

ASSEMBLIES OF GOD THEOLOGICAL SEMINARY
Evangel University

BTH/MHT 501 (3 credits)
The Mission of God in Biblical and Contemporary Contexts
October 16-20
12:30-9:30 pm

DeLonn Rance, Ph.D.
Professor of Missions and Intercultural Studies
drance@agts.edu or ranced@evangel.edu
Submit all assignments to Valerie Rance at
vrance@agts.edu or rancev@evangel.edu

Fall 2017

COURSE SYLLABUS

AGTS AND EVANGEL UNIVERSITY MISSION STATEMENTS

The purpose of AGTS is to train men and women to fulfill the mission of the church as taught in Scripture—Shaping servant leaders with knowledge, skill and passion to revitalize the church and evangelize the world in the power of the Spirit.

As a graduate-level educational institution within the evangelical and Pentecostal tradition, the seminary affirms the Bible as God's written Word, the inspired, infallible and authoritative rule for faith and conduct. Affiliated with The General Council of the AG, the seminary's doctrinal commitment is found in the Statement of Fundamental Truths.

Evangel University is a comprehensive Christian university committed to excellence in educating and equipping students to become Spirit-empowered servants of God who impact the Church and society globally.

COURSE DESCRIPTION

This introductory course consists of an in-depth study of the mission of God, as it is revealed in both Old and New Testaments. The course will not only examine the text of Scripture, but also consider the mission of God in terms of history, culture, and philosophy of the people to whom the mission was delivered, the interpretation of Scripture within the Bible, the progressive development of biblical theology as new cultures and peoples were engaged by Israel and the Church, the modes of mission and ministry which are evidenced in the Bible, and the application of biblical missiology to the contemporary world context.

COURSE OUTCOMES

At the end of this course, the student should be able to:

- 1) articulate God's plan for the universe from a biblical perspective (MAIS SLOs #s 1, 2, 5, 6).

- 2) recognize the vital link between the kingdom of God, the church, and missions as expressed in both the Old and New Testaments (MAIS SLOs #s 2, 5, 6).
- 3) analyze the Christological paradigm for missions revealed in Scripture (MAIS SLOs #s 2, 5, 6).
- 4) understand the need for doing theology in light of the unreached in specific contexts (MAIS SLOs #s 2, 5).
- 5) evaluate contemporary and alternative missiological strategies, philosophies, and issues (theologies) in light of a biblical theology of mission (MAIS SLOs #s 2, 5).
- 6) identify Pentecostal distinctives and contributions to missiology and the fulfillment of the Great Commission (MAIS SLOs #s 2, 5).
- 7) understand and respond in a personal way to the needs of the world and the challenge of missions (MAIS SLOs #s 1, 2, 5, 6).
- 8) perceive the role of prayer in mission (MAIS SLOs #s 1, 2, 5, 6).
- 9) recognize both the hardships and the rewards of missionary service and be open to God's call and direction in missions (MAIS SLOs #s 1, 2, 5, 6).
- 10) integrate course materials into life and ministry (MAIS SLOs #s 1, 2, 5, 6).

REQUIRED TEXTBOOKS

Glasser, Arthur F.; Van Engen, Charles E.; Gilliland, Dean S.; and Redford, Shawn B.
Announcing the Kingdom: The Story of God's Mission in the Bible. Grand Rapids, MI: Baker Academic, 2003. **ISBN-10:** 0801026261, **ISBN-13:** 978-0801026263 Print 400 pp.

Johnson, Alan R. *Apostolic Function in 21st Century Missions*. Pasadena, CA: William Carey Library, 2009. **ISBN-10:** 0878080112 **ISBN-13:** 978-0878080113 Print 258 pp.

Kaiser, Walter C. *Mission in the Old Testament: Israel as a Light to the Nations*. Grand Rapids, MI: Baker Books, 2000. **ISBN-10:** 0801022282, **ISBN-13:** 978-0801022289 Print 101 pp.

Van Engen, Charles. *God's Missionary People: Rethinking the Purpose of the Local Church*. Grand Rapids, MI: Baker Book House, 1991. **ISBN-10:** 0801093112, **ISBN-13:** 978-0801093111 Print 194 pp.

