



15800 Calvary Rd.  
Kansas City, MO 64147

# Syllabus

**Course:** CO342 Developing & Establishing a Biblical Counseling Center in the Local Church  
**Credit:** 3 semester credit hours  
**Semester:** Cycle 2 Fall 2023  
**Time:** Tuesday & Thursday 1:00pm-2:20pm August, 21-October 13, E.Ed 118  
**Instructor:** Dr. James Clark, President Emeritus  
[james.clark@calvary.edu](mailto: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 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).

<p>Our Mission: To Prepare Christians to Live and Serve in the Church and in the World According to the Biblical Worldview.</p>
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**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, *The Counsel of Heaven on Earth*, by Jones. 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 24** – No assignments

**August 31**

- a. Jones-chapters 1,2, question 1, p.10, question 2, p.28
- b. Clark-chapter 1, 2, summary

**September 7**

- a. Jones-chapters 3,4, question 4, p.55, question 3, p.69
- b. Clark-chapters 3, 4,5 summary

**September 14**

- a. Jones-chapters 5,6, question 2, p.91, question 1, p.121
- b. Clark-chapters 6,7 summary

**September 21**

- a. Jones-chapter 7, question 1
- b. Clark-chapters 8,9 summary

**September 28**

- a. Jones-chapters 8,9, question 4, p.155, question 1, p.177
- b. Clark-chapters 10,11 summary

**October 5**

- a. Jones-chapter 10, question 2, p.203 No question for chapter 11
- b. Clark-chapters 12,13,14 summary

**October 12**

No reading Assignments

- 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. Half page, typed.**

- B. Project One-due September 28 no later than 11:59 pm. 12 pages (double space)** 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 is to select 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 Ministry.

- Project Two-due October 17 no later than 11:59 pm. Topical Paper. 12 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 select one of the following topics:

- a. Developing and Establishing a Biblical Counseling Center for the Community. (Items to be covered are legal issues, structure and organization of a center, developing a budget, accountability, etc.)
- b/ Describe a Biblical Counseling Approach That Brings About Change in the Counselee(s). (Include the role of the Holy Spirit, Scriptures, homework material, identifying the problem(s), listening, heart and behavioral change, length of sessions, etc. The student may consider a case study to develop how a counselor may use a plan to bring about change.)

**IV. METHODS**

- A. Reading and writing assignments. (Textbooks, lectures)

100 %

B. Project One--Topical paper	100%
C. Project Two—Topical paper	<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

Jones, Ian F. 2006, *The Counsel of Heaven on Earth*, B&H Publishing Group, Nashville, Tennessee. ISBN 080544343-6 Retain price \$24.36 through Amazon. There are used copies and other servers as well.

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 @ \$15.00 or Calvary's coffee shop.

**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 content without identifying the source. This also includes taking another person's or AI entity's ideas or constructs and presenting them as your own. The use of AI generated content in student work is prohibited (even if cited) as it does not represent original work created by the student and is an unreliable aggregate of ideas from other sources. Plagiarism of any kind will not be tolerated.

### **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.

### **Writing Style**

All class papers must follow the APA style according to *APA Publication Manual 7<sup>th</sup> edition*.

### **Disabilities**

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

### **Learning Center**

The Clark Academic Center ([learning@calvary.edu](mailto: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.

## **VII TENTATIVE CLASS SCHEDULE**

<b>Week / Date</b>	<b>Class Topics</b>	<b>Assignments (due no later than 11:59 on due date)</b>
Week One August 22 <b>Tuesday</b>  August 24 <b>Thursday</b>	Introduction to class Review syllabus Scriptural Sufficiency  Approaches and organization structure—Advantages and Disadvantages for counseling in the local church	Reading, questions from textbooks Lecture Summary--Due: Aug.25
Week Two August 29 <b>Tuesday</b> August 31 <b>Thursday</b>	Secular Invasion Types of counseling  Networking church members One anothers	Reading questions from textbooks Lecture summary—Due: September 1
Week Three Sept. 5 <b>Tuesday</b> Sept. 7	Philosophy of Ministry Mission Statement  Role of Pastor and leadership.	

<b>Thursday</b>	The place of Hospitality Counseling in the Church	Reading questions from textbooks Lecture summary—Due September 8
Week Four Sept. 12 <b>Tuesday</b> Sept. 14 <b>Thursday</b>	Counseling center & organizational requirements  Four approaches/ church/ community	Reading questions from textbooks and lecture. —Due September 15
Week Five Sept. 19 <b>Tuesday</b> Sept. 21 <b>Thursday</b>	Legal requirements Types of people from Scripture  Guest speaker: Chad McKenley Ascend Church	Project One—Due: September 22  Reading questions from textbooks Lecture summary—Due September 22
Week Six Sept..26 <b>Tuesday</b> Sept. 28 <b>Thursday</b>	Counseling homework Role of the Holy Spirit in Counseling Counseling and change, Counseling agencies and certifications	Reading questions from textbooks Lecture summary—Due September 29
Week Seven Oct. 3 <b>Tuesday</b> Oct. 5 <b>Thursday</b>	Counseling Guidelines  Counseling Considerations	Reading questions from textbooks Lecture summary—Due 6
Week Eight Oct. 10 <b>Tuesday</b> Oct. 12 <b>Thursday</b>	Characteristics of a counselor Common mistakes in counseling  Counseling process Thinking, Attitude, Behavior	<b>Final paper due-Oct. 14</b> <b>Project Two</b>