

Course: MS361O Ministry Methods 1
Credit: 3 Credit Hours
Semester: varies
Time: By appointment
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I. DESCRIPTION

Ministry Methods I is designed to provide the student opportunity for practical hands on training through a ministry partner of Calvary University. MS361 lays a foundation for the future Methods coursework by introducing the student to their agency's specifics and covering such topics as ministry identity, personal growth and development, and specifics of the ministry field. (Requirements: Permission of the Synergy Director)

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:

1. Provide the student with both academic and hands on training through ministry practitioners. (PLO 1, 4, 5) (A 2, 3, 4, 5)
2. Determine a student's compatibility and suitability for local church ministry. (PLO 1, 2, 3, 4, 5) (A 1, 3, 4)
3. Develop and exercise sufficient aptitude for local church ministry work. (PLO 4, 5) (A 1, 2, 3, 4, 5)
4. Combine training and preparedness aspects such that students may engage in church planting / revitalization work sooner. (PLO 1, 2, 3, 4, 5) (A3, 4)
5. Cultivate a greater passion for the local church community and service. (PLO 5) (A 3, 4)
6. Foster a relationship with organizations working in the students chosen field. (PLO 5) (A 1, 2, 3, 4, 5)

B. Specific competencies to be achieved:

1. Formulate a personal development plan with an approved agency that will carry the student through their education, training, and field deployment. (PLO 1, 2, 3, 4, 5) (A 1, 4)
2. Introduce the student to this particular agency and its unique ministry niche. (PLO 1, 5) (A 1, 3, 4, 5)
3. Prepare for ministry through practical ministry experience. (PLO 5) (A 1, 2)

4. Assess the student's readiness for church planting / revitalization ministry. (PLO 1, 2, 3, 4, 5) (A 3, 4)
5. Introduce the student to aspects unique to their chosen ministry field. (PLO 1, 4) (A 3, 4, 5)
6. Explore the student's gifts and necessary qualifications for local church ministry. (PLO 1, 2, 3, 4, 5) (A 1, 3, 4, 5)

III. REQUIREMENTS

A. Methods Coursework

1. The Methods courses are to be completed as a unit with the same mission organization. The student will select one of the approved mission organizations to complete their methods coursework in conjunction with. To that end the student is encouraged to begin planning for their methods track no later than the fall semester of their sophomore year.
2. Methods coursework should build on knowledge attained through general and core courses as well as each other. Each methods course is intended to build on the course before it.
3. Once a student is ready for their methods course they will meet with both the Synergy Director and their Methods Supervisor to discuss the details of the Methods coursework unique to their particular mission organization as well as standard requirements across every organization.

B. Methods Requirements

1. Obtain a copy of Ministry Methods Syllabus.
 - a. This syllabus is designed to acquaint the student, the methods supervisor, and the Synergy director with basic information about the coursework.
 - b. The methods coursework involves working directly with an approved mission organization in their ministry training program as well as assignments turned in to the Synergy Director or Ministry Studies Program Director..
2. Obtain a copy of the Synergy Handbook
 - a. The Synergy Handbook will acquaint the student with the necessary procedures specific to their chosen mission organization.
 - b. Each mission organization has unique requirements for completing their training and those requirements must be met and kept track of through the assignments listed in this syllabus. While the track is unique the topics covered and assignments completed are standard across each organization to ensure that students receive a comparable education.
3. Raise the funds necessary to participate in the program – if required

4. Complete all requirements: These requirements include: journals, interviews, assignments unique to the organization, attendance, good standing with the organization, papers and work submitted to the Synergy Director.
5. Methods Responsibilities:
 - a. The student is responsible for:
 - i. Selecting which organization and Synergy track they wish to complete. (A student may change their track after completing Methods I, however, Methods I will need to be repeated with the new organization and this could affect graduation dates)
 - ii. Securing all required written material from the Synergy Director
 - iii. Obtaining written approval from both the Synergy Director and the organization, accomplished through the application process.
 - iv. Completing all assignments
 - v. Meeting with the Synergy Director for the exit interview.
 - b. The Immediate Supervisor is to be:
 - i. A staff worker in the organization through which the methods coursework is being done.
 - ii. Willing to supervise the student and communicate progress to the Synergy Director.
 - c. The Synergy Director is responsible for:
 - i. Giving approval and advice to the student about the program and/or coursework.
 - ii. Collecting and reviewing the student's and supervisor's documentation.
 - iii. Grading submitted assignments.
 - iv. Meeting with the student after the methods course has been completed to go over assignments, assess the effectiveness of the learning, and assign a grade.
6. Methods Commitment
 - a. The student will:
 - i. Give himself/herself wholly to the direction and supervision of the supervisor.
 - ii. Demonstrate a high degree of diligence and faithfulness.
 - iii. Be responsible to submit all required forms and information.
 - iv. Complete assignments in a timely manner.
 - b. The immediate supervisor will:
 - i. Provide the student with the methods program and accompanying requirements unique to the organization.
 - ii. Communicate to the Synergy Director as soon as possible any concerns or dissatisfaction with the student.

