

PTH 640 Mentoring for Highly Effective Ministry  
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**ASSEMBLIES OF GOD THEOLOGICAL SEMINARY**  
**Evangel University**  
**Springfield, Missouri**

**PTH 640 Mentoring for Highly Effective Ministry**  
**September 8-9, 2017 - October 13-14, 2017 - November 10-11, 2017**  
**Fall, 2017**  
**(3 credit hours)**  
**(Enhanced for online learning)**

**COURSE SYLLABUS**

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**MISSION STATEMENTS**

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.

The Assemblies of God Theology Seminary exists to shape servant-leaders with the knowledge, skill and passion to revitalize the church and evangelize the world in the power of the Spirit.

**COURSE DESCRIPTION**

This course provides students with a perspective of the core competencies of highly effective ministers through the lens of theology, church history, and contemporary research. The summative focus will be designing a mentoring experience that facilitates a personalized Life and Leadership Developmental Plan.

## **TEXTBOOKS**

Anderson, Ray Sherman. *The Shape of Practical Theology: Empowering Ministry with Theological Praxis*. Downers Grove, Ill.: InterVarsity Press, 2001. (ISBN: 0-8308-1559-7)

Chole, Alicia Britt. *Anonymous*. Nashville, TN: Thomas Nelson, 2006. (ISBN: 13: 978-1-59145-421-2)

Coleman, Robert Emerson. *The Master Plan of Evangelism and Discipleship: Two Books in One Volume*. Peabody, Mass.: Prince Press, 2000. (ISBN: 978-0800752293)

Williams, Brian A. *The Potter's Rib: Mentoring for Pastoral Formation*. Vancouver: Regent College, 2005. (ISBN: 9781573832670)

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

## **PAUL TO TIMOTHY INSTITUTE RESOURCES**

*Designing Your Mentoring Experience for Ministerial Excellence Toolkit*

Student Cost: \$95.00 (\$200 if sold separately)

Resource Includes:

- Oney, R. Michael. *Mentoring that Leaves a Legacy*. iBookpublishing, 2014 (Retail: 15.00)
- Oney, R. Michael. *When God Has Called You...The Next Move is Yours!* Paul to Timothy Institute, 2017 (Retail: 45.00)
- Oney, R. Michael. *Ministerial Readiness Self-Assessment*. Paul to Timothy Institute, 2017 (Retail: 10.00)
- Oney, R. Michael. *360<sup>o</sup> Ministerial Readiness Assessment* (up to 10 raters). Paul to Timothy Institute, 2017 (Retail: 130.00)

These materials can be purchased by requesting the *Mentoring Toolkit* by email from [Hannah.Vaughn@P2T.Life](mailto:Hannah.Vaughn@P2T.Life)

## **COURSE OUTCOMES**

### **Student Learning Outcomes:**

Upon completion of this course, the participants should be able to:

1. Evaluate models of ministerial formation through Biblical, church history, and contemporary perspectives.
2. Conceptualize timeless principles of ministerial and ecclesial effectiveness.
3. Articulate their epistemological framework of effective ministry (what ministry should be and how it is best extended) specifically applied to their individual sphere of calling.
4. Understand specific competencies (knowledge, skills, attitudes) necessary within their

sphere of ministerial calling, identified under the competency clusters of (a) personal disciplines, (b) relational alliances, and (c) organizational skills.

5. Assess the state of their individual competencies with considerations given to (a) ideal self, (b) real self, (c) strengths and weaknesses, (d) learning agenda for development, and (e) developmental context.
6. Formulate a *Life and Leadership Developmental Plan* based upon leadership change/development practices.
7. Design a mentoring experience to facilitate their *Life and Leadership Developmental Plan*.

## **COURSE REQUIREMENTS**

The following are policies and requirements for the course in general. Specific content and assignment directions will be given later in the Syllabus.

- All assignments are due on the date and time specified in this syllabus, on the CANVAS Course Calendar, and in the various weekly folders.
- All students are expected to communicate with the teacher any concerns, technical difficulties, and/or questions they may have via the General Q&A Discussion Forum, emails, phone calls, or face-to-face appointment.
- Students are expected to follow the structure and layout of the online course.
- Students are expected to have (and use):
  - Daily computer access
  - Daily internet access
  - Evangel email
- All assignments need be submitted in .docx or .doc format (MS Word 07/10/13).
  - Microsoft Office 2013 is available on campus in the AGTS computer lab.
  - Google Docs will convert/save documents to the .doc or .docx format, but requires a Google username and password: [Google Docs Sign-in](#)
  - You can also download Open Office for free: [www.openoffice.org](http://www.openoffice.org)
- All students will submit homework as directed:
  - Via CANVAS assignment Dropboxes
  - Post via CANVAS discussion boards
- Suggested web browsers: Internet Explorer, Firefox (***especially for Mac users***)
- This course will utilize video for recorded lectures and short “how-to” videos. The videos will be viewable within CANVAS.
  - Show All Content - In Internet Explorer, please make sure and click the button “Show All Content” which will appear in a white and yellow bar (Only secure content is displayed) at the bottom of your browser. If that bar is X'd out of, then the video will not play in CANVAS.

- A separate URL Address link will be provided, just in case. Please copy and paste the address link into a new browser tab.
- Some CANVAS video may come from Evangel's Mediasite server and you will be asked for a username and password. When/if prompted, use your Evangel username and password.

## **COURSE STRUCTURE**

This course will be offered online through the Canvas learning management system (LMS). It will include video announcements and lectures, weekly discussion forums, research, and writing assignments. Topics to be covered include SHAPE, leadership calling, organizational systems and cultures, and contemporary issues for the local church.

All of the course materials, including assignments, PowerPoint files, and document files, will be available through Canvas under the Course Content link. Course grades will be posted using the Canvas Grade Book (see Course Tools, My Grades).

*How to accomplish each week:*

1. Attend or view the weekly Lectures.
2. Complete the discussion forum postings.
  - a. Discussion forums will have initial posts due by Tuesday of a given week.
3. Read the assigned texts and/or portions assigned in order to integrate and complete assignments by respective due dates.
4. Complete the assessment instruments when directed by the course instructor (*specific directions included in the appropriate project activity within CANVAS*)
5. All assignments will be due each week on, or before Tuesday at 11:59 p.m.

### **A. Weekly Projects:**

Activities will be assigned each week. Students will receive points commensurate with their efforts. Point values for each project will be identified at the time of the assignment. Unless specified otherwise, all exercises will be typed and meet professional standards.

### **B. Course Project:**

The final project of the course will be to design a *Life and Leadership Development Plan* utilizing the *Paul to Timothy Institute* model of ministerial leadership development.

### **C. Course Discussion Forum (CDF) Postings:**

Students are expected to actively participate in this course by regularly posting to the Canvas discussion forum. Points will be awarded for each posting as described in the course outline and requirements. However, the forums are a great place for interaction with other course participants, providing opportunities for sharing research and critiquing each other's course projects. The course instructor will check the discussion boards regularly and participate in the discussion as needed.

Forum posts will be of two types, the initial post and the response posts. Descriptions of each of these are provided below.

- i. **Initial Post:** A message sent to the class participants that begins the discussion thread specific to a topic. These posts provide the forum for your classmates to respond, so each should contain enough detail as to assist them in doing so. The number of words required (minimum) for each post will be noted in the full course outline below.
- ii. **Response Post:** The response posts are provided for interaction with the class participants. You will have an opportunity to learn more about your classmates, as well as the work that they are doing, making the course a collaborative learning experience for all.
  - a. As you read your classmates' initial posts, you should highlight insights gained from them, make additional suggestions from your own research or experience, and note any questions you have that may elicit further feedback. This means the quality of each response message must be well-conceived, demonstrating critical reflection on each posting. In the initial postings that begin to evidence research, responses should be research driven, using your own topical study as an enhancement to your classmates' work. *Although personal opinions may be insightful and contribute to the discussion, these should only comprise a small part of the response posting.* The major purpose of the response postings is to extend the ideas presented by your classmates. You can also expect the course instructor to comment in the discussion boards to help guide the class toward desired learning outcomes.
- iii. **Discussion Forum Grading:** The quality of your initial posts will be measured by several factors:
  - a. quality of reflection on the statements
  - b. critical thinking on the various topics presented
  - c. well-written and edited postings submitting at least the minimum number of words required for each post

For each discussion forum assignment, **one of your posts must be an initial post to start a thread.** All other posts will be response posts. Since internet-based sites often have glitches, it is strongly suggested that you compose offline in a word document before pasting your post into the forum.

