



## P252 DE Ministry Formation

1 credit. Prerequisite: Ministry Formation P251  
Directed Study

Winter 2025

January 6, 2025 – April 17, 2025.

*Horizon*

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*“Remind them of this and warn them before God that they are to avoid wrangling over words, which does no good but only ruins those who are listening. <sup>15</sup> Do your best to present yourself to God as one approved by him, a worker who has no need to be ashamed, rightly explaining the word of truth.” (2 Timothy 2:14-15, NRSV).*

### Course Goals

#### **Course Description**

Ministry Formation stands at the intersection between classroom learning and ministry engagement. Ministry Formation is involvement in field education where learning moves from the textual to the contextual, from the classroom to the church or community, with hands-on ministry as the primary textbook. It is done so with input and guidance from a supervisor-mentor. It provides opportunity for all of MCS-Horizon’s six competencies to be tested, honed, and nurtured. **Spiritual Maturity** and **Skilled Communication** are the competencies emphasized in Ministry Formation P252.

#### **Relationship to MCS-Horizon’s Mission**

The colleges’ missions focus on preparing and equipping leaders for ministry. At the core of its leadership training, MCS-Horizon has six competencies (Biblical and Theological Literacy, Spiritual Maturity, Contextual Awareness, Skilled Communication, Leadership and Administration, and Ministry Development) that are addressed throughout the six Ministry Formation courses.

## Core Competencies and Learning Outcomes



To demonstrate competency in **Spiritual Maturity**, students will

1. Design a plan for engagement in spiritual disciplines.
  - Assessment: Rule of Life for Personal and Spiritual Growth



To demonstrate competency in **Skilled Communication**, students will

2. Apply and integrate skilled communication in the ministry formation setting.
  - Assessment: Ministry Formation placement and evaluation
3. Discern, formulate, and articulate key skilled communication insights gleaned from the supervisor-mentor.
  - Assessment: Interview Assignment
4. Reflect on growth in skilled communication through the ministry formation experience.
  - Assessment: LEARN

## Course Work

### Required Readings

2 Timothy

Pages 99-153 in Schaller, Mary and John Crilly. *The 9 Arts of Spiritual Conversations: walking alongside people who believe differently*. Tyndale Momentum, 2016.

### Recommended References

Comer, John Mark. *Practicing the Way: Be with Jesus; Become like him; Do as he did*. WaterBrook, 2024.

### Course Assignments and Activities

#### 1. *Ministry Formation Placement* – 40%

Engage fully and faithfully in a ministry formation placement with an average of 4 hours of involvement per week doing so under the oversight of a supervisor-mentor.

- Related learning outcome: # 2
- **Assignment length:** January 6, 2025 to April 17, 2025

#### 2. *Rule of Life: Practices for Personal and Spiritual Growth* - 10%

“Keep your heart with all vigilance, for from it flow the springs of life.” (Proverbs 4:23, NRSV). A rule of life (a set of personal and spiritual practices) with particular attention to the ‘heart’ is critical for vitality, integrity, endurance, creativity, etc. in ministry. The assignment is to create a rule of life which reflects primary disciplines that will be pursued over the next four to five months. Also, it may be helpful to define a time and a place as to where and when the spiritual practices will be exercised. For suggestions and parameters please consult the Populi lesson for this assignment.

- To complete this assignment, students will follow these guidelines:
  - Follow the MCS-Horizon Format Guide
- Related learning outcome: #1

- **Assignment length:** If written, approximately 350 words.
- **Due date:**  
 Horizon Students – January 15<sup>th</sup>; March 30<sup>th</sup> for the brief reflection.  
 Master’s Students – January 15<sup>th</sup>; March 30<sup>th</sup> for the brief reflection.

### 3. *Global Leadership Summit Notes/Reflections* – 15 %

Attend, observe, and articulate via a 400-word paper, principles and lessons learned about leadership/ministry development from the GLS summit, Jan. 22-23. Discussion planned for February 4.

- To complete this assignment, students will follow these guidelines:
  - Follow the MCS-Horizon Format Guide,
  - Complete the lesson on Populi, and
  - Consult the rubric for this assignment.
- Related learning outcome: #4
- **Assignment length:** 400 words.
- **Due date:**  
 Horizon Students – January 27<sup>th</sup>.  
 Master’s Students – January 27<sup>th</sup>

### 4. *Supervisor-Mentor Interview* - 10%

Set up a meeting time with your supervisor-mentor and interview him/her asking the questions below (as well as your own), all related to contextual awareness. After the interview prepare a 450-word reflection paper identifying three or four key insights you learned. The paper is not meant to be a restatement of their responses, but rather a summary of the top three or four insights for you. Assignment details and suggested questions are available in the appropriate lesson in Populi.

