

**ADVANCE Ministry Preparation**

Sponsored by Gateway Seminary



**The Chinese Baptist School of Church Leadership**

**華人浸信會教會領袖學院**

**CLP 1111 Foundations of Ministry**

**CLP 1111 事工基礎**

Cantonese/Mandarin

粵語/華語

3 Credit Hours

3 學分

12-week online course

12周在線課程

About 4 hours of recorded video lectures and online interaction each week

每周約4小時的講座視頻和在線互動

Choice of Cantonese or Mandarin Video Lectures

自選粵語或華語視頻講座

Assignments may be submitted in Chinese or English

作業可以中文或英文提交

**COURSE DESCRIPTION**

**課程簡介**

An entry course designed to assist students developing the necessary foundations: personal, spiritual, and ministerial for life-long ministry. Students will engage in assessment of their gifts and passions in ministry and will encounter some basic approaches to effective ministry such as strategic, financial and physical planning for ministry, communication and relational skills; and team and staff building. 入門課程，旨在協助學生建立終身事奉所需的基礎：個人、屬靈和事奉。學生將參與評估他們在事奉上的恩賜和熱情，並會接觸一些有效事奉的基本方法，例如事奉的策略、財務和實體規劃、溝通和關係技巧，以及團隊和同工的建立。

**COURSE OBJECTIVES**

**課程目的**

Upon the successful completion of this course, the student should:

1. Gain perspective concerning God's past and present shaping of the student's life in the following areas:

- Spiritual gifts and calling
  - Personality development
  - Life experiences
  - Character development
2. Identify personal and ministry strengths and growing edges
  3. Devise a specific plan for developing strengths and addressing growing edges through the experience of theological education.
  4. Demonstrate a personal understanding of the unique challenges and opportunities of vocational or volunteer ministry and plan personal strategies for becoming adequately prepared to respond to them.
  5. Demonstrate a growing grasp of the fundamentals of effective ministry and leadership in the church:
    - Time management skills and strategic planning
    - Relationship and communication skills
    - Capacity for administrative oversight of the financial and physical aspects of ministry and its growth
    - Team and staff building and capacity for delegation and supervision

## COURSE COMPONENTS

### 課程組成

The student will be exposed to the following basic subject areas:

- A biblical, theological, and practical understanding of calling and the challenges and opportunities of a career in ministry.
- A theology and personal understanding of human differences, spiritual gifts, and personal development.
- Doctrinal and organizational principles for leading and managing a local church ministry
- Promising practices for church leaders in relationships, communication, and change

The student will be expected to master the following skills and/or minimum content:

- Assessment of self in the following areas
  - Spiritual gifts
  - Personality type
  - Personal and ministry strengths and growing edges
  - Self-understanding of call, including purpose, values, and vision
  - Plan for personal and professional growth during seminary
- Assessment of leadership/management skills for local church ministry

These will be demonstrated through:

- Processing self-assessment items in a group context.

The student will be expected to develop a conceptual framework for:

- The role various experiences and people play in personal and spiritual development
- A theology of human differences and how they contribute to the proper functioning of the Church and its Kingdom mission.

- A Baptist ecclesiology which sees the pastor/leaders as administer/equippers and the members as member-ministers.
- A missional view of the church as sent into the local context and as sending out into global contexts for evangelism and church planting.

The student will demonstrate affective growth in the following areas:

- Greater understanding and appreciation of oneself
- Appreciation for the value of others who differ from him/her, and a commitment to positive relationships within the Christian community.
- Acceptance of the potential positive outcomes of painful experiences in one's life
- Demonstrate a commitment to fulfill God's calling on one's life within the missional community.

## REQUIRED TEXTBOOK 必備課本

McNeal, Reggie. *A Work of the Heart: Understanding How God Shapes Spiritual Leaders*. Updated ed. San Francisco: Jossey-Bass, 2011.

Powers, Bruce, ed. *Church Administration Handbook*. 3<sup>rd</sup> ed. Nashville: B&H, 2008.

## GRADING 評分

Over the course of the semester, the following evaluation exercises will be used to determine the level of mastery of course content achieved by each class participant:

1. ***Class attendance and participation*** (10%)  
Class attendance and participation are critical to the learning process. Students should attend and properly prepare for every class meeting.
2. ***Reading*** (10%)  
Students will select portions of read *McNeal* and *Powers*. [and any selected readings].
3. ***Weekly quizzes*** (10%)  
A quiz will be given at the beginning of each class. Quizzes will focus on lectures and reading from the previous week. The two lowest quiz grades will be dropped.
4. ***Myers-Briggs Type Indicator*** (10%)  
Students will complete an MBTI assessment online (free), write a 1-page summary and reflection on the results, and be prepared to discuss in class..
5. ***DISC Assessment*** (10%)

Students will complete a DISC assessment online (free), write a 1-page summary and reflection on the results, and be prepared to discuss in class.