#### **D. Email:**

Students should check their Evangel email account on a regular basis during the work week for announcements, course communications, reminders, and answers to specific questions submitted by the course instructor.

- Emails to the professor should contain the course code (PTH 640), and a brief reason for the email in the subject line.

The professor will commit to responding to emails within 24 hours of receipt. Many emails will be responded to more quickly.

### E. 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!).*
  - i. 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 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](mailto:helpdesk@evangel.edu) (email) or [help.evangel.edu](http://help.evangel.edu) (web).

### **COURSE OUTLINE (Overview)**

<b>Week</b>	<b>Dates</b>	<b>Lesson</b>	<b>Activity</b>	<b>Due</b>
Week 1	Aug 23-Aug 29, 2017	Course Overview	-CDF Posting -Pre-Course Survey	Tue., Aug 29, 11:59 PM
Week 2	Aug 30-Sep 5, 2017	Leadership Formation: Jesus to His Leaders	-Reading -Structured Book Review -CDF Posting -Online Ministerial Readiness Assessments	Tue., Sept 5, 11:59 PM
Week 3	Sep 5-Sep 12, 2017  Sep 8-9, Seated Class @ AGTS	Ministerial Formation in Church History	-CDF Posting -Reading -Journal	Tue., Sep 12 11:59 PM
Week 4	Sep 13-Sep 19, 2017	Leadership: Timocracy or Servanthood	-CDF Posting -Reading -Structured Writing Assignment -Video	Tue., Sep 19 11:59 PM
Week 5	Sep 20-Sep 26, 2017	Defining Ministry Success	-CDF Posting -Structured Writing Assignment -Structured Journaling	Tue., Sep 26 11:59 PM

Week 6	Sep 27-Oct 3, 2017	Repurposing Your Life for Ministry Effectiveness	-CDF Posting -Structured Journaling -Writing Assignment	Tue., Oct 3, 11:59 PM
Week 7	Oct 4-Oct 10, 2017	Key Factors of Ministerial Formation	-CDF Posting -Structured Journaling -Writing Assignment	Tue., Oct 10, 11:59 PM
Week 8	Oct 11-Oct 17, 2017  Oct 13-14, Seated Class @ AGTS	STUDY BREAK Oct 16-20		
Week 9	Oct 18-Oct 24, 2017	Competencies of Highly Effective Ministers	-CDF Posting -Structured Journaling -Conduct Interviews -Submit PowerPoint -Structured Writing Assignment	Tue., Oct 24, 11:59PM
Week 10	Oct 25-Oct 31, 2017	Explore Contemporary Change Theories	-CDF Posting -Structured Journaling -Writing Assignment	Tue., Oct 31, 11:59PM
Week 11	Nov 1-Nov 7, 2017	Factors of Effective Mentoring	-Structured Journaling -Structured Writing Assignment	Tue., Nov 7, 11:59 PM



Week 12	Nov 8-Nov 14, 2017  Nov 10-11, Seated Class @ AGTS	Formulate your Life & Leadership Development Plan	-CDF Posting -Structured Journaling -Structured Writing Assignment	Tue., Nov 14, 11:59 PM
Week 13	Nov 15-Nov 21, 2017	Design a Mentoring Experience	-Structured Journaling -Structured Writing -Personal Reflection with Professor	Tue., Nov 21, 11:59PM
Week 14	Nov 22-Nov 28, 2017  Thanksgiving Break Nov 23-24	Structure a Mentor/Mentee Relationship	-Structured Journaling -CDF Posting -Writing Assignment	Tue., Nov 28, 11:59 PM
Week 15	Nov 29 -Dec 5, 2017	Final Project: Establishing a Formal Mentoring Relationship	-Writing Assignment -CDF Posting -Structured Journaling	Tues., Dec 5, 11:59 PM

### **COURSE METHODOLOGY**

The professor will utilize video lectures, readings, discussion forums, writing assignments, and assessment instruments to achieve the course objectives.

### **COURSE REQUIREMENTS**

1. Attend all the classroom sessions or view the video lectures.
2. Read the textbooks and complete the reading critique form for each book on the dates specified in the course outline.
3. Complete all assessment instruments by the dates noted in the course outline.
4. Complete all CDF assignments by the dates noted in the course outline.

