

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 2131 Ministry of Supervision
CLP 2131 督導事工

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

A study of the principles and dynamics of supervision as they relate to ministry staff and volunteers. The course focuses on supervision as ministry and investigates models of supervision, stages and systems in supervision, authority and accountability, guidance and direction, motivation, and conflict in the process of supervision.

本課程探討和研究督導理論與實踐的原則和動態，特別是在教會的教牧同工和志願工作人員的範圍，本課程以教會事工督導為重點，探討督導的模式、督導的階段和制度、督導的權力和責任、指導、激勵、和督導過程中的衝突。

COURSE OBJECTIVES

課程目的

Upon completion of this course, the student will demonstrate: 成功完成本課程後，學生應該能夠更好地：

1. Develop a working definition of supervision/leadership as it relates to ministry 制定督導(監察/領導)的定義。
2. Develop skills for effective leadership and supervision 建立有效的督導技巧。
3. Understand similarities and differences in leading volunteers and staff 了解督導受薪的教牧同工和志願者工作人員的異同。
4. Understand the basics of conflict within leadership and supervision systems. 了解督導角色與督導系統內部衝突的根本原因。

These objectives will be measured by class discussion, written exams, and writing. 這些目標將通過課堂討論、筆試、和寫作來衡量。

REQUIRED TEXTBOOK

必備課本

McCarty, Doran C. *Supervision: Developing and Directing People in Ministry (Second Edition)*. St. Augustine, FL: McCarty Services, Inc., 2001.

Hughes, Kent and Barbara Hughes. *Liberating Ministry from the Success Syndrome*. Wheaton, IL: Tyndale House, 1987.

肯德休斯夫婦著; 白陳毓華譯 白陳毓華 走出「成功」的陰影; 臺北市: 校園書房出版社, 1991.

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: 在本學期的課程中，將使用以下評估練習來確定每個班級參與者對課程內容的掌握程度：

1. **Class attendance and participation** 課堂出勤率和參與 (10%)

Each student is expected to attend class faithfully. Attendance is considered vitally important. If a student must be absent, he or she must get class notes from another student. One absence will be excused. Two absences will reduce the final grade, and more than two will result in failing the course. 每個學生都應該忠實地上課。出席被認為是至關重要的。如果一個學生必須缺席，他或她必須從另一個學生那裡得到課堂筆記。缺席一次將被原諒。兩次缺席將降低最終成績，兩次以上將導致課程不及格。

2. **Reading** 閱讀 (10%)

Read the required textbook. After reading each assigned reading, write a short reading report of no more than 300 words. 讀完每期課本閱讀之後，寫一個不超於 300 字的簡短讀後報告。

3. **Weekly quizzes 每週測驗 (15%)**

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. 每節課開始時都會進行測驗。測驗將集中在前一週的講座和閱讀上。兩個最低的測驗成績將被刪除。

4. **Reflection Paper 反思論文 (10%)**

Students will write a 2-page reflection on the ministry in supervision they have learned and how they will implement them in their ministries. 學生將就他們所學的督導原則以及他們將如何在他們的事工中實施這些原則寫一篇 2 頁的反思。

5. **Ministry of Supervision Program 督導事工程序 (15%)**

Students will develop a program of ministry of supervision for both paid ministry staff and lay leaders. Students will write a 2-page paper outlining the plan, strategy, goals, and organization elements of the program. 學生將為受薪的教牧同工和平信徒領袖建立一個督導的程序。學生將撰寫一份 2 頁的論文，概述該計劃、戰略、目標和組織要素。

6. **Mid-Term Exam 期中考試 (20%)**

The mid-term exam will cover materials from sessions 1-5. 期中考試將涵蓋第 1-5 課的材料。

7. **Final Exam 期末考試 (20%)**

The final exam will cover materials from sessions 6-11. 期末考試將涵蓋第 6-11 節課的材料。

Semester Grades

Participation 參與	10%
Reading 閱讀	10%
Quizzes 測驗	15%
Reflection 反思	10%
Ministry of Supervision Program 督導事工程序	15%
Mid-term Exam 期中考試	20%
Final 期末考試	<u>20%</u>
Total 合計	100%