- To complete this assignment, students will follow these guidelines:
  - Follow the MCS-Horizon Format Guide,
  - Complete the lesson on Populi, and
  - Consult the rubric for this assignment.
- Related learning outcome: # 3
- **Assignment length:** 450 words
- **Due date:** March 11, 2025  
 Horizon Students – March 11<sup>th</sup>.  
 Master’s Students – February 11<sup>th</sup>.

### 5. *Lab Engagement* – 15%

You will be required to attend and participate in all monthly ministry conversations with your cohort, focusing on spiritual maturity. The conversations will focus largely on ministry experience and ministry formation principles in 2 Timothy. Students are required to read 2 Timothy at least once through the semester.

The conversation assessment will also include memorization of 2 Timothy 2:14-15 in your choice of translation. A memorization quiz will be completed during the final Zoom Conversation.

- Read Schaller and Crilly prior to the first lab/conversation.

6. *LEARN* - 10%

Identify and reflect on an experience from your ministry formation setting, ideally related to spiritual maturity and/or contextual awareness. Write a 350-word reflection paper using fully the five steps of LEARN. Upon completion:

1. Submit a copy on Populi by the due date. The assignment will be shared and discussed at the Lab #5.
  2. Submit the same copy by or before the due date to your supervisor-mentor. Supervisor-mentors will be asked on the final assessment if it was submitted to them.
- To complete this assignment, students will follow these guidelines:
    - Follow the MCS-Horizon Format Guide, and
    - Complete the lesson on Populi.
  - Related learning outcome: #4
  - **Assignment length:** 350 words
  - **Due date:**
    - Horizon Students – March 25<sup>th</sup>
    - Master's Students – March 25<sup>th</sup>.

**Estimate of Time Investment** (individual time investments may vary)

## Horizon Students

Assignment	hrs	Due date	Assignment Weighting
Ministry Formation Placement	60-65 hrs	4-5 hours per week	40%
Rule of Life	2 hrs	Due January 15	10%
GLS Notes and Reflections	2 hrs	Due January 28	15%
Interview	2 hrs	Due March 11	10%
Labs	7 hrs	As scheduled	15%
LEARN	2 hrs	Due March 25	10%
Total =	75-80 hrs		100%

## Masters Students

Assignment	hrs	Due date	Assignment Weighting
Ministry Formation Placement	60-65 hrs	4-5 hours per week	40%
Rule of Life	2 hrs	Due January 15	10%
GLS Notes and Reflections	2 hrs	Due January	15%
Interview	2 hrs	Due March	10%
Labs	7 hrs	As scheduled	15%
LEARN	2 hrs	Due March	10%
Total =	75-80 hrs		100%

## Assessment Rubrics

All assessment rubrics are available on Populi. Students are **STRONGLY** advised to check the rubrics prior to beginning the assignment.

## Horizon Class Schedule / Master's Class Schedule

Lab #	Dates	Focus: Skilled Communication
1	January	Introduction, Syllabus, Conversations – reading of Schaller and Crilly due for this class.
2	February	Discussion on GLS, due Jan 28; Discussion on Rule of Life, due Jan. 15
3	March	Discussion on Interview, due March 11
4	April	Discussion on LEARN, due March 25

Additional:

- *On the first day of class, time will be provided for students to enter their assignments into a study calendar.*
- *On the final day of class, 15 minutes at the beginning of class for students to fill out course evaluations (excluding modules).*
- First submissions of assignments will not be accepted after December 13, 2024.
- No resubmission of assignments will be accepted after December 20, 2024.

## Academic Policies

### General Assignment Guidelines

Please see the [MCS-Horizon](#) Format Guide for assignment submission, grammar, and formatting guidelines.

### Late Assignments and Extensions

Students are expected to submit work by the assigned due dates, as part of their development of the Leadership and Administration competency. To submit extension requests, students must submit the *Assignment Extension Request Form* on Populi and *before the due date*. Professors may grant extensions in the case of extenuating circumstances, such as significant illness or a family emergency. Furthermore, no extensions will be granted beyond the final day of a term or semester unless approval is granted by the Associate Academic Dean (MCS) or Assistant Academic Dean (Horizon).

Late submissions will be tracked across each student's program. If a student incurs multiple instances of late submissions, it will result in academic discipline, such as required tutoring, academic probation, failure of the course, or failure to qualify for graduation. Similar to standard human resource employment practices, students will receive warnings and conditions with increasing severity of academic discipline. If one assignment is submitted more than five days late, the student will fail the course.

### Assignment Completion

Professors usually will not accept assignments that have not been completed according to the instructions given in the syllabus. If a professor informs a student that a submitted assignment is incomplete, the student will be given the opportunity to complete and resubmit the assignment quickly. If this is not possible, the assignment will be regarded as submitted late.

