



15800 Calvary Rd.
Kansas City, MO 64147

Syllabus

Course: CO342D and DN Developing & Establishing a Biblical Counseling Center in the Local Church
Credit: 3 semester credit hours
Semester: Cycle 2 Fall 2021
Time: 8:00 – 11:00 Thursday, Aug. 26 – Oct. 14, E Ed 118
Instructor: Dr. James Clark
james.clark@calvary.edu

I. DESCRIPTION

This course will include all aspects of establishing a biblical counseling center from the ground up. Consideration will be given to a financial operating budget, creating specific forms, becoming aware of legal implications, and be familiar with the day-to-day operations of a biblical counseling center in a local church. Perspective will be given to working independently or with a local church or para-church organization. (Prerequisite: CO244)

** 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 will:

1. Demonstrate an understanding of the nature of the local church as it relates to the counseling role within the local body of Christ (PLO 1, 4, 5).
2. Identify an organizational model where the church leaders and lay leaders are motivated to be involved in a care-giving ministry (PLO 1, 4, 5).
3. Identify some basic legal aspects of a counseling ministry in a local church (PLO 1, 4, 5, 6).
4. Investigate procedures used in interviewing, screening, and recruiting by lay leaders for a care-giving ministry.

Our Mission: To Prepare Christians to Live and Serve in the Church and in the World
According to the Biblical Worldview.

B. Specific competencies to be achieved. The student will:

1. Demonstrate how to make a one year plan to establishing a biblical counseling center in a local church (PLO 1, 4, 5).
- 2.. Examine specific concerns in establishing a biblical counseling center in a local church, such as how to determine and arrange office space for a counseling center, financial consideration, insurance, security issues, etc. (PLO 1, 4, 5).
3. Demonstrate how to develop and organize a biblical counseling center in terms of specific forms, writing job descriptions, and the day to day oversight of the center (PLO 1, 4, 5).
4. Demonstrate how to equip lay counselors in the church for biblical counseling (PLO 1, 4, 5, 6).
5. Demonstrate how to write counseling notes from counseling sessions (PLO 1, 4, 5, 6).
6. Explain and employ to securely keep confidentially counseling files in a counseling office (PLO 1, 4, 5).
7. Organize biblical counseling homework assignments to be used as part of a counseling session (PLO 1, 4, 5).

III. REQUIREMENTS—No late papers or assignments will be accepted.

A. Written Assignments

1. Answer the following questions from, *Counseling One Another*, by Tautges. Summarize the chapters from, *A Counseling Guide for the Church and Community*, by Clark. (Note: all answer pages and chapter summaries are to be one page each, typed. Please indicate on the page that you have read each chapter(s) in its entirety.) (GC 1, 2, 3, 4; SC 1, 2, 3, 4, 5, 6, 7).

August 26 – No assignments

September 2

- a. Tautges- chapter one-question 2, p. 21
- b. Clark-chapter 2, 3 summary

September 9

- a. Tautges-from chapter two-question 1, p. 39
- b. Clark-chapters 3, 4

September 16

- a. Tautges-chapter three-question 2, p. 65
- b. Clark-chapters 5, 6

September 23

- a. Tautges-chapter four-question 1, p. 96
- b. Clark-chapters 7, 8

September 30

- a. Tautges-chapter five-question 2, p. 110
- b. Clark-chapters 9, 10

October 7

- a. Tautges-chapter 7, question 3, p. 155
- b. Clark-chapters 11, 12, 13

October 14

- a. Tautges-chapter 8, questions 1, 2, p. 176
- b. Clark-chapters 14, 15

- B. **Project One A**-due September 23 Student Interview Paper, 10 pages (GC 1, 2, 3, 4; SC 1, 2, 3, 4, 5, 6, 7)

The student shall interview either a pastor or counselor (staff or lay counselor) who has a counseling ministry either in a local church, counseling center or para-church ministry. A six to eight page paper will be written, describing the attitude of counseling, counseling philosophy and methodology, counseling style, background and training of the interviewee, place and use of Scripture, use of prayer, evangelism, discipleship, types of homework, primary counseling issues, referrals (to whom and under what circumstances), legal issues (forms, record-keeping, files, counseling fees, materials), counseling rooms and decor of offices (place and location), etc. Note: the above issues should be covered but not limited to. Do not interview a member of Calvary's staff, faculty or student. The interview is a fact finding project, therefore be courteous at all times and avoid debating or arguing with the interviewee. The interview must take place on the premises where the counseling ministry takes place. **Phone interview will not be accepted.** Communicate to the interviewee you would like to schedule 1 hour for the interview.