Wright, Christopher J. H. *The Mission of God's People: A Biblical Theology of the Church's Mission (Biblical Theology for Life)*. Grand Rapids, MI: Zondervan, 2010. **ISBN-10:** 0310291127 **ISBN-13:** 978-0310291121 Electronic and Print 304 pp.

York, John V. *Missions in the Age of the Spirit*. Springfield, MO: Logion, 2000. **ISBN-10:** 0882434640 **ISBN-13:** 978-0882434643 270 pp.

For information of textbook pricing, go to <http://www.bkstr.com/evangelstore/home>.

NOTE: IF PARTICIPANT HAS READ ANY OF THE REQUIRED TEXTS FOR CREDIT IN ANOTHER CLASS, PLEASE SUBSTITUTE ANOTHER BOOK FROM THE BIBLIOGRAPHY BELOW.

BASIC OUTLINE (subject to change)

Introduction

A Biblical Theology of Mission

- Doing Theology
- God's Redemptive Plan.
- Mission in the Old Testament.
- Mission in the New Testament.
- A Christological Paradigm for Ministry.

A Biblical Theology of the Mission (Missions) of the Church (God's Missionary People)

- The New Testament Church
- Contextualization
- The Missionary Task

The Church in Missions in Contemporary Contexts

- The Local Church in Missions
- Developing a Personal Theology of Missions

Conclusion

METHODOLOGY

Lectures, discussion, guest lectures, video presentation(s) and book reviews.

COURSE REQUIREMENTS

1. Faithful attendance to class (as per the Student Handbook) and participation in discussions/groups.
2. Reading of the required textbooks. A Canvas online open book "Quiz" must be completed for each text and for a missionary biography (see addendum one for observations and recommendations). Kaiser **Due Sept. 8**, York **Due Sept. 15**, Johnson **Due Sept. 22**, Wright **Due Sept. 29**, Glasser **Due Oct. 6**, Van Engen **Due Oct. 13**, Missionary Biography **Due Oct. 27**.
3. The submission of a missions sermon that you have preached or will preach. Include title, text, introduction, major points in outline form and conclusion/application. The paper should be 3-4 pages in length. **Due Nov. 10**.
4. **Research paper.** In 15-20 pages, demonstrate your mastery of the content of this course by writing a paper on a particular topic in the area of biblical missiology. The paper should:
 - Apply the principles of biblical theology taught in the class;
 - Demonstrate a comprehensive knowledge of *missio Dei* as found in the biblical witness, including appropriate biblical references. Be sure to demonstrate a clear contextual (exegetical) understanding of all texts that are discussed.
 - Integrate and cite class lectures, assigned readings, and other scholarly sources.
 - After presenting your understanding of a particular topic in biblical missiology, apply your current sense of God's unique calling on your life to your understanding of the topic and indicate what the Holy Spirit is leading you to do in response to your learning (i.e. present a personal plan for missional praxis). **Due Dec. 1**.

**All papers should be double spaced, 12 point Times New Roman font and in accordance with Turabian Style formatting.

***NOTE: ANY ASSIGNMENTS SUBMITTED AFTER DECEMBER 1 WILL AUTOMATICALLY RECEIVE A ONE LETTER GRADE REDUCTION.**

****See Addendum Two for the “AGTS (GMD) Rubric for the Evaluation of the Quality of Student Writing” (The rubric which will be used for the grading of your papers) and Addendum Three for “Tips for Writing Better Papers.”**

****All work must be submitted electronically as Word Document attachments to Valerie Rance at AGTS by e-mail (vrance@agts.edu or rancev@evangel.edu). PLEASE INCLUDE YOUR LAST NAME AND FIRST INITIAL AS THE FIRST WORD IN THE FILE NAME.** It is recommended that you submit the work as you complete it to avoid the accumulation of work (and stress) at deadline dates. **Please keep backup copies of all graded work until you have received a final grade for the course.** If you have any questions or concerns, please do not hesitate to ask.

ACADEMIC INTEGRITY

Students at AGTS will endeavor to be honest and of high integrity in all matters pertaining to Seminary life. A lack of respect and integrity is evidenced by cheating, fabricating, plagiarizing, misusing facilities, removing books and other property not one’s own, and disrupting classes.