### Assignment Revisions

Students can generally submit up to two revisions for each assignment, although a professor may accept more revisions if the professor determines the student is addressing all of the professor's instructions and making significant progress toward achieving competency.

### MCS-Horizon College Assessment of Student Work

The goal of courses is to help students develop their competency, not earn letter grades. Assignments are the means by which instructors evaluate development of competency by assessing learning outcomes as outlined in the syllabus and each assignment rubric. Once a student's assignment has met all competency requirements, the professor will assign a grade for that assignment. Likewise, a final course grade is not calculated until the end of the course. Students pass a course (with a B- or higher) only after they have demonstrated that they have *met or exceeded all competency requirements* for that course and, therefore, only after they have passed all assignments.

MCS-Horizon CBE Scale		Descriptor	Letter Grade	Grade Point	U of S Equivalency
E	Exceeding expectations	Student demonstrated <b>exceptional</b> achievement of the learning outcomes.	A+	4.0	90-100
			A	4.0	85-89
			A-	3.7	80-84
M	Meeting expectations	Student demonstrated <b>good</b> achievement of all learning outcomes.	B+	3.3	77-79
			B	3.0	73-76
			B-	2.7	70-72

If the student does not meet all competency requirements in a course and, therefore, does not pass all the assignments in a course, the course will not be sufficient to fulfill their program requirements at MCS-Horizon. Nevertheless, for transferability purposes, the student will receive a letter grade of C+ or below according to the scale below.

BTM	Beginning to meet expectations	Student was <b>beginning to meet</b> one or more learning outcomes.	C+	2.3	67-69
			C	2.0	63-66
			C-	1.7	60-62
NYM	Not yet meeting expectations	Student made <b>insufficient progress</b> toward meeting learning outcomes.	D+	1.3	57-59
			D	1.0	53-56
			D-	0.7	50-52
			F	0.0	0-49

### **Academic Integrity**

Students learn best when practicing academic integrity. A lack of integrity is displayed in acts such as deception, abuse of confidentiality, cheating, inappropriate collaboration, or plagiarism. Plagiarism occurs when a student presents the words or ideas of another person or an artificial intelligence (AI) tool in such a way as to give others the impression that it is their own words or ideas. In academic writing, there should be no doubt which words or ideas are the student's and which are drawn from other sources or AI. Students are expected to submit their own original work and give due recognition to sources from which all substantial phrases, sentences or even ideas are drawn. Note also that you may not submit work done in one course to satisfy the requirements of another course (unless both instructors agree beforehand to accept such work). See [here](#) for examples of plagiarism and further guidelines in the Student Handbook.

### **Accessible Learning Services Information**

MCS-Horizon aims to provide an accessible learning environment for all our students. If you would benefit from learning accommodations due to temporary or ongoing physical or mental health conditions or learning disabilities, please contact us as soon as possible to schedule a conversation. In all cases we ask that you provide current documentation of the disability or condition you wish to disclose. MCS-Horizon takes appropriate care to ensure confidentiality about any such disclosures. For more information, contact Wendy Holmes, MCS's Director of Academic Success ([wendy.holmes@mcs.edu](mailto:wendy.holmes@mcs.edu)), or Richelle Bekkattla, Horizon's Library Technician and Academic Accommodations Coordinator ([library@horizon.edu](mailto:library@horizon.edu)).

### **Livestreaming Etiquette**

If participating in discussion with the Internship Supervisor/Director online via livestream, in order to be marked present for the conversation, you must keep your camera on and stay present and attentive throughout the discussion, extending the gift of engagement. Access your discussion with a computer (preferably) or tablet, not a cell phone. Join the conversation from a quiet space with minimal background noise and mute your microphone until you wish to speak.

### **Use of Technology**

MCS-Horizon encourages the use of electronic devices in the classroom to enhance learning. Careful consideration must be given to privacy issues, copyrighted materials, and the general care and concern for others.

### **Bibliography**

Blodgett, Barbara and Floding, Matthew, ed. *Brimming with God: Reflecting Theologically on Cases in Ministry*. Eugene: Pickwick, 2015.

Floding, Matthew, ed. *Engage: A Theological Field Education Toolkit*. Lanham: Rowan and Littlefield, 2017.

Hillman, George. *Ministry Greenhouse: Cultivating Environments for Practical Learning*. Lanham: Rowman and Littlefield, 2008.

Hillman, George M., ed. *Preparing for Ministry: A Practical Guide to Theological Field Education*. Grand Rapids: Kregel, 2008.

Miller, Calvin. *Letters to a Young Pastor*. Colorado Springs: David C Cook, 2011.

Pyle, William T. and Seals, Mary Alice, ed. *Experiencing Ministry Supervision: A Field-Based Approach*. Nashville: Broadman and Holman, 1975.

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