GRADING SCALE

評分等級

	A	A-
	94-100	90-93
B+	B	B-
87-89	84-86	80-83
C+	C	C-
77-79	74-76	70-73
D+	D	D-
67-69	64-66	60-63
	F	
	0-59	

LECTURES AND ASSIGNMENTS 講座與作業

Session # 會議 #	Lectures & Assignments 講座和作業	Readings 課本閱讀	Assignments due 到期作業
1	Introduction to Course 課程介紹 Overview of Ministry of Supervision 督導事工概述	McCarty (chapter 1) 麥 1 章	
2	Models and styles of Supervision in the Ministry: understand and evaluate 督導事工的模式和 風格：理解與評價	McCarty (chapter 2) 麥 2 章	McCarty (chapter 1 & 2) book report 提交麥1-2章閱 讀報告
3	Process and Strategies for ministry supervision 督導的進程和策略	McCarty (chapter 3) 麥 3 章	McCarty (chapter 3) book report 提交麥3章閱讀 報告
4	Ministry Supervision Case Study 1	McCarty (chapter 4) 麥 4 章	McCarty (chapter 4)

	督導個案研究 1		提交麥4章閱讀報告
5	Tools for conducting effective supervision in ministry: The Use of covenants in ministry supervision 督導工具: 在督導事工中使用契約	McCarty (chapter 5) 麥 5 章	McCarty (chapter 5) 提交麥5章閱讀報告
6	Covenant Workshop 督導約章工作坊 Success elements for God's servants 上帝僕人的成功要素	McCarty (chapter 6) 麥 6 章	McCarty (chapter 6) book report First open book examination at home to be due on 10/18 #1 開卷考試:在 10/18 提交
7	Tools for conducting effective supervision in ministry: Supervision Meeting 督導工具: 督導會議	McCarty (chapter 7) 麥 7 章	McCarty (chapter 7) book report 提交麥 7 章閱讀報告
8	Where To Get Encouragements in Ministry? 在哪裡得到鼓勵? The tool of 360° feedbacks 360 度回饋工具	McCarty (chapter 8) 麥 8 章	McCarty (chapter 8) book report 提交麥 8 章閱讀報告
9	Ministry Supervision Case Study 2 督導個案研究 2	McCarty (chapter 9) 麥 9 章	McCarty (chapter 9) book report 提交麥 9 章閱讀報告
10	Role of supervisor 督導者的角色	McCarty (chapter 10) 麥 10 章	McCarty (chapter 10) book report 提交麥 10 章閱讀報告

	Conflicts in Supervision and Supervision Systems 監管與監管制度的衝突		
11	Understand the dynamics in ministry supervision 督導動態 Conduct and evaluate supervision meetings 召開和評估督導會議； Understand and appreciate diversity in ministry supervision— ethnic, personalities and temperaments, theological, 理解和欣賞督導事工的多樣性——種族、個性和氣質、神學、領導風格	McCarty (chapter 11) 麥 11 章	McCarty (chapter 11) book report 提交麥 11 章閱讀報告
12	How to supervise in ministry successfully? 如何成功地督導事工？		Reflection Paper DUE 反思論文到期 Ministry of Supervision Program DUE 督導事工程序到期 Final Exam DUE 期末考試到期

SELECTED BIBLIOGRAPHY

其他相關書籍

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Clinton, J. Robert. *The Making of a Leader: Recognizing the Lessons and Stages of Leadership Development*. Colorado Springs: Navpress, 1992.

Covey, Stephen R., A. Roger Merrill, and Rebecca R. Merrill. *First Things First: To Live, to Love, to Learn, to Leave a Legacy*. New York: Simon & Schuster, 1994.

要事第一 Yao shi di yi; First things first. Chinese

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