

CONTACT INFORMATION

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I. COURSE DESCRIPTION

This course examines the foundational principles for effective life and ministry. You will evaluate what God has done in your life, where you are currently in your ministry development, and how you can prepare for future ministry opportunities. Special emphasis will be devoted to your personal sanctification and establishing redemptive relationships with others within the context of truly biblical, mutually edifying community.

II. COURSE OUTCOMES

A. **Lifelong Goals:** This course will help you:

1. Plan for and keep fresh a passionate commitment to *lifelong spiritual formation* in your relationship with Christ.
2. Assess the unique ways He is equipping you for growing maturity and ministry effectiveness.
3. Sensitive assist others in their spiritual growth and deployment in ministry.

B. **Objectives:** Upon completion of this course you should be able to:

1. Articulate an understanding of the process of sanctification/spiritual formation and, in particular, CIU's historic teaching on "victorious Christian living."
2. Nourish your spiritual development through the Word, prayer, and other spiritual disciplines; through small group *koinonia*; and through a growing passion to make Christ known.
3. Identify causes of stress and strain and ways to avoid crisis or breakdown.
4. Identify God's work in your life and any family of origin issues that might help or hinder your personal and/or ministry health and effectiveness.
5. Identify your spiritual gifts, natural abilities and acquired skills, personality type and personal style and the implications these have for current and future ministry.
6. Articulate and affirm a sense of your growth in life and ministry maturing, personal calling/destiny, ministry passion, and mission.

III. COURSE RESOURCES [Please note ISBN numbers when ordering materials.]

Bugbee, Bruce and Don Cousins. *Network: Participant's Guide Revised*. Grand Rapids: Zondervan, 2005. ISBN-13: 978-0-310-25795-0

Foster, Richard J. and James B. Smith, eds. *Devotional Classics: Selected Readings for Individuals and Groups*. [Revised and Expanded. A Renovaré Resource for Spiritual Renewal]. HarperSanFrancisco, 2005. ISBN-13: 978-0-06-077750-0

Lynch, John, Bruce McNichol and Bill Thrall. *The Cure*. San Clemente, CA: CrossSection, 2011. ISBN 978-0-984757-70-1

McQuilkin, Robertson. *Victorious Christian Living: A Biblical Exposition of Sanctification*. Published by Columbia International University, [n.d.]. **Online Resource** <http://www.ciu.edu/faculty-publications/article/victorious-christian-living-biblical-exposition-sanctification>

Pippert, Rebecca Manley. *Out of the Saltshaker & Into the World: Evangelism as a Way of Life.*

Rev. Downers Grove, IL: InterVarsity Press, 1999. ISBN-13: 978-0830822201

Willard, Dallas and Don Simpson. *Revolution of Character: Discovering Christ's Pattern for*

Spiritual Transformation. Colorado Springs: NavPress, 2005. ISBN 1-57683-857-9

Note: Other required readings will be made available on the course website.

IV. COURSE REQUIREMENTS

MIN 5300 Weekly Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Lord's Day! Worship! Rest! Enjoy! Celebrate!	Start watching content sessions for the week. Webinars held 8:00-9:00 pm, EST.	Finish watching content sessions by Tuesday midnight. Assigned reading and corresponding "Reading Reports" due by midnight Tuesday	Catch up. Schedule Small Group meetings between Wednesday and the following Monday. Have content sessions watched and reading done by the time your small group meets.	Post first contribution to the Forums by midnight.	Interact on the Forums.	Interact on the Forums. Post other written assignments by midnight. Forums close at midnight each Saturday.

Assignments - See full instructions below.

