



15800 Calvary Rd.  
Kansas City, MO 64147

# Syllabus

Course: PS636 M & MN Counseling In The Local Church  
Credit: 3 Semester Hours  
Semester: Fall 2020  
Date: Begins: July 23-25  
Time: Thursday 1:00pm-9:00pm, Friday 8:00am-9:00pm, Saturday 8:00am-3:00pm.  
Pre-class: July 6  
Post-class: August 14  
Professor: James L. Clark, Ph.D., President Emeritus  
E-Mail: james.clark@calvary.edu  
Phone: 816-690-8441  
Room: East Ed. Bld. 129

## I. DESCRIPTION

A course designed to acquaint the student with a counseling ministry in the local church. The student will be challenged to explore the potential within the church as a care-giving ministry. Issues considered will include the training of church leaders and the use of talents and spiritual gifts of laypersons in the context of counseling.

This is a blended class, meaning that both campus and online students take this class together. Campus students attend the classes in person, online students attend the classes via the online classroom. All interaction and assignments for campus and online students are done in the online classroom.

## II. OBJECTIVES

A. General competencies to be achieved. The student:

1. Will understand the nature of the local church as it relates to the counseling role within the body of Christ. (PLO- 1, 2, 3, 4) (A- A, B, C)
2. Will be acquainted with an organizational model whereby the leadership and lay leaders are motivated to be involved in a care-giving ministry. (PLO- 1, 4) (A- A, B, C)
3. Will learn the dynamics of counseling as it relates to church conflict, church discipline, and discipleship. (PLO- 1, 2, 4) (A- A, B, C)

B. Specific competencies to be achieved. The student:

1. Will examine and assess various approaches by churches that are involved in a care-giving ministry. (PLO- 1, 2, 4) (A- A, B, C)

*Our Mission: "...to prepare Christians to live and serve in the church and in the world according to the Biblical worldview."*

**PS636 M @ MN Counseling in the Local Church  
Syllabus, Fall 2020**

2. Will investigate procedures used in spiritual-gift assessments along with interviewing, screening, and recruiting of lay leaders for a care giving ministry. (PLO- 1, 4) (A- A, B, C)
3. Will determine the role, place, and process of conflict management as it relates to church discipline. Policy making, church procedures, forms, and civic law will also be considered by the student. (PLO- 1, 2, 4) (A- A, B, C)

### **III. REQUIREMENTS**

- A. Attendance of all classes.
- B. Read textbooks. Complete assignments on time and participate in class, or online.
- C. Completion of course materials according to the prescribed schedule.
- D. Complete projects according to the prescribed schedule.

Students with disabilities have the responsibility of informing the DSS Director (dss@calvary.edu) of any disability condition that may require support.

Plagiarism is defined as copying any part of a book or paper without identifying the author. This also includes taking another person's ideas and presenting them as your own.

All class papers must be typed, double space with footnotes where appropriate.

The Clark Academic Center (learn@calvary.edu), located in the library building, is dedicated to providing free academic assistance for all students. Student tutors are available to assist in the writing process, tutor in various subject areas, prepare students for exams and facilitate tests. Please take advantage of this service.

### **IV. METHODS**

- A. Lectures
- B. Reading assignments
- C. Written assignments and projects

### **V. MATERIALS (Required)**

- A. **The Bible** is a required textbook in every course at Calvary University. To facilitate academic level study, students are required to use for assignments and research an English translation or version of the Bible based on formal equivalence (*meaning that the translation is generally word-for-word from the original languages*), including any of the following: New American Standard (NASB), English Standard Version (ESV), New King James (NKJV), or King James (KJV). Other translations and versions based on dynamic equivalence (*paraphrases, and thought-for-thought translations like NLT and NIV*) may be used as supplemental sources. Please ask the professor if you have questions about a particular translation or version.

**PS636 M @ MN Counseling in the Local Church  
Syllabus, Fall 2020**

Brandt, Henry, Skinner, Kerry: *The Word for the Wise*, Nashville, TN: Broadman @ Holman Pub. 1995 ISBN 0-8054-6276-7 Retail price, Amazon \$9.95

Clark, James: *Biblical Counseling: A Guide for the Church and Community*, Larkspur, CO: Grace Acres Press, 2020 ISBN 978-1-60265-066-4, retail \$21.95 available on Amazon or as an eBook. (\$20.00 if purchase directly through Dr. Clark.)

Jones, Ian F. *The Counsel Of Heaven On Earth*. Nashville, TN: B&H Publishing Group, 2006. ISBN: 080544343-6 Retail Price \$29.99

Tautges, Paul. *Counseling One Another: A Theology of Interpersonal Discipleship*. Wapwallopen, PA: Shepherd Press, 2015. ISBN: 978-1-63342-094-6 Retail Price \$8.97

- B. **Class Notes.** The instructor will use Power Point during class to assist the student in note taking and clarification of the material.