Project One B

Student Interview Evaluation Paper – five pages, due: September 23

The student shall write an interview evaluation paper which shall include a summary overview identifying strengths and weakness of the counseling ministry. The paper shall also reflect personal items that both benefits and encourages the student in the ministry of counseling.

- C. **Project Two**-due October 14. Topical Paper (the paper shall reflect class lectures, and reading material) (GC 1, 2, 3, 4; SC 1, 2, 3, 4, 5, 6, 7).

The student shall write a ten page paper by selecting one of the following topics;

- a. A Philosophy and Methodology of Establishing a Biblical Counseling ministry in a Local Church.

- b. The Role of the Pastor and Church Leadership in Identifying, Recruiting and Training lay counselors for a Care Giving Ministry.
 - c. Developing and Establishing a Biblical Counseling Center for the Community. (Such items shall include legal issues, structure and organization of a center, types of centers considered, budgets, accountability, etc.)
 - d. Describe a Biblical Counseling Approach That Brings About Change in the Counselee. (Explain the role of the Holy Spirit, Scriptures, homework, heart and behavior change, etc.)
- D. Project Three-**Weekly class journal (at the end of each class the student shall write a one page response) (GC 1, 2, 3, 4; SC 1, 2, 3, 4, 5, 6, 7)
The three questions to answer will be:
- 1. The class presentation helped me in clarifying issues such as, (state specific issues).
 - 2. I gleaned from the reading of the textbooks such things as:
 - 3. Overall, one or two ideas I take from this class that will be helpful for my future ministry in counseling are:

IV. METHODS

A. Reading and writing assignments. (Textbooks)	100 pts.
B. Project One A-Interview paper	100 pts.
Project One B- Interview evaluation paper	50 pts.
C. Project Two-Final paper (topical)	100 pts.
D. Project Three-Weekly class journal (5 pts. each week)	<u>35 pts.</u>
Total pts.	385 pts.

V. MATERIALS

A. Bible

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 supplement sources. Please ask the professor if you have questions about a particular translation or version.

B. Required Textbooks

Tautges, Paul. 2015. *Counseling One Another*. Wapwallopen, Pennsylvania: Shepherd Press. ISBN 978-1-63342-094-6 eBook: Counseling One another www.shepherdpress.com/ebooks Retail price \$14.95

Clark, James L. *A Counseling Guide for the Church and Community*: Larkspur, CO. Grace Acres Press. 2020 ISBN 978-1-60265-066-4 E-book ISBN 978-1-60265-067-1 also on Amazon or can purchase from professor @ \$20.00.

Note: It is your responsibility as a student at Calvary University to have your textbooks *before* class begins so that you are able to complete all of the readings assigned. Please make sure that you have all of your assigned textbooks prior to the start of class. Failure to have your assigned textbooks at the start of the class will result in receiving a zero for every assignment due.

VI. CLASS POLICIES

Academic Dishonesty

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

Writing Style

All class papers must follow the APA style according to *APA Publication Manual 6th edition*.

Late Work

Papers, projects, etc. are due at the class period assigned. Late work will be accepted up to week after the assignment is due. **HOWEVER**, there is a 1 letter grade reduction for each day the work is late. No late work will be accepted after 1 week.

Disabilities

Students with disabilities have the responsibility of informing the Accommodations Support Coordinator (aso@calvary.edu) of any disabling condition that may require support.

Learning Center

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

VI. TENTATIVE CLASS SCHEDULE

Week / Date	Class Topics	Assignments
Week One	Introduction to class Review syllabus The church and counseling Theological perspective	Class journal
Week Two	Secular Invasion One anothers Types of counseling Networking the people of God	Class journal Reading questions and summary from textbooks
Week Three	Recruiting, training counseling teams Role of Pastor and church leadership	Class journal Reading questions and summary from textbooks
Week Four	Counseling center and organization requirements Four approaches in the church and community	Class journal Reading questions and summary from textbooks
Week Five	Legal issues and requirements for a counseling ministry Types of people from Scripture	Class journal Reading questions and summary from textbooks Interview paper and evaluation paper due
Week Six	Counseling homework Role of the Holy Spirit in Counseling Counseling agencies @ certifications	Class journal Reading questions and summary from textbooks
Week Seven	Counseling Guidelines in using God's work Counseling Considerations	Class Journal Reading questions and summary from textbooks

Week Eight	Characteristics of a counselor Common mistakes in counseling	Class Journal Reading Questions and summary from textbooks Final paper due
------------	---	--