- A. Online Presentations (Course Content)
- B. Online Interaction
 - 1. Large Group Interaction
 - 2. Small Group Interaction
- C. Required Reading & Reading Report Formats
- D. Scripture Memory
- E. Evangelism
 - 1. Ministry Reports (2)
 - 2. Gospel Presentation Project
- F. Spiritual Disciplines Exercise & Retreat
 - 1. Spiritual Disciplines Exercise
 - 2. Spiritual Formation Retreat
- G. Ministry Assessment Profile

- A. **Online Presentations** – Listen to, watch, and/or read completely all content sessions by Tuesday midnight of the week they are assigned. These sessions include: Narrated PowerPoint presentations; videos; essays; music; and e-mail announcements from the instructor. (Be sure to check your mailbox.ciu.edu e-mail frequently throughout the course.) You will document your completion of the content sessions via the **Online Presentation Checklist** for each week, indicating what was completed entirely by assigned due dates. **Note:** Content sessions are accessible 10 days before they are due.

B. Online Interaction

1. **Large Group Interaction** – Participate in 2 webinars and 5 forums as assigned.

Overall instructions for Forums

Forum topics prompt interaction with important themes, often related to how course content applies to ministry. They also allow us to benefit from each other's experience

and perspectives. Take seriously opportunities to help your fellow laborers in the vineyards—and to be helped! Most forums have assigned groups to make focused discussion more possible. You must interact within your group, but everyone can read and/or participate in any group. Forums run Thursday to Saturday midnight in the weeks they are held.

- (a) Post your initial response not later than Thursday, midnight. Initial posts should average 250 words. Longer posts inhibit lively interaction, so don't write epistles! Expand on your initial thoughts in later posts as you dialogue with others. During the interaction period (Friday-Saturday), respond to others; ask questions; advance the conversation. When quoting from any source, use quotation marks and page numbers. Minimum interactions = 3.
- (b) Occasionally things go wrong when you try to post. Consider typing and saving your comments in Word, then cut and paste into the forum, post, and check to see if any extraneous code needs to be deleted.

Criteria for grading forums: (1) Active and engaged participation; (2) Adherence to all guidelines and due dates; and (3) Evidence of thoughtful and purposeful interaction with course content in conjunction with colleagues.

Instructions for Forum #1: Write & Post Your Testimony

Topic: Write your testimony in four paragraphs (not to exceed the equivalent of 2 pages double-spaced). This assignment will help to build community, and it connects with a later emphasis on evangelism. For the latter reason, assume you'll be sharing this testimony with those not yet saved. Avoid Christian jargon that would be unfamiliar to an unbeliever. Speak from the heart. **Put your name on the subject line** in the forum. Use these headings:

My life before I came to know Jesus
How I came to know Jesus, and
My life since I came to know Jesus; the difference initially and throughout my life.
Update – Add a short biographical paragraph so we can connect your story of God's grace to your present circumstances. Briefly mention location, family, work, ministry, etc.

During the first two weeks of the course, read **all** the testimonies of your colleagues. What a triumph of God's grace! Can you imagine the stories we will hear in heaven? While reading, interact with **at least three** of your fellow students/colleagues, noting points of relevance, sharing encouragement, etc.

2. **Small Group Meetings & Small Group Journal** – Meet throughout the course according to course schedule with a single gender group to process course content together and for mutual encouragement and accountability toward spiritual growth. These meetings can be held on Skype, Google Hangout, or another technology if it proves more effective for your group. Download any necessary technology and purchase a headset if necessary. Following each small group meeting, document your experience with an entry in an online **Small Group Journal**. Keep adding to your journal throughout the term. Once you're assigned to your group:
 - a) Work together to establish a regular, mutually agreeable time for your meetings on Skype, Google Hangout, or another technology that allows multiple voice real-time conversations.
 - b) Plan to spend 40-60 minutes per meeting with time to discuss course content and to get to know and minister to each other. Leadership will rotate each week, with a different person agreeing to keep the group on time and on task fulfilling the guidelines for small group meetings. Be on time for appointments and responsive to the others in your group.