Cheating is defined as “intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.” It is assumed that whatever is submitted by a student is the work of that student and is new work for that course. Fabrication is “intentional and unauthorized falsification or invention of any information or citation in an academic exercise or form.” Plagiarism is “intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise.” One who facilitates any of the above is equally responsible with the primary violator.

Penalties may include restitution, an “F” on an individual paper, exam, or course; loss of campus employment; disciplinary probation; removal from extracurricular activities; and suspension.—*AGTS Student Handbook.*

THE USE OF ELECTRONIC DEVICES IN THE CLASSROOM

The use of electronic devices in the classroom is intended to enhance the learning environment for all students. Any use of technology that substantially degrades the learning environment, promotes dishonesty or illegal activities is prohibited. Your laptop, tablet, or other electronic device can become a distraction to you and to those around you if it is not used for proper academic purposes. Proper academic purposes include taking notes, following along with the instructor on PowerPoint, as well as working on assigned in-class activities, projects, and discussions that require in-class computer use. Texting, Internet surfing, emailing, gaming and other such activities are not permitted in class and

can result in losing the privilege to bring electronic devices to class. **Mobile phones, pagers, and Google glass must be turned off during class** unless extenuating circumstances are discussed with the professor, and approval to have them activated is given prior to class. It is not permissible to answer telephones in class or to engage in text messaging at any time while class is in session. Students who violate this rule risk being counted absent for the class. Students are not permitted to take photographs, or make audio or video recordings during class without prior approval from the professor.

NON-DISCRIMINATORY LANGUAGE

Students should use non-discriminatory language in all written and spoken communication in this class. For specific guidelines, see the Student Handbook at:

http://www.agts.edu/community/student_handbook/2010studenthandbook.pdf

While AGTS does not endorse the following websites, they provide more information on non-discriminatory language:

General Principles: http://www.randomhouse.com/words/language/avoid_guide.html

Gender: <http://owl.english.purdue.edu/workshops/hypertext/apa/gender.html>

Racial and Ethnic Identity: <http://www.apastyle.org/race.html>.

Disabilities: <http://www.apastyle.org/disabilities.html>.

Age Discrimination: http://www.randomhouse.com/words/language/avoid_guide.html

DISABILITY ACCOMMODATION

As defined in Section 504 of the Rehabilitation Act of 1973, the Assemblies of God Theological Seminary at Evangel University is committed to the provision of reasonable accommodations for students with disabilities. If AGTS students believe they qualify for accommodations, they should contact the AGTS Student Life Office, Room 218, telephone extension 8881.

COURSE COMMONS

This course will use Evangel's learning management system, Course Commons, powered by the Canvas Learning Management System. Login directly at: <https://courses.evangel.edu/> or go to the Student Portal/Course Commons

Use your Evangel username and password to login.

To access this course, hover over or click Courses at the top of the page after logging in.

- a. **Before the class starts:** Students will have access to Course Commons and this course seven (7) days before the official beginning of the semester. This does not mean all course content will be ready. Release of course content will be the prerogative of the professor. Students have until seven (7) days after the semester begins to complete financial registration. If financial registration is not completed by the seventh day, course access will be revoked and all submitted work will be lost.
- b. **Course Content:** All course content (syllabus, modules, course materials, assignments, quizzes, exams, discussions, grades, etc.) will be located on the navigation pane on the left hand side of our course. At the end of a semester, students will have limited access to

the course through Course Commons. Only access to already submitted work and grades will be available.

- c. **Personal Settings:** After logging into Course Commons, be sure to go to Settings and adjust your personal profile settings. *Add in a profile picture of yourself (Smile!).*
Set your notifications: set how you'll be notified (EU email, personal email, text, Twitter, etc.) and how often.
- d. **Help:** *Click the Help button in the top right hand corner after you login. By clicking Help, you'll be able to...*
 - i. Submit a question directly to your instructor
 - ii. Access Canvas Help Guides
 - iii. Submit a Course Commons Helpdesk Ticket
- e. **Course Commons Student Orientation:** All AGTS/EU students are automatically enrolled in the [Course Commons Student Orientation site](#). What's available? [Getting Started](#) help, what to do [During Your Course](#), [Help and FAQ](#), the [Student Quick Start Guide](#), and much more.
- f. **Course Commons Troubleshooting:** Question about a quiz or course content? *Contact your instructor, first!* Technical question about the Course Commons? Click Help and submit a ticket through Report a Problem. *Can't access Course Commons?* Contact the EU IT Helpdesk: 417-865-2815 x8368 (phone) or helpdesk@evangel.edu (email) or help.evangel.edu (web).

