



FE501 Field Education

Full Syllabus

Instructor: Randy Bloom

To send a message to the instructor, log in to the GCS website, go to the main page for this course, and in the right column you will see a section named “Message My Professor.”

GCS mission statement

“Equipping the Saints for Pastoral Ministry.” We are committed to equip the saints for pastoral ministry through quality graduate-level distance education programs in biblical, theological, ministerial and pastoral studies informed by Incarnational Trinitarian faith.

Course description

FE501 is 2 credit hours per semester. Students are to reflect on the Incarnational Trinitarian theological foundations of their ministry work and how their ministry work is centered in Christ. The course entails 90 hours of student work per semester on a ministry-related project. The course includes

1. developing and implementing a Ministry Action Plan (MAP) for a project
2. forum discussions
3. project summary/reflection paper, which integrates the student’s previous academic studies with the ministry projects they select.

Prerequisites

1. CM501 Pastoral Leadership is a prerequisite.
2. Students should have at least 30 semester hours of previous academic work and at least three years of ministry experience, so that there is sufficient basis for reflection and integration.

Ministry focus projects

Students should select one ministry project.

- **Community service** development and leadership includes planning, starting and providing primary leadership for a community service project that contributes to the missional activity of a local church.
- **Ministry fundraising** includes developing and implementing a Fundraising Plan for raising funds to meet ministry needs (including the above ministry projects).
- **Ministry team formation and leadership** includes recruiting, preparing and providing primary leadership for a ministry team that contributes to the missional activity of a local congregation.
- **Small group** development and leadership includes planning, starting and providing primary leadership for a short-term small group that contributes to the missional activity of a local congregation.
- **Worship ministry** development and leadership includes planning, recruiting for, implementing and providing primary leadership for congregational worship ministry.
- **Youth ministry** development and leadership includes planning, recruiting for, implementing and providing primary leadership for a ministry that contributes to the missional activity of a local congregation related to young people (young adults, teens, pre-teens).
- **Elective:** Students may select, with approval of their ecclesiastical supervisor and instructor, a ministry project of their choice.

Recommended reading

Anderson, Ray S. *The Soul of Ministry: Forming Leaders for God's People*. Louisville, KY: Westminster John Knox, 1997.

Cloud, Henry, and John Townsend. *Making Small Groups Work: What Every Small Group Leader Needs to Know*. Grand Rapids, MI: Zondervan. 2003.

Gangel, Kenneth O. *Team Leadership in Christian Ministry: Using Multiple Gifts to Build a Unified Vision*. Rev. ed. Chicago, IL: Moody Press, 1997.

Rodin, R. Scott. *The Steward Leader: Transforming People, Organizations and Communities*. Downers Grove, IL: InterVarsity, 2010.

Roxburgh, Alan J. *Missional: Joining God in Your Community*. Grand Rapids, MI: Baker Books, 2011.

Sjogren, Steve. *101 Ways to Reach Your Community*. Colorado Springs, CO: NavPress, 2001.

Sjogren, Steve, Dave Ping and Doug Pollock. *Irresistible Evangelism: Natural Ways to Open Others to Jesus*. Loveland, CO: Group Publishing, 2004.

Stetzer, Ed, and Eric Geiger. *Transformational Groups: Creating New Scorecