



PM 515
Personal Preparation for Ministry
Fall A, 2010
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DESCRIPTION

A course that prepares the student for a lifetime of ministry. Attention will be given to the minister's relationship to God, self-understanding, family responsibilities, and appropriate ways to deal with pastoral roles within the congregation as well as the realistic and/or unrealistic expectations of parishioners.

OBJECTIVES

KNOWLEDGE	RESEARCH SKILLS
<p>At the end of this course, students will be able to...</p> <ul style="list-style-type: none"> • Better understand the challenges of ministry and how these challenges affect the spiritual, physical and psychological health of the minister and his/her family. • Detect addictions and addictive behavior earlier within themselves and in those they serve in ministry. • Better understand and evaluate the influences of life experiences and teachings, and thus be more fully equipped to address areas counterproductive to spiritual wholeness and meaningful ministry while embracing areas of greater productivity. 	<p>At the end of this course, students will be able to...</p> <ul style="list-style-type: none"> • Resource him/herself for the development of a personal self-care ministry plan. • Write more clearly from their own spiritual journey as an inspiration to others. • Address the areas of personal discipline needed for spiritual maturation, learning, research, and ministerial leadership.
SPIRITUAL FORMATION	MINISTRY PREPARATION
<p>At the end of this course, students will be able to...</p> <ul style="list-style-type: none"> • Better articulate and understand their own personal spiritual journey. • Better understand how the grace and power of God are applied to the inner struggles and brokenness of the spiritual leader. • Establish priorities for spiritual formation that will help them stay spiritually centered in Christ as they carry out their ministry. • Understand the connection between the inward state of the minister's life and the outward practice of public ministry. 	<p>At the end of this course, students will be able to...</p> <ul style="list-style-type: none"> • Better understand their own personality as it relates to their calling in ministry. • Be able to better communicate with the church and its leadership about the needs of the minister and his/her family. • Maintain a better balance in time and energy spent in the areas of spiritual development, relationships with family, personal care, and the demands of ministry.

TEXTBOOKS

Covey, Steven. *The Seven Habits of Highly Effective People*. New York: Simon and Schuster, 1989, 2004. ISBN: 0743269519.

Foster, Richard. *Celebration of Discipline: The Path to Spiritual Growth*. San Francisco: Harper, 1988. ISBN: 978-0060628390.

Friedman, Edwin. *Generation to Generation: Family Process in Church and Synagogue*. New York: The Guilford Press, 1985. ISBN: 978-0898620597.
(You can find a great deal on used copies at Amazon. There is only one edition.)

May, Gerald. *Addiction and Grace*. San Francisco: Harper Publishing, 1988.
ISBN: 0061122432.

Nouwen, Henri. *In the Name of Jesus*. New York: Crossroad Publishing, 1989. ISBN: 0824512596.

Oswald, Roy. *Clergy Self-Care: Finding a Balance for Effective Ministry*, Washington, DC: Alban Institute Publishing, 1991. ISBN: 1-56699-044-0.

REQUIREMENTS

1. Read (in order) 1) Foster, 2) Oswald, 3) May, 4) Nouwen. After each book, write a 400-500 word paper as if the author was giving you personal feedback about your personal spiritual life, and its impact on your approach to ministry. Let this author serve as a personal coach in areas that were prompted while you read. What insights did you gain from these authors that help in your personal preparation for ministry? These papers will be used for classroom discussion. For the Covey and Friedman books, write a 500 word paper for each book, this one in first person, that describes what you have learned from Covey and Friedman that will help you in ministry leadership.
2. A Reflection Paper is due by the last day of class. This paper is a 2000-2250 word reflection on your spiritual journey to this point in your life. Utilizing insight gained from class discussions, reading, devotional times, and other assignments, articulate, with honesty and transparency, what understandings and experiences in your life God used to shape your life and calling into ministry. What areas have been challenged in your thinking about yourself and ministry during this course? If there is anything that “quit working” in your spiritual journey, or that has at least been rethought, that should be included. The final 250 words or so of the paper is devoted to your describing the next mile marker or area of transformation you hope to see in your pilgrimage. Incorporate your reading and properly note it. Think of this concluding section as your self-care ministry plan.