6. ***Spiritual Gifts Inventory*** (10%)

Students will complete a spiritual gifts inventory online (free), write a 1-page summary and reflection on the results, and be prepared to discuss in class.

7. ***Visual Timeline*** (10%)

Students will create a visual timeline for their life. This will include important personal, familial, vocational, ministry, spiritual, etc. markers in their life. This can be completed with post-it notes on a board or in a digital form. This will also include a Genogram (examples available online).

8. ***Personal Calling Statement*** (10%)

Students will write a 1-page personal reflection on their calling to ministry. This will include what led to this decision, how it has affected their life since, and where they see God leading them in the future.

9. ***Personal Mentoring Plan*** (10%)

Students will develop a 1-page mentoring plan. This will include a timeline, goals, strategies, books, and both individuals who they would like to be mentored by and who they would like to mentor.

10. ***Final exam*** (10%)

The final exam will be a comprehensive exam, focusing on the material from *McNeal* and *Powers* as well as class lectures throughout the semester.

**Semester Grades**

<i>Participation</i>	10%
<i>Reading</i>	10%
<i>Quizzes</i>	10%
<i>MBTI</i>	10%
<i>DISC</i>	10%
<i>Spiritual Gifts</i>	10%
<i>Timeline</i>	10%
<i>Personal Call</i>	10%
<i>Mentoring Plan</i>	10%
<i>Final</i>	10%
<i>Total</i>	100%

**GRADING SCALE**

**評分等級**

	<b>A</b>	<b>A-</b>
	94-100	90-93
<b>B+</b>	<b>B</b>	<b>B-</b>

87-89	84-86	80-83
<b>C+</b>	<b>C</b>	<b>C-</b>
77-79	74-76	70-73
<b>D+</b>	<b>D</b>	<b>D-</b>
67-69	64-66	60-63
	<b>F</b>	
	0-59	

## LECTURES AND ASSIGNMENTS

### 講座與作業

Week	Lectures & Assignments	Resource
1	Introduction to the course Overview of ministry foundations & formation Value of healthy, effective ministry foundation Biblical & theological basis Understanding the Ministry of Leadership and Administration	McNeal: Intro Powers: chapter 1
2	The Call of God: for the Church and for You The Will of God: for the Church and for You Rationale for Church Leadership & Management	Powers: chapter 15 McNeal: chapter 6 Iorg: all
3	How God Shapes Spiritual Leaders Sharing Our Life Histories The Minister's Personal Life	McNeal: chapter 1-4 Powers: chapter 18
4	People are God's Method Identifying your leadership style "Working with People" "Staff relationships"	Powers: chapter 3, 16 McNeal: chapter 5, 7
5	Church Formation Church Organization Establishing a Mission/Starting New Work, "Getting Started in a New Ministry"	Powers: chapter 2, 13, 14, 20
6	Planning, Budgeting, Designing Financial statements and property acquisition Staff relationships and Facilitating Meetings and Group Consensus;	Powers: chapter 7, 8, 4, 17
7	Office and Business Basics & Financial Statements	McNeal: chapter 8, 9 Powers: chapter 5, 6
8	Finding Mentors and Developing Cooperative Relationships The fellowship of Associational Life	Powers: chapter 14 McNeal: chapter 10, Conclusion
9	Church Publications and Legal Matters	Powers: chapter 11, 12
10	Planning Special Events and Food services	Powers: chapter 9, 10
11	Starting, Enduring and Finishing Well in Ministry	Powers: chapter 19, 21

12	Final Exam	
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## REFERENCE RSOUCES

### 參考資源

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Iorg, Jeff. *Is God Calling Me?* Nashville: B&H, 2008.

Johnson, Reginald. *Your Personality and the Spiritual Life: Understanding Who You Are Can Deepen Your Relationship with God*. Gainesville: Center for Applications of Psychological Type, 1999.

Pyle, William T. and Mary Alice Seals, eds. *Experiencing Ministry Supervision: A Field-Based Approach*. Nashville: B&H, 1994.

Trull, Joe E. and James E. Carter. *Ministerial Ethics: Moral Formation for Church Leaders*. 2<sup>nd</sup> ed. Grand Rapids: Baker Academic, 2004.

Walling, Terry B. and Gary Mayes. *Focused Living Retreat Workbook*. Anaheim: Christian Resource Ministries, 2001.

Winseman, Albert L., Donald O. Clifton, and Curt Liesveld. *Living Your Strengths: Discover Your God-Given Talents and Inspire Your Community*. New York: Gallup, 2004.

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