- iii. The methods course may be terminated by mutual consent or by the supervisor and/or mission organization at any time. If this should be necessary, a meeting with the student and notification of the Synergy Director is required.

C. Methods Procedures/Assignments

1. Seek approval from the Synergy Director AND the Immediate Supervisor.
2. Complete the Methods Self-Evaluation
3. Submit all written assignments, reports, and evaluation forms.
4. Have the supervisor submit the Supervisor's Evaluation to the Synergy Director.
5. Make an appointment with the Synergy Director for an exit interview.
6. Remember
 - i. The course is not official until the Supervisor submits a tentative plan.
 - ii. All requirements listed in the course syllabus are met no later than the required dates.
 - iii. Schedule a personal interview and evaluation with the Synergy Director as soon as you return to campus or as soon as you complete the requirements if the methods course was during the school year.
 - iv. The student should keep one copy of all reports, evaluations, and materials submitted to the Synergy Director.

D. Reading and Writing

1. Reflective Journal
 - i. A personal ministry journal is required. This journal is simply an account of the daily activities, relationships, ministries, and exposures as well as lessons learned, areas that indicate where God blessed and areas where you need to improve. This may be done in the form of a blog.
 - ii. The Journal Summary Form (see end of Syllabus) is to be turned in one week prior to the end of the term.
2. Organizational Assessment
 - i. The student will write a 5 page paper in which the detail specifics of the chosen agency.
 - ii. Who is the agency? What is their history? What is the ministry? Do they have specific requirements for service? What excites you about serving with them? What concerns do you have about serving with this organization?
3. Assessment of Ministry Field
 - i. The student will write a 5 page paper in which they evaluate their chosen ministry field.
 - ii. What ministry is the student considering? What are the unique aspects of thi20s ministry for which the student must prepare? What concerns does the student have? What is the student looking forward to about this ministry?
4. Personal Growth and Development Plan
 - i. A key part of Methods I is understanding the student's need to be a good spiritual steward.

- ii. Through interaction and learning with the agency as well as the student's personal reflection the student is to write a 10 page personal plan for ongoing spiritual and professional growth. This plan should cover the following time periods.
 - 1. Now until graduation
 - 2. Graduation to field departure
 - 3. While on the mission field
 - iii. The student should note the following in their plan.
 - 1. What is their plan and goals for their ongoing spiritual growth in their walk with the Lord?
 - 2. How will they continue to develop professionally as a ministry practitioner?
 - 3. What support does the agency provide in this area?
 - 4. What areas of struggle will the student encounter and how can he/she be proactive in dealing with them now?
 - 5. What current struggles need to be dealt with?
5. Agency Specific Assignments
- i. The student is to also turn in to the professor any work that is assigned by the agency itself. This will be included in their assessment for the course.

***** All work should be submitted through Canvas.

IV. METHODS

- A. Assessment:** All work submitted constitutes the background and basis for assessment.
- B. In-class Methods:** Students are expected to meet all obligations of the organization they are doing their methods coursework through. Obligations are organization specific and can be found in the Synergy Handbook. Any assignments completed for the organization must be passed on to the Synergy Director through Canvas or other means.
- C. Out-of-class Methods:** The student will seek training with one of the approved missions organizations. The student is expected to participate in all activities relevant to their training. This could include off-campus class time, field work, tests, papers, etc.
- D. Grading:** Grades are based on the student's overall performance in the organizations training as well as work submitted to the IC Program Director. Any grades assigned by the organization will be considered in the grade given for the practicum course.
 - a. Organizational grade 20%
 - b. Completed assignments 20%
 - c. Daily Journal 10%
 - d. Self-Evaluation 15%
 - e. Supervisor Evaluation 15%
 - f. Professor Interview 20%

- C.** 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.
- D.** All class papers must follow the Turabian style according to *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th edition. Unless otherwise indicated book reports and study questions may be in non-research format, interviews and other research papers should be in research paper format. A copy of the Turabian Style Guide is available on the Clark Academic Center page of Calvary's website.
- E. Late Assignments:** Assignments will be penalized according to the professor's late policy as explained in Canvas.
- F. Plagiarism:** *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.* Any assignment that includes plagiarism will receive a zero (0) grade. Students should note that papers will be submitted in Canvas via "Turn-It-In". This program automatically gives the students work a plagiarism score, students should strive for a score less than 20.
- G. Disabilities:** Students with disabilities have the responsibility of informing the Accommodations Support Coordinator (aso@calvary.edu) of any disabling condition that may require support
- H.** The Clark Academic Center (learning@calvary.edu), located in the library building, is dedicated to providing free academic assistance for all CU 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.
- I. Attendance Policy** – Calvary has no official attendance policy, the attendance policy of the professor will be explained in class and in Canvas.