- c) Complete the content sessions for the week on Tuesday before your group's meeting.
 - d) Meet with your group between Wednesday and the following Monday.
 - e) Within 24 hours of each meeting, each person posts an entry in the Small Group Journal. Include (1) the date, (2) start/stop times, (3) and a summary/highlights of the meeting.
- C. **Required Reading and Reading Reports** – For the following resources, read and submit the appropriate “reading report.” All reading reports are on the course website. **Note carefully** that there are **different** formats for different resources. See calendar for due dates.
- Victorious Christian Living: A Biblical Exposition of Sanctification.* [online resource]
 - Revolution of Character.*
 - Out of the Saltshaker & Into the World: Evangelism as a Way of Life.*
 - The Cure.*
 - Devotional Classics.* (3 reports)
 - Network.* This text is a tutorial for your MAP (below). There is no Reading Report.
- D. **Scripture Memory** – Memorize the Scripture verses which form the biblical foundation for the course. The verses are provided in multiple translations on the course website, however you must select a single translation for your memorization. The online exam must be completed under the supervision of proctor who (a) contacts the instructor for the password to open the exam and (b) is present throughout the time you type the verses from memory. Scripture memorization is a powerful way to be mastered by Word of God, hiding it in our hearts and minds. God's people need to do more of this! Take advantage of this assignment to get others involved. Get your spouse, friends, kids, parents, etc. to quiz you! Better yet, challenge them to learn the verses with you.
- E. **Evangelism**
1. **Ministry Reports** (2 reports) – Prayerfully seek to develop a *redemptive relationship* with someone who does not yet know Christ (not a backslidden or baby Christian). Start now asking the Holy Spirit to lead you. The person can be someone you know well, an acquaintance, or someone new God brings into your path. It should be someone with whom you have the possibility of building a relationship during this semester and hopefully beyond. This is obviously not just an “assignment,” for people's lives and eternal destinies are involved. This is an opportunity to invite the Lord to work through us as individuals and as a group, that He would sharpen our intentionality/expectation to be witnesses for Him. You'll also gain experience with an activity you can use in helping others have a heart for the lost and courage to reach out to them. Pray for ways to get to know the person, care about him/her, and to share yourself, always remembering this is a relationship, not a project. Lord willing, you will be able to share your story (testimony) at some point, and perhaps, if the Spirit opens the door, the Gospel. Begin praying now. Your small group will back you up.
- If possible, continue the same relationship throughout the semester, but if the door closes after the first Ministry Report, prayerfully seek a connection with another person.
- Your two Ministry Reports will be about 1 page, double-spaced and will address these five areas: (1) With whom did you connect? How often, where, when? (2) What did you experience in your interaction? (3) What did you learn? (4) How is God leading for your continued interaction? (5) What principle(s) will you apply to future ministry?
2. **Gospel Presentation Project** – First read the Evangelism Tools Anthology (online book). Your task is then to select a “method,” learn/practice it, and engage another (unsaved) person in a *spiritual conversation* that includes an explanation of the Good News in a dialogical way, not simply a lecture. Learn the flow of thought well enough to share it from memory or with simple notes in a Bible, on a smartphone, etc. Practice on your own and with others. This is a great opportunity to get your spouse, children,

grandchildren, friends, etc. involved in your seminary work. In helping you, equip them to become evangelists too!

When ready, pray for the right opportunity to share with someone. This could be the person with whom you've formed a redemptive relationship, but use discernment. If it is premature, find someone else. One strategy that has worked is to tell someone you know that you have an assignment for school (true), explain it, and ask for his/her help in dialoging with you and then critiquing the conversation at the end. If they agree, have the conversation, debrief with the person, and write a report of the experience.

Your Gospel Presentation Report will be about 1 page, double-spaced. Address the following: (1) With whom did you share and how was the connection made? (2) What method did you use and why? (3) When did you meet (date, time, location, circumstances)? (4) How did it go? What feedback did you get from the person? (5) What did you learn?

Note: If you have formal training in evangelism (in a class or seminar with practice), contact the instructor for an alternative assignment.

F. **Spiritual Disciplines Exercise & Retreat**

1. **Spiritual Disciplines Exercise** – Experiment with various classic and contemporary disciplines over a two-week period to nurture your own spiritual growth and become better equipped to nurture discipleship with others. After reading the Spiritual Disciplines Anthology (online book), select a set of spiritual practices according to the instructions. Submit a proposal of your plan to the instructor via e-mail on the designated date. Use the format given in the Anthology. Feedback will be sent quickly. Then begin the exercise on the assigned start date with a sense of anticipation!

