

Course: CO342D and DN Developing & Establishing a Biblical Counseling Center in the Local Church
Credit: 3 semester credit hours
Semester: Cycle 2 Fall 2022
Time: 1:00pm – 4:00pm Monday, Aug. 22 – Oct. 10, E Ed 118
Instructor: Dr. James Clark
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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 becoming 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 parachurch organization. (Prerequisite: CO244)

** This course is offered in two formats: in-person and online. Students registered for in-person attend the classes in person, online students attend the classes via the online classroom. For both in-person and online students, assignments and interaction outside of the class period are done in the learning management system.*

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. (PLO 1,4,5).

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 or community. (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 22 – No assignments

August 29

- a. Tautges- chapter 1-question 2, p. 21, chapter 7-question 1, p. 155
- b. Clark-chapter 1, 2, summary

September 5

- a. Tautges-from chapter 2-question 1, p. 39
- b. Clark-chapters 3, 4, summary

September 12

- a. Tautges-chapter 3-question 2, p. 65
- b. Clark-chapters 5, 6, summary

September 19

- a. Tautges-chapter 4-question 1, p. 96
- b. Clark-chapters 7, 8, summary

September 26

- a. Tautges-chapter 5-question 2, p. 110
- b. Clark-chapters 9, 10, summary

October 3

- a. Tautges-chapter 6, question 1, p. 131
- b. Clark-chapters 11, 12, summary

October 10

- a. Tautges-chapter 8, question 1, p. 176
- b. Clark-chapters 13, 14, summary

2. **In addition to each week's reading assignment the student shall include one or two ideas from the class lecture that will be helpful to the student in the future for ministry.**

B. Project One A-due September 19. Interview Paper, 10 pages (double space) (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-due September 19. (May be included at the end of the interview paper as a postscript.) 5 pages

Student Interview Evaluation Paper

The student shall write an interview evaluation paper which shall include a summary overview identifying strengths and weaknesses 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. 10 pages.** The paper shall reflect class lectures and reading material. Use Scripture to support the topics. (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.)

IV. METHODS

A. Reading and writing assignments. (Textbooks, lectures)	100 %
B. Project One A-Interview paper	75%
Project One B- Interview evaluation paper	25%
C. Project Two-Final paper (topical)	<u>100%</u>
Total pts.	300%.

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 may purchase from professor @ \$20.00.

Note: It is your responsibility as a student at Calvary University to have your textbooks *before* class begins. Please make sure that you have all your assigned textbooks prior to the start of class. Failure to have your assigned textbooks at the time of assignments 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

The APA style according to the *Publication Manual of the American Psychological Association*. If you need assistance with APA, please refer to The Clark Academic Center. You can also get help through [Purdue Online Writing Lab](#).

Late Work

Papers, projects, etc. are due at the class period assigned. Late work will be accepted up to three days 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 the three days following the due date.

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 August 22	Introduction to class Review syllabus The Church-Approaches and organizational structure.	Lecture summary
Week Two August 29	Secular Invasion Types of counseling Networking the people of God One anothers	Reading questions and summary from textbooks and lecture.
Week Three Sept. 5	No class – LABOR DAY	Reading questions and summary from textbooks
Week Four Sept. 12	Counseling center & organizational requirements Four approaches/church/community	Reading questions and summary from textbooks and lecture.
Week Five Sept. 19	Legal issues and requirements for a counseling ministry Types of people from Scripture	Reading questions and summary from textbooks & Interview paper and evaluation paper due
Week Six Sept. 26	Counseling homework Role of the Holy Spirit in Counseling Counseling and change Counseling agencies @ certifications	Reading questions and summary from textbooks & lecture.
Week Seven Oct. 3	Counseling Guidelines in using God’s work Counseling Considerations	Reading questions and summary from textbooks & lecture.

Week Eight Oct. 10	Characteristics of a counselor Common mistakes in counseling	Reading Questions and summary from textbooks & lecture Final paper due-Oct. 14
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