**VI. COURSE ASSIGNMENTS: PRE-CLASS**

- A. Students are to read course textbooks by Clark and Tautges The student shall prepare a typed list of questions, one question per chapter, per book along with the answers. The question and answer shall reflect that which piqued the interest of the student. Late questions and answers will not be accepted, and no points will be given. (Due date: July 23)
- B. The student shall visit and interview (not a phone interview) the primary church staff member who supervises a lay church counseling ministry program. The interview shall include, but is not limited to:
- a) What counseling materials are used?
  - b) Explain record-keeping procedures.
  - c) List percentage of counseling cases and the type of issues dealt with.
  - d) Referrals—to whom, when, and why?
  - e) Training—how is it conducted, who is trained and by whom, and what are they trained to do?
  - f) Describe the counseling office and counseling room(s).
  - g) How is confidentiality handled?
  - h) How and who monitors the counseling ministry, what reports are given and to whom, when is the ministry evaluated, and what is the process?
  - i) Explain the budget and how it is handled. Are counselees charged, and if so, what is the charge? Does the church cover any counseling session by donations? Is there a written policy communicated to counselees?
  - j) Are trainees and counselors screened before getting involved in counseling? Explain.
  - k) Does the church have insurance for the counseling ministry?
  - l) Is the counseling for church members only or for others in the community and/or referrals?
  - m) Is counseling done on a formal appointment basis, or is it seen as a total aspect of

- the church?
- n) Explain the relationship between counseling and church discipline and how it is practiced.
  - o) What plans, goals, and objectives does the church have for their counseling ministry?
  - p) How long has the church been involved with a counseling ministry? What have the benefits been? What changes have been made over the years?
  - q) What advice would you give to someone who is considering a staff position in counseling in the local church?
  - r) Describe assignments and homework used in the counseling sessions.

The student shall complete the interview and type an eight-to-ten-page, double-spaced statement/answer paper. In addition, the student shall type a two-page student response/assessment paper of the counseling ministry, identifying the strengths and weaknesses of the ministry based on the answers to the questions asked. The student shall also indicate how the interview project benefitted and encouraged the student for future ministry. (Due date: July 23)

## **VII. LECTURE SCHEDULE: (July 23-25)**

July 23 – The Church, theological issues, secular invasion, types of counseling, networking the people of God.

July 24 – The role of the leadership in recruiting, training, organizational requirements, legal issues and requirements, scriptural considerations regarding people.

July 25 – Counseling and growth projects, the role of the Holy Spirit in counseling, counseling guidelines and considerations, characteristics of a counselor, and common mistakes in counseling.

## **VIII. POST-CLASS ASSIGNMENTS**

- A. Students are to read course textbooks by Brandt, and Jones. The student shall prepare a typed list of questions, one per chapter per book with answers. The question and answer shall reflect that which piqued the interest of the student. Late questions and answers will not be accepted, and no points shall be given. (Due date: August 14)
- B. Topical Paper. (Due date: August 14) This paper shall reflect class lectures and reading material (identify the source in the paper). The paper shall be ten pages from one of the following topics;
  - 1. A philosophy and methodology of establishing a biblical counseling ministry in a local Church. This shall include types of counseling, networking people, recruiting and training, etc.
  - 2. A biblical counseling approach that brings about change (heart and behavior) in the counselee using scripture, work of the Holy Spirit, growth projects, etc.

**PS636 M @ MN Counseling in the Local Church  
Syllabus, Fall 2020**

3. The organizational issues in developing a counseling ministry in the church. This shall include legal issues, forms, counseling office, secretarial description, budgets, board/advisory, referrals, counseling fees, files, materials, etc.

**IX. Course Grading**

PRE-CLASS

- |                                  |          |
|----------------------------------|----------|
| a. Textbook question and answer. | 100 pts. |
| b. Interview paper               | 100 pts. |

POST-CLASS

- |                                 |                 |
|---------------------------------|-----------------|
| a. Textbook question and answer | 100 pts         |
| b. Topical paper                | <u>100 pts.</u> |
| Total points                    | 400 pts         |

**X. Bibliography.**

The following material is suggested and recommended for the student but not required.

1. Miller, Keith R. 2014. *Quick Scripture Reference For Counseling Men*. Baker Books. ISBN: 9780801015885. Price: \$16.00
2. Miller, Keith R. & Miller, Patricia A. 2017. *Quick Scripture Reference For Counseling Couples*. Baker Books. ISBN: 9780801019043. Price: \$14.99
3. Miller, Keith R. & Miller, Patricia A. 2014. *Quick Scripture Reference For Counseling Youth, Updated & Revised Edition*. Baker Books. ISBN: 9780801015830. Price: \$15.00
4. Miller, Patricia A. 2013. *Quick Scripture Reference For Counseling Women, Updated & Revised Edition*. Baker Books. ISBN: 9780801015809. Price: \$15.00
5. Homework Manuals, Vol. I, II, Biblical Counseling Network. \$12.00 each or \$20.00 for two. (Purchased through Dr. Clark)