Submit a short report (about 1 page double spaced) of the exercise. Include: (1) What spiritual disciplines you tried; (2) What your experience was like during the two weeks with these disciplines; and (3) What you learned.

2. **Personal Retreat** – Plan and carry out a 3 hour (minimum) retreat. The goal is to carve at least three hours out of your schedule this semester to spend solely for the purpose of growing deeper in your companionship with Jesus—an uninterrupted time to slow down and be with Him. Other instructions are given in a content session. You will include a short description of what you are planning on your Spiritual Disciplines Exercise proposal. After your retreat, submit a short report (about 1 page, double spaced) of the experience:

(1) Where did you go, with whom, how long was the retreat, what events did you plan and what happened? (2) Write a concluding paragraph describing your major insights from the retreat. This could include things the Lord revealed to you, blessings and or struggles in carrying out the retreat, and overall reactions to the experience and value of the retreat.

- G. **Ministry Assessment Profile (MAP)**—You will evaluate what God has done in your life, where you are currently in personal and ministry development, and look prayerfully toward the future. Content sessions in the third unit of the course provide the background and guidelines for the MAP. Detailed instructions will be provided on the course website.

V. SUMMARY: ASSIGNMENTS, GRADING WEIGHTS, & ESTIMATED COMPLETION TIMES

ASSIGNMENTS	% OF TOTAL	EST. TIME
A. Online Presentations <i>All lectures, videos, essays, and other communications are required. Up to 10 % of final grade may be deducted for failure to complete required presentations in their entirety.</i>	(- 10%)	22 hrs.
B. Online Interaction (20%) Large Group Interaction (Forums & Webinars) Small Group Participation & Journal Entries	10% 10%	15 hrs. 13 hrs.
C. Scripture Memory & Exam (10%)	10%	10 hrs.
D. Required Reading & Reports (35%) <i>Victorious Christian Living</i> <i>Revolution of Character</i> <i>The Cure</i> <i>Out of the Salt Shaker & Into the World</i> <i>Devotional Classics (3 @ 4% each)</i>	4% 7% 7% 5% 12%	40 hrs.
E. Evangelism (10%) Ministry Reports (2 @ 4% each) Gospel Presentation Project	8% 2%	8 hrs. 2 hrs.
F. Spiritual Disciplines Experience & Retreat (10%) Spiritual Disciplines Exercise Retreat	6% 4%	7 hrs. 3 hrs.
G. (Servant) Ministry Assessment Profile (15%)	15%	15 hrs.
Totals:	100%	135 hrs.

VI. Due Dates for Reading Reports & Other Written Assignments

A complete list of assignments, including content sessions, small group meetings, etc. is on the website.

All written assignments should be uploaded on course website for grading unless otherwise noted.