GRADING PROCEDURE

1. Class Participation	10%	
2. Canvas online open book "Quizzes" on Required Reading (7 @ 5%)	35%	
Kaiser	Due Sept. 8	
York	Due Sept. 15	
Johnson	Due Sept. 22	
Wright	Due Sept. 29	
Glasser	Due Oct. 6	
Van Engen	Due Oct. 13	
Missionary Biography	Due Oct. 27	
3. Missionary Sermon Outline	15%	Due November 10
4. Research Paper	40%	Due December 1

***NOTE:** Professor reserves the right to modify course requirements and grading percentages if deemed necessary. **ANY ASSIGNMENTS SUBMITTED AFTER DECEMBER 1 WILL AUTOMATICALLY RECEIVE A ONE LETTER GRADE REDUCTION.**

Students should retain a copy of all work submitted, until they have received a grade for this work.

Students are expected to complete all course work in a timely fashion as specified in this syllabus. A grade of IP (In Process) will be issued if the course ends after the AGTS semester ends. A grade of I (Incomplete) may be granted at the discretion of the professor for extenuating circumstances upon the presentation of the Incomplete Grade Request form:

<http://www.agts.edu/academics/forms.html>. The approved Incomplete request will extend the due date for up to ninety days, may include a grade reduction, and will be assessed a grade change fee. Students may not register for courses in a new term if carrying more than two IP or I grades.

GRADING SCALE

A+ (10)		A (96)	100-94	A- (93)	93-90
B+ (89)	89-87	B (86)	86-84	B- (83)	83-80
C+ (79)	79-77	C (76)	76-74	C- (73)	73-70
D+ (69)	69-67	D (66)	66-64	D- (63)	63-60
F	59 or below				

SELECTED BIBLIOGRAPHY

Allen, Roland. *Missionary Methods: St. Paul's or Ours?* [1913]. Grand Rapids: Wm. B. Eerdmans Publishing Company, 1962, 188 pp.

Bosch, David Jacobus. *Transforming Mission: Paradigm Shifts in Theology of Mission (American Society of Missiology Series, No. 16)*. New edition. Maryknoll, NY: Orbis Books, 1991. 587 pp.

Dempster, Murray A.; Klaus, Byron D., and Petersen, Douglas. *Called and Empowered: Global Mission in Pentecostal Perspective*. Peabody, MA: Hendrickson, 1991. 312 pp

Fleming, Dean. *Contextualization in the New Testament: Patterns for Theology and Mission*. Downers Grove, IL: InterVarsity Press, 2005. 322 pp.

Goheen, Michael W. *Light to the Nations: The Missional Church and the Biblical Story*. Grand Rapids, MI: Baker Academic, 2011. 242 pp.

Hodges, Melvin. *Theology of the Church and Its Mission: A Pentecostal Perspective*. Springfield, Mo.: Gospel Publishing House, 1977. 185 pp.

Ladd, George Eldon. *Gospel of the Kingdom*. Grand Rapids: Wm. B. Eerdmans Publishing Company, 1959. 143 pp.

Ma, Julie C. and Wonsuk Ma. *Mission in the Spirit: Towards a Pentecostal/Charismatic Missiology*. Eugene, OR: Wipf and Stock Publishing, 2010. 312 pp.

Moreau, A. Scott, Gary R. Corwin and Gary B. McGee eds. [Introducing World Missions: A Biblical, Historical, and Practical Survey](#). Grand Rapids, MI: Baker Academic, 2004. 352 pp.

Ott, Craig and Stephen J. Strauss with Timothy C. Tennent. [Encountering Theology of Mission: Biblical Foundations, Historical Developments, and Contemporary Issues](#). Grand Rapids MI: Baker Academic, 2010. 383 pp.

