK.**

6. *LEARN Reflection* – 10%

Identify and reflect on an experience from your ministry formation setting, ideally related to ministry development. **Write a 500-word paper** using fully the five steps of LEARN. Upon completion:

1. Submit a copy on Populi. The assignment will be shared and discussed during the final lab.
2. Submit a copy to your mentor. Mentors will be asked on the final assessment if it was submitted to them.

- Be sure to:
    - Review the lesson on LEARN on Populi.
    - Check the rubric for this assignment on Populi.
    - Follow the Horizon & MCS Format Guide.
- Related learning outcome(s): #4
- **Assignment length**: 500 words
- **Due date**: Monday, March 29, 2027 at 8pm **SK.**

Video-on-Demand (VOD) Student Requirements

As indicated on the course schedule, this class is offered by VOD. Students taking the course through VOD are required to indicate this during their course registration. While VOD recordings are available for any student who may be absent from class, non-VOD students are expected to attend class live following the class attendance policy.

- For this course, VOD students have *the same* assignment due dates as in-class students.
- *VOD students are required to watch and engage with all lecture content and in-class activities from the 5 Labs sessions listed in the course outline*.

- By Saturday at 11:59PM of the Lab week VOD students will submit a 2–3-minute video report that 1) affirms you have watched the required recording, 2) summarizes one thing you learned that will help you reach the course learning outcomes, and 3) explains at least one question you had after watching the class recording.

Lab:	**Lecture Lab Dates:**	**Padlet Video Report Due:**
1	Mon. Jan. 18	Saturday January 23 by 11:59pm
2	Mon. Feb. 1	Saturday February 6 by 11:59pm
3	Mon. Mar. 8	Saturday March 13 by 11:59pm
4	Mon. Mar. 22	Saturday March 27 by 11:59pm
5	Mon. Apr. 5	Saturday April 10 by 11:59pm

- Students registered to attend by VOD will fulfill the course attendance requirements through their video report submissions. They must submit their VOD reports on time to be registered as present for class.

Estimate of Time Investment (individual time investments may vary)

Assignment	*Time*	*Due Dates*	*Assignment Weighting*
1. Ministry Formation Placement -Weekly reports	48-60 hrs 2 hrs	At least 4 hrs/wk 0 minutes/wk (outlined below)	40%
2. Labs -Memorization Quiz	7 hrs	5 dates outlined below April 5	15%
3. GLS Assignment -Registration proof on Populi -Written assignment	2 hrs	 January 15 January 28	10%
4. Rule of Life - Revised Rule of Life -Reflection	2 hrs	 January 22 April 5	10%
5. Interview Reflection	2 hrs	March 4	15%
6. LEARN Reflection	2 hrs	March 29	10%
TOTAL =	65-77 hours		100%

All assignments are due at 8pm **SK,** unless otherwise indicated.

Assessment Rubrics
Assignment rubrics can be found on Populi. Click on the name of the assignment to access each rubric.

Class & Reading Schedule

Lab:	Dates:	Lab Topics:	Readings and Assignments Due:
1	Mon. Jan. 18	Introduction, Syllabus	Begin Ministry Formation placement (Week of Jan. 11) Register for GLS (Jan. 15) Weekly Report Week 1 (Jan. 18)
2	Mon. Feb. 1	GLS Discussion, Rule of Life Discussion	Revised Rule of Life (Jan. 22) Weekly Report Week 2 (Jan. 25) GLS Assignment (Jan. 28) Weekly Report Week 3 (Feb. 1)
3	Mon. Mar. 8	Interview Discussion	Weekly Report Week 4 (Feb. 8) Weekly Report Week 5 (Feb. 16) Weekly Report Week 6 (Feb. 22) Interview Reflection (Mar. 4) Weekly Report Week 7 (Mar. 8)
4	Mon. Mar. 22	James	Weekly Report Week 8 (Mar. 15) Weekly Report Week 9 (Mar. 22)
5	Mon. Apr. 5	LEARN Discussion Memorization Quiz Course Evaluation	LEARN Assignment (Mar. 29) Weekly Report Week 10 (Mar. 29) Weekly Report Week 11 (Apr. 5) Memorization Quiz (Apr. 5) Rule of Life Reflection (Apr. 5) Weekly Report Week 12 (Apr. 12)

- **No Placement Hours**: Reading Week (February 22-26, 2027)
- **Revision Week is** April 12-16, 2027. Students are encouraged to submit revised assignments soon after they receive their marked assignments.
- No assignments will be accepted after the course end date: April 16, 2027.

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. A late penalty will be assessed for all overdue assignments: 1-3 calendar days late, penalty of 10%; 4-6 calendar days late, penalty of 20%; after 6 calendar days late, an assignment receives a grade of 0 and no opportunity for revision. Any late penalty incurred on a first submission will be applied regardless of if the student chooses to continue learning through the revision process.

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.

Competency Assignment Revisions
After each assignment has been marked, students have the opportunity to continue learning in response to feedback they receive on assignments. Students can submit one revision 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 demonstrating competency. Revised assignments may be submitted up to the course end date, although students are encouraged to submit them soon after they receive their marked assignments. Assignments submitted later than one week before the course end date are ineligible for revisions.

Horizon and MCS's College Assessment of Student Work
The goal of courses is to help students develop their competency, rather than solely 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. Once a student's assignment has met all assignment completion requirements, the professor will assign a grade for that assignment. The opportunity for revisions exists according to the "Assignment Revisions" policy.

Horizon and MCS Competency 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 the learning outcomes.	B+	3.3	77-79
			B	3.0	73-76
			B-	2.7	70-72

BTM	Beginning to meet expectations	Student demonstrated **satisfactory** progress in achieving the learning outcomes.	C+	2.3	67-69
			C	2.0	63-66
			C-	1.7	60-62
		Student demonstrated **minimal progress** in achieving the learning outcomes.	D+	1.3	57-59
			D	1.0	53-56
			D-	0.7	50-52
NYM	Not yet meeting expectations	Student made **insufficient progress** toward meeting learning outcomes.	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. Students with documented accommodations on file pertaining to accessing course readings in alternate formats are encouraged to contact the librarian for assistance with as much advanced notice as possible.

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. Students registered to attend on-campus or via livestream must be present for the full duration of a class period to be marked as present for the class. Students registered to attend by VOD must submit their VOD reports on time to be marked as present for class. In the case of illness or other unforeseen circumstances, students may miss up to twenty percent of the total class time (e.g., one day of a module course, two 3-hour classes, etc.) 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.

Library Support and Research Assistance

Library staff are available to meet with students (online or in person) who need assistance with

- citing sources and identifying credible resources;
- developing research and information literacy skills;
- searching DTL and other library resources.

Bibliography

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

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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.