<i>Module 1: Spiritual Formation: Biblical Foundations</i>			
Wk	Dates	Topics	Reading Reports & Written Assignments Due
1	Feb 24-Mar 1	Introductions & Introduction to Spiritual Formation	<ul style="list-style-type: none"> ➤ Create your profile with a picture (face shot so we can “see” each other) ➤ Forum #1: Testimony
2	Mar 3-Mar 8	Living the Christian Life in Victory	<ul style="list-style-type: none"> ➤ <i>Victorious Christian Living Reading Report</i> (Tuesday, Mar 5) ➤ Webinar #1 - Mar 3, 8-9 PM EST ➤ Forum #2: Victorious Christian Living
3	Mar 10-Mar 15	Living the Christian Life in Victory: Temptation; The Role of the Holy Spirit	<ul style="list-style-type: none"> ➤ Forum #3: Romans 7:14-25
4	Mar 17-Mar 22	Living the Christian Life in Victory: Stress and Strain and Spiritual Formation CIU's History, Values & Approach to Spiritual Formation	<ul style="list-style-type: none"> ➤ Webinar #2 - Mar 17 8-9 EST
5	Mar 24-Mar 29	Module 1 Conclusion: Catching the Wind of the Holy Spirit	<ul style="list-style-type: none"> ➤ <i>Revolution of Character Reading Report</i> (Tuesday, Mar 25) ➤ <i>Devotional Classics Reading Report #1</i> (Tuesday, Mar 25)
<i>Module 2: Spiritual Formation: Means of Grace & Growth</i>			
6	Mar 31-Apr 5	Discipline & Spiritual Disciplines	<ul style="list-style-type: none"> ➤ Read all pages and links of Spiritual Disciplines Anthology
7	Apr 7-Apr 12	Evangelism, Missions, Compassion Ministry	<ul style="list-style-type: none"> ➤ Read all pages and links of Evangelism Tools Anthology ➤ Ministry Report #1 (Saturday, April 12) ➤ <i>Out of the Salt Shaker Reading Report</i> (Tuesday, Apr 8)
8	Apr 14-Apr 19	Retreat Week Holy Week (Easter is April 20)	Personal Spiritual Retreat
9	Apr 21-Apr 26	Living in the Room of Grace	<ul style="list-style-type: none"> ➤ <i>The Cure Reading Report</i> (Tues., Apr 22) ➤ <i>Devotional Classics Reading Report #2</i> (Tues., Apr 22) ➤ Personal Retreat Report (Saturday, Apr 26) ➤ Begin Spiritual Disciplines Exercise (Two weeks = Monday, Apr 21-Monday, May 5) ➤ Forum #4: Grace & Performance
<i>Module 3: Spiritual Formation: Wellspring of Spirit-Empowered Ministry</i>			
10	Apr 28-May 3	Ministry Assessment Profile: Timeline/Story	
11	May 5-May 10	Family of Origin	<ul style="list-style-type: none"> ➤ Spiritual Disciplines Exercise Report (by Saturday, May 10) ➤ Gospel Presentation Report (by Saturday, May 10)
12	May 12-May 17	MAP: Spiritual Gifts; Personality; Personal Style; Passion	<ul style="list-style-type: none"> ➤ Ministry Report #2 (by Saturday, May 17) ➤ Scripture Memory Exam (by Saturday, May 17) ➤ Forum #5: Gifting, Personality & Ministry
13	May 19-May 24	MAP: Ministry & Life Maturing; Philosophy of Ministry; Mission Statement	<ul style="list-style-type: none"> ➤ <i>Devotional Classics Reading Report #3</i> (Tuesday, May 21) ➤ Ministry Assessment Profile (by Saturday, May 24)

VII. COURSE POLICIES

Academic Services: Students with physical, emotional, ADHD, or learning disabilities needing academic accommodations should make requests through the Academic Success Center. These requests will be kept confidential and will be used only to provide academic accommodations. Because many accommodations require early planning, requests should be made as early as possible. The Academic Success Center is located on the first floor of Rossi Student Center on the CIU campus (807-5611, academicsuccess@ciu.edu). If you already receive services through ASC please contact me so that we can make your academic experience in this class as successful as possible.

CIUOnline Webmail: By university policy, e-mail correspondence can only be sent to students' official CIU webmail addresses. **You must check your @mailbox.ciu.edu account frequently as well as other interaction sites on the course website.** You are responsible for any information communicated via e-mail from CIU instructors and other CIU offices. You can forward messages from your CIU e-mail to another account if desired. Contact helpdesk@ciu.edu if you need assistance.

Due Dates: MIN 5300 is a good course in which to exercise the discipline of responsibly meeting deadlines. In an effort to develop high professional standards for Christian leaders, late work will not be accepted unless prior arrangements with the instructor have been made via e-mail at least 24 hours prior to the due date. Your message should explain the circumstances. Incompletes are not automatically assigned if course work is not completed.