Piper, John. [Let the Nations Be Glad!: The Supremacy of God in Missions](#). Grand Rapids, MI: Baker Academic, 2010. 280 pp.

Tennant, Timothy C. [Invitation to World Missions: A Trinitarian Missiology for the Twenty-first Century](#). Grand Rapids, MI: Kregel Publications, 2010. 560 pp.

Van Engen, Charles. [Mission on the Way: Issues in Mission Theology](#). Grand Rapids, MI: Baker Books, 1996. 304 pp.

Van Rhee, Gailyn. [Missions: Biblical Foundations and Contemporary Strategies](#). Grand Rapids, MI: Zondervan Publishing House, 1996. 251 pp.

Wright, Christopher J. H. [The Mission of God: Unlocking the Bible's Grand Narrative](#). Downer's Grove, Ill.: Intervarsity Academic, 2006. 581 pp.

SPECIFIC DATA

Prepared by DeLonn Rance, Ph.D., March 19, 2017.

LEARNING OUTCOMES OF THE GLOBAL MISSIONS DEPARTMENT

The specific learning outcomes for the programs of the Global Missions Department at AGTS include that the student will be able to:

1. make decisions, live and serve according to revealed truth and the will of God (MAIS SLO # 1)
2. develop biblical theology of missions which addresses the contemporary missional context (MAIS SLO # 2)
3. utilize the tools of the social sciences to develop a plan to communicate the gospel in word and deed to persons of another culture (MAIS SLO # 3)
4. facilitate the ongoing process of contextualization as missional leaders and communities of faith in specific settings (MAIS SLO # 4)
5. articulate a Spirit driven missiology and praxis (MAIS SLO # 5)
6. identify, exemplify and foment biblical leadership (MAIS SLO # 6)

ADDENDUM 1
OBSERVATIONS AND RECOMMENDATIONS
ON THE MISSIONARY BIOGRAPHY

The purpose for including a missionary biography in the reading (besides being great inspirational fun) is that research indicates that the more followers of Christ engage missionary stories whether through personal testimony or biographies, the more likely they will be committed to obedience to God's mission in the world. The reason that I have not specified a particular biography is simply because I want you to choose something that strikes your interest or helps in the fulfillment of your call (e.g. if you feel called to the Muslim world, find a missionary biography of a missionary that has worked among Muslims, or someone from your faith tradition). What follows are some missionary classics along with a few personal favorites, but let the Spirit guide you to the story that will impact your future. (I used Amazon to facilitate this short list in somewhat random order, but the library has many more options.)

- *Peace Child: An Unforgettable Story of Primitive Jungle Treachery in the 20th Century* by Don Richardson
- *Through Gates of Splendor* by Elisabeth Elliot
- *Bruchko: The Astonishing True Story of a 19-Year-Old American, His Capture by the Motilone Indians and His Adventures in Christianizing the Stone Age Tribe* by Bruce Olson
- *Strategy of the Spirit: J. Philip Hogan and the Growth of the Assemblies of God Worldwide* by Everett A. Wilson
- *Afghanistan: My Tears* by David Leatherberry
- *High Adventure in Tibet* by David V. Plymire
- *From Jerusalem to Irian Jaya: A Biographical History of Christian Missions* by Ruth Tucker
- *The Life and Diary of David Brainerd* by David Brainerd
- *Hudson Taylor's Spiritual Secret* by Hudson Taylor
- *Hudson Taylor and Maria* by John Pollock
- *King of The Cannibals: The Story of John G. Paton, Missionary To The Hebrides* by Jim Cromarty
- *William Carey and the Missionary Vision* by Daniel Webber
- *To the Golden Shore: The Life of Adoniram Judson* by Courtney Anderson
- *C. T. Studd: Cricketer & Pioneer* by Norman P. Grubb
- *The Cambridge Seven: The true story of ordinary men used in no ordinary way* by John Pollock
- *Lottie Moon: Giving Her All for China (Christian Heroes: Then & Now)* by Janet Bengé
- *Eric Liddell: Pure Gold: A New Biography of the Olympic Champion Who Inspired Chariots of Fire* by Dave McCasland
- *Henry Martyn: Pioneer Missionary to India and Islam* by Jesse Page
- *A Chance to Die: The Life and Legacy of Amy Carmichael* by Elisabeth Elliot
- *End of the Spear* by Steve Saint
- *The triumph of John and Betty Stam* by Geraldine Taylor
- *Hudson Taylor and the China Inland Mission: The Growth of a Work of God* by Dr. & Mrs. Howard Taylor