V. MATERIALS: To be arranged with the Student and Immediate Supervisor

VI. TENTATIVE CLASS SCHEDULE

Form	Due Date
1. Enrollment Forms	See Synergy Handbook
2. Methods Organization Assignments	Throughout Course
a. Organizational Assessment	_____
b. Ministry Field Assessment	_____
c. Personal G&D Plan	_____
3. Student's Self-Evaluation	Prior to the end of the semester
4. Student's Journal Summary	Prior to the end of the semester
5. Supervisor's Evaluation	Prior to the end of the semester
6. Interview with Synergy Director: To be scheduled once all written materials have been received by the Synergy Director	

**CALVARY UNIVERSITY
METHODS SELF-EVALUATION
(To be completed by the student)**

1. I was satisfied with my experience.

No_____ Somewhat_____ Yes_____

2. As a result of this program, what concerns do you now have about your future ministry, abilities, attitudes, awareness, and relationships with others?

3. List areas you would have liked to have become involved in during your program but were not able to:

4. What did you discover about your abilities and gifts?

5. What did you discover were difficulties in the methods program?

6. What did you learn about relating to people?

7. What were the most fulfilling and joyful aspects of this experience?

8. List areas you need to review and rebuild.

9. Describe the relationship you had with the supervisor and/or team.

10. Do you feel more or less inclined to local church ministry? Explain briefly why or why not.

11. Did you receive adequate supervision? Yes _____ No _____

12. How could the experiences (responsibilities and supervision) be more effective and useful?

13. What did the supervisor and people to whom you ministered appreciate most about you?

14. What did the supervisor and people to whom you ministered appreciate least about you?

15. What do you think are your strengths?

16. What areas in your life need improvement?

METHODS JOURNAL SUMMARY

A personal ministry journal is required for the Methods course. This journal is simply an account of the daily activities, relationships, ministries, and exposures as well as lessons learned, areas that indicate where God blessed and areas where you need to improve. Using your journal, please complete the following summary form:

1. Name _____

2. List five major takeaways and a statement of the significance of each (attach extra sheets, if necessary):

3. List three situations that either confused or hindered you from ministering effectively (attach extra sheets, if necessary):.

4. Do you think you related well to people? Yes _____ No _____
How do you measure this issue?

5. Did you encounter relational problems with others? Yes _____ No _____
If so, what was the nature of the difficulties, and how did you deal with them?

6. Overall, how would you rate yourself in the following areas on a scale of 1-5, with 5 being superior (circle your rating)?

A.	Communication	5	4	3	2	1
B.	Attitude	5	4	3	2	1
C.	Promptness	5	4	3	2	1
D.	Faithfulness	5	4	3	2	1
E.	Diligence	5	4	3	2	1
F.	Counseling	5	4	3	2	1
G.	Organization/Administration	5	4	3	2	1
H.	Worry	5	4	3	2	1
I.	Quality of Work	5	4	3	2	1
J.	Ministry Impact	5	4	3	2	1

Signature _____ Date _____

**CALVARY UNIVERSITY
SUPERVISOR'S METHODS EVALUATION
(To be complete by Immediate Supervisor)**

Student's Name: _____

The information shared will be used to give specific direction to the student. Please make every attempt to be accurate. For additional comments, use the back of this sheet. Please circle the appropriate figure as follows:

5	Outstanding
4	Above Average
3	Average
2	Below Average
1	Needs Improvement

1.	The student was focused on reaching the goals set out for this practicum.	5	4	3	2	1
2.	The student was prompt to all meetings and events.	5	4	3	2	1
3.	The student displayed a teachable spirit.	5	4	3	2	1
4.	The student would foresee a situation and act upon it; did not always need prompting from supervisor or team workers.	5	4	3	2	1
5.	The student was cooperative on tasks set before him without undue questioning of ideas or methods used.	5	4	3	2	1
6.	The student was responsive to the needs of others.	5	4	3	2	1
7.	The student handled conflict with others in a calm manner using biblical principles.	5	4	3	2	1
8.	The student maintained listener's interest by communicating subject matter clearly.	5	4	3	2	1
9.	The student displayed an accepting attitude toward events and situations rather than a complaining spirit.	5	4	3	2	1
10.	The student was flexible with unexpected changes in schedules and duties.	5	4	3	2	1
11.	The student has a basic knowledge of the local church and church ministry.	5	4	3	2	1
12.	The student is a team worker.	5	4	3	2	1
13.	Rate the overall performance of the student during the program period.	5	4	3	2	1
14.	I would rate this student's current ability to succeed in church ministry.	5	4	3	2	1

Supervisor's Signature _____ Date _____