GRADING

1. The student's final grade will be determined as follows...

60% - Reflective Essays from Required Texts (Foster, Oswald, May, Nouwen, Covey, and Friedman)

30% - Reflection Paper

10% - Class Participation

2. The 100 points will be broken down according to the following CEDS policy concerning letter grades:

	B+ 93 – 94	C+ 83 – 84	D+ 74	
A 97 – 100	B 87 – 92	C 77 – 82	D 71 – 73	F 0 – 69
A- 95 – 96	B- 85 – 86	C- 75 – 76	D- 70	

POLICIES

1. **Attendance.** Each student must attend class and participate in discussion. One absence without penalty will be allowed during the semester. Other absences, except in extreme emergencies, will result in a reduction of grade at the end of the semester. The professor must be notified before the class in case of an emergency. Three tardies equals one absence.
2. **Tardiness.** Classes will begin at the announced time. Because tardiness is disruptive and deprives the professor of valuable teaching time, three (3) late arrivals will be considered an absence and will lower the student's final grade for the course.
3. **Plagiarism.** For written work to demonstrate scholarship and integrity, documentation must be given for all ideas, paraphrasing, and quotations. Failure to do so is viewed as a very serious offense. Any assignment containing plagiarized material will be graded "F" and placed in the student's file. A future occurrence, if determined to be deliberate, will result in dismissal from the divinity school. Cheating in any form will be treated in the same manner as plagiarism.
4. **Written Assignments.** Students are required to use the latest edition of Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* and the *CEDS Research Paper Handbook*. Professors will not accept papers that do not comply with this policy. Proper format, grammar, and spelling will factor into

the grade the student receives for the paper. Papers are expected to be submitted on-time, as scheduled by the course professor. All papers are expected to be new work and cannot be submitted twice at CEDS.

5. **Late Work.** All work must be submitted by the due date stated on the SCHEDULE. The professor will not accept late work. All written work must be submitted before the final week of the half-semester. Assignments can be emailed to the professor who will grade them but not print them out and return them. If you must miss class, make arrangements to have your work turned in early. Examinations cannot be taken if all course requirements have not been satisfied.
6. **Examinations.** Examinations must be taken at the times scheduled in the syllabus. Postponement of an examination must be requested in writing within two days of the scheduled date of the exam. The request will be considered only in the case of a major emergency (i.e., death in the family or an illness for which you can produce a doctor's statement).
7. **Incomplete.** Students have thirty (30) days from the end of the half-semester to complete work for which they were given an extension by the professor and Director of Student Records. When course requirements are not met in that thirty (30) day period the final grade will be converted to an "F" and counted as hours attempted in computing the grade point average for the half-semester. The request for an extension must be made in writing and include the reasons for which additional time is needed. Requests will not be considered after the seventh week of class. A fee will be charged for the extension if granted.
8. **Withdrawal.** Students must complete the appropriate form when dropping a course. The withdrawal is not official until the professor and the Director of Student Records have signed the form. Courses may not be dropped after the fourth week of classes.

SCHEDULE *

Due	Topic	Reading	Assignment
Week 1	The commitment to personal spiritual growth		1 page reflection paper on "Who Are My Spiritual Mentors?"; Complete Meyers-Briggs survey in class
Week 2	Understanding your personality and its affect on ministry	Covey Habit #1	Read MBTI profile
Week 3	Living The Journey	Habit #2, Foster text completed	Foster Paper Due
Week 4	Clergy Self-Care	Habit #3, Oswald	Oswald Paper Due
Week 5	What are addictions and why should ministers be aware of them?	Habit #4, May text completed	May Paper Due
Week 6	Sabbath, Sabbaticals, and	Habit #5, Oswald	

	Self-Awareness		
Week 7	Church systems and Self-Differentiation	Habit #6, Friedman text completed	Friedman Paper Due
Week 8	The need for spiritual community	Habit #7, Nouwen text completed, Covey text completed.	Nouwen Paper Due, Covey Paper Due
Week 9	The next "mile post"		Reflection Paper Due

*** Topic schedule subject to change due to class discussion, guest lecturers, and discernment of the instructor.**

BIBLIOGRAPHY

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Bonhoeffer, Dietrich. *Life Together*. San Francisco: Harper San Francisco, 1976.

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Mulholland, M. Robert, Jr. *Invitation to a Journey: A Road Map for Spiritual Formation*. Downers Grove, IL: InterVarsity, 1993.

Ortberg, John. *The Life You've Always Wanted: Spiritual Disciplines for Ordinary People*. Grand Rapids, MI: Zondervan, 1997

Quenk, Naomi L. *Was That Really Me?: How Everyday Stress Brings Out Our Hidden Personality*. Palo Alto, CA: Consulting Psychologists Press, 2002.

Slaughter, Michael. *Momentum for Life: Sustaining Personal Health, Integrity, and Strategic Focus as a Leader*. Nashville: Abingdon, 2005.

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Thomas, Gary. *Sacred Pathways*. Grand Rapids, MI: Zondervan, 2002.

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