5. Collate all of the results pages of the assessment instruments into a single portfolio.  
**DUE DATE:** This portfolio must be submitted to the course dropbox folder **by 11:59 p.m.** on Tuesday, October 3rd, 2017.
6. Complete all structured journal entries.
7. Complete all interviews of potential mentors.
8. Structure and establish a formal mentoring relationship.

**NOTE:** All papers, unless otherwise noted, should conform to the **Turabian 8<sup>th</sup> edition** grammar, style and formatting. When course materials are noted or cited, use parenthetical references within the text to identify the sources used. A sources consulted page should be placed at the end of the paper.

### **GRADING PROCEDURE**

Grades will be based on number of points accumulated by completing assignments. Points accumulated will be divided by the total points available in the class. The grading will be based on the following:

<b>Total Points Possible:</b>		
<b>Category</b>	<b>Points</b>	<b>Percentage</b>
Writing Assignments	250	25
Discussion Forums	150	15
Assessments	200	20
Mentoring Project	<u>400</u>	40
<b>Total</b>	<b>1,000</b>	<b>100</b>

### **AGTS grading scale**

<b>Percent</b>	<b>Grade</b>	<b>Percent</b>	<b>Grade</b>
100-94%	A	76-74%	C
93-90%	A-	73-70%	C-
89-87%	B+	69-67%	D+
86-84%	B	66-64%	D
83-80%	B-	63-60%	D-
79-77%	C+	Below 60%	F

### **COMMUNICATIONS**

*Students (What you should do and know)*

- **Email:** Students should daily check their Evangel University email account for announcements, course communications, reminders, and for submitting specific course questions. (If an Email account is needed or there are technical questions, students may contact Evangel's Information Technology HelpDesk:  
<http://www.evangel.edu/Info/HelpDesk.asp>).
- Emails to the professor should contain the following:

- The subject line of any email should contain the course code, the student's name, and a brief reason for the email.
- Be concise and clear with questions. Bullet points are fine.
- CANVAS email:
  - Students can send email to the course instructor through CANVAS.
- Discussion forums: There will be several different discussion forums throughout the course. Content forums will have interaction directions posted within the forums. A general discussion forum will be created to provide students a setting in which to ask general course questions.
- Online Chat: Students may interact with the professor via CANVAS's online chat capabilities by prior appointment.
- Phone/Online and Face-to-face Meetings: Phone or online conversations and face-to-face meetings may also be pre-arranged by appointment. Please contact the course professor for available times. If not already available to the student, Skype may be downloaded for free at <http://skype.com/>.
- Course Announcements: Course announcements will be posted as needed on the CANVAS homepage. Please check them regularly.

*Professor (what you the student can expect):*

- Emails: All student emails will be answered within 24 hours of receipt.
- Discussions: The professor will interact with student postings as required and needed.
- Online Chat: The professor will be available by appointment through the Canvas online chat.
- Phone/Online and Face-to-face Meetings: The professor will be available for phone/online conversations or face-to-face meetings by prior appointment. Face-to-face meetings will be conducted in the professor's office during regular office hours. After hours meetings will be conducted in a public meeting space by prior arrangement.
- Course Announcements: Announcements will be posted regularly on the course CANVAS homepage. Any change in the course schedule or assignments will be posted in the announcements section of the CANVAS course homepage at least 12 hours in advance.

### **Academic Integrity**

- It is assumed that 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*.

### **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](http://www.agts.edu/community/student_handbook/2010studenthandbook.pdf)

### **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.

### **Technical Support**

CANVAS questions? Your professor is your first level of support. Please contact him via email, chat, or phone.

Technical questions? Please contact the Evangel University Information Technology HelpDesk: <http://www.evangel.edu/Info/HelpDesk.asp> or at 417.865.2815 x8368. Help desk hours are 7:30 a.m. - 10 p.m. Monday-Thursday, CST. All calls outside of our hours will be reviewed the next shift.

### **Final Course Grade and Incompletes**

Please retain a copy of all work submitted, at least until you have received a grade for it. 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 for courses ending after the AGTS semester ends. A grade of I (Incomplete) may be granted at the discretion of the professor upon the presentation of the Incomplete Grade Request form:

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

### **SPECIFIC DATA**

Syllabus prepared by Dr. R. Michael Oney, for Fall 2017.

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