Plagiarism: "Plagiarism, regardless of intent, is the presentation of words or ideas of another as one's own. When sentences, ideas, conclusions, examples, and/or organization of an assignment are borrowed from a source (a book, an article, another student's paper, tapes, etc.) without acknowledging the source, this constitutes plagiarism. Plagiarism and cheating will result in academic penalty which may include failure of the assignment or of the course. Further disciplinary action may also result." (*CIU Stylesheet, Revised 2004*, p. 13.) **Always use quotation marks and page numbers when citing a phrase, sentence, or section of any size from a source. This includes all book reports and Devotional Classic readings.**

Standards for Academic Writing & Research: Written assignments should comply with the standards described in the Seminary *Stylesheet* (Revised 2011). Spelling, punctuation, syntax, and style is important as you continue to develop written communication skills for ministry. https://online.ciu.edu/ICS/icsfs/Style_Sheet.revised_2.pdf?target=98bdc92d-3318-404b-a140-5b41f1df56f2

Changes to Syllabus: The schedule and procedures described in this syllabus are subject to change as determined by the instructor.

VIII. BIBLIOGRAPHY

Sanctification / Spiritual Formation

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Crabb, Larry. *Soul Talk: The Language God Longs for Us to Speak*. Downers Grove, IL: InterVarsity Press, 2003.

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McQuilkin, Robertson, ed. *Free and Fulfilled: Victorious Christian Living in the Twenty-first Century*. Nashville: Thomas Nelson Publishers, 1997.

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Ortberg, John. *The Life You've Always Wanted*. Grand Rapids, MI: Zondervan, 1999.

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Stott, John R.W. *Men Made New: An Exposition of Romans 5-8*. Chicago: InterVarsity Press, 1966.

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Willard, Dallas. *The Divine Conspiracy: Rediscovering Our Hidden Life in God*. [San Francisco]: HarperSan Francisco, 1998.

_____. *Renovation of the Heart: Putting on the Character of Christ*. Colorado Springs: Navpress, 2002.

<http://www.renovare.org> Website for Renovaré, an organization founded by Richard Foster to encourage spiritual formation in churches.

Prayer & Bible Study

Bounds, Edward.M. *Power Through Prayer*. Chicago: Moody Press, 1979.

Hunt, Susan. *Prayers of the Bible: Equipping Women to Call on God in Truth*. Phillipsburg, NJ: P & R Publishing Co., 2011.

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_____. *Prayer: Finding the Heart's True Home*. [San Francisco]: HarperSan Francisco, 1992.

Miller, Paul E. *A Praying Life: Connecting with God in a Distracting World*. Colorado Springs, CO: NavPress, 2009.

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Warren, Rick. *Rick Warren's Bible Study Methods: Twelve Ways You Can Unlock God's Word*. Grand Rapids: Zondervan, 2006. [See in particular "Introduction: How to Study the Bible; Ch.1, "The Devotional Method of Bible Study: How to Apply Scripture to Life;" and App. A , "How to Have a Meaningful Quiet Time."]

Evangelism & Missions

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Discipline, Spiritual Disciplines, Spiritual Gifts

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Devotional Reading

Bunyan, John. *The Pilgrim's Progress*. Grand Rapids: Fleming H. Revell, [1990]

Chamber, Oswald. *My Utmost for His Highest: Selections for Every Day*. London: Oswald Chambers Publications Association, 1972.

Hurnard, Hannah. *Hinds' Feet on High Places*. Wheaton, Ill : Tyndale, 1976.

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Leadership Development

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Course description. Name of applicant: [insert your name here]. Blue colored text indicates areas where you have to add content. Course of studies: [insert your course of studies here (e.g. "Information Systems")]. University Generic example of course description. Please categorize your lectures into the following four categories: Information Systems, Computer Science, Quantitative Methods, and Business Administration. 1.1 [Course: Insert your courses here]. Structure. Example (template) Both the course title and course description are searched for the keywords or phrases a user supplies. The application returns matches that contain all the words and phrases. You can search all three semesters or limit your search by semester. The search results include course ID, title, and description, with your search terms highlighted in yellow. Results also include the number of credits for that course, links to prerequisite courses, and a link to the schedule for that course, if available. Course Description. Study of development and problem-solving as applied to real world educational problems with solutions designed and implemented in various programming and scripting languages. Topics include data types, logic, relational operations, flowcharting, sequence, selection, repetition, functions, arrays, file i/o, object-orientation, relational database design, entity-relationship diagrams, design principles, testing, and debugging. Prior programming experience is neither assumed nor required.