- *Shadow of the Almighty: The Life and Testament of Jim Elliot* (Lives of Faith) by Elisabeth Elliot
- *Out of the jaws of the lion* by Homer E Dowdy
- "An Interesting Account of the Christian Martyrs of the Congolese Simba Rebellion in the 1960s"
- *Jungle Pilot* by Russell T. Hitt "A Personal and Very Human Account of the Life and Martyrdom of Nate Saint, One of the Five Men Martyred in Ecuador in 1956"
- *Raymond Lull, first missionary to the Moslems* by Samuel Marinus Zwemer
- *Lillian Trasher: The Greatest Wonder in Egypt* (Christian Heroes: Then & Now) by Geoff and Janet Bengé
- *Mission Legacies: Biographical Studies of Leaders of the Modern Missionary Movement* (American Society of Missiology) by eds. Gerald H. Anderson, Robert T. Coote, James M. Phillips
- *Robert Moffat: the missionary hero of Kuruman* by David J Deane
- *Robert Morrison: A master-builder* (The modern series of missionary biographies) by Marshall Broomhall
- *The Life and Diary of David Brainerd* by David Brainerd and Jonathan Edwards
- *Cameron Townsend: Good News in Every Language* (Christian Heroes: Then & Now) by Geoff and Janet Bengé
- *David Livingstone: Africa's Trailblazer* (Christian Heroes: Then & Now) by Geoff and Janet Bengé

ADDENDUM 2
AGTS (GMD) RUBRIC FOR THE EVALUATION
OF THE QUALITY OF STUDENT WRITING

The quality of a student’s writing will be assessed using the following rubric. Each element will be assessed on a 5-point scale where 5 represents superior work, adequate for publishing. A score of 1 would signify that the work requires significant re-writing and a score of 3 reflects adequate, passable quality.

	5	4	3	2	1
A. TOPIC SELECTION/RATIONALE FOR STUDY 10%					
1. The student gives a clear, cogent rationale for the choice of the subject 2%					
2. The chosen topic is important (worthy of study), relevant, and/or serves to contribute to the knowledge in the field 2%					
3. The research and/or content goals are clearly stated (what data or information they intend to acquire) 2%					
4. There’s evidence that the student has read widely enough to identify the major issues 2%					
5. The student understands the issues and is able to critically reflect on their relevance to the chosen topic 2%					
B. RESEARCH DEVELOPMENT AND ORGANIZATION OF THE TOPIC 40%					
1. The student has chosen a research methodology that is adequate to the stated goals of the study 10%					
2. The outline and content of the paper reveals that the investigation of the topic is comprehensive and covers the topic adequately 20%					
3. The outline of the paper is coherent and provides a logical development from concept to concept 10%					
C. CRITICAL THINKING SKILLS 30%					
1. The student has engaged a broad spectrum of views related to the chosen topic 10%					
2. The student demonstrates an ability to critically assess the strengths and weaknesses of differing views or positions 10%					
3. The student shows evidence of independent thinking which evaluates objectively differing views or positions before declaring their own position 10%					
D. BASIC WRITING SKILLS 20%					
1. The paper is mechanically sound in terms of word usage and selection, spelling, punctuation, capitalization, syntax and grammar 5%					
2. The appropriate style format was used (Turabian or APA) 5%					
3. The writing style is clear, straightforward, and easily understood 5%					
4. The development of thought is aided by well-constructed paragraphs, transitional sentences and summations that facilitate the flow of thought 5%					

ADDENDUM 3 **TIPS FOR WRITING BETTER PAPERS**

*The principles below should be applied to the preparation of the papers.

TRUISMS

1. Reading and re-reading the instructions aid in the preparation of superior papers.
2. A good research paper requires hard work. Within five minutes or less of reading a paper, a professor can spot poor work.
3. Writing skills improve with more writing; there are no shortcuts.

WHAT PROFESSORS EXPECT IN RESEARCH PAPERS

1. Solid research in *primary sources*
2. Familiarity and interaction with *secondary sources*
3. Logical organization
4. Original analytical reflection
5. Integrity in writing
6. Consistency in following the designated style manual (e.g., APA, Turabian, etc.)

WHAT STUDENTS EXPECT OF PROFESSORS

1. Clear instructions about the nature of the paper
2. Explanation of research methodology for the particular area of study
3. A clear rationale for the grade should be provided through comments written on the paper
4. The weight of the grade based first on the content of the paper, secondly on the mechanics.

NOTE: This does not minimize the problem of mechanical errors, typos, etc., because they interfere with the logical argumentation of the paper. If the number of mechanical problems and typos on a paper exceed the number of pages, the grade will likely be reduced by one grade point. This represents a fair approach to grading. If more than one mistake on the average appears on a page, then the paper has been poorly prepared both mechanically *and analytically*.

GUIDELINES:

1. Before writing, prepare a detailed outline of what you intend to address; this will prevent rambling and guarantee logical development.
2. Somewhere on the first page, a clear statement of purpose needs to be given, one that explains the nature of the paper and what it intends to achieve. The conclusion should then link closely with the statement of purpose.
3. Write in good written, not spoken English. All sentences should be complete and coherent. Most people, especially preachers, write like they talk. (Of course, profs remain immune to such temptations!) This means that redundancies redundancies will inevitably appear in the text. While repetition and alliteration may be effective in the pulpit, such devices can be unnecessary and distracting in print. Avoid constant repetitions of proper names (use pronouns), expressions, etc. Also, use adjectives, adverbs and emphasis words (such as “very”) sparingly.
4. After completing the first draft, look carefully through the paper and eliminate unnecessary sentences; continue this approach with later drafts. “What?” you ask, “more than one draft?”

5. Keep a sharp eye on paragraph development. The topic presented in the opening sentence must govern what follows. If a paragraph becomes a collection of several unrelated thoughts (e.g., the last sentence has no connection to the opening sentence), then the logical argumentation has broken down. Furthermore, make certain that the paragraph properly fits into the development of the section.
6. Following the introduction of a person's name (e.g., Harry Jones), only use their last name and/or pronouns afterward. Do not use the person's first name in subsequent references; this would imply that you are a personal friend of the person cited.
7. Minimize the use of verbs of being: am, is, are, were, and being. They are usually overworked. Regular active verbs make stronger sentences.
8. If in doubt about a long sentence construction, break into two or more sentences.
9. How should you refer to yourself in the paper? I suggest the occasional use of the pronoun "I." Referring to yourself as "this writer" or "this author" or "he or she who scribeth this paper" appears awkward in my estimation. At the same time, avoid using the first person plural ("we," "us," "our") and the second person singular and plural ("you"). Refer to others in the third person singular or plural. Consistency avoids confusion and keeps the reader on course.
10. Use direct quotations sparingly. A direct quotation should only be used when a source says something of such importance that the reader would be deprived by not being aware of it. ***The frequent use of direct quotations and especially block quotations indicates that the writer has not adequately digested the material; long or frequent quotations then serve as "stuffers" in the text.***
11. Documentation: How many references numbers should be used? How many sources listed in a bibliography? Arbitrary numbers for these questions represent an artificial methodology, irrelevant at the graduate level. Review the rationale for references. Use the best sources, the number of which will vary with any given paper.
12. The bibliography should be strongly represented in the references notes. Avoid "stuffing" the bibliography with little used resources.
12. Beware of plagiarism. A safe rule of thumb is that only three to five words from a source may be used without quotation marks and a reference number. Plagiarism is the theft of resources written by other people.
13. Use headings, as well as sub-headings (if necessary). Do not use "chapters"; those would be for theses and dissertations.
14. Proofread the paper carefully and by all means use a spell-check. Have someone else—"THE HONEST FRIEND"—or several people read the paper to look for typos, mechanical errors, and especially for clarity and logical development. Learn from their suggestions, but don't accept them uncritically.
15. THOU SHALT NOT (1) justify the right margin; (2) use large or very small fonts.
16. Gender inclusive language should always be used except when referring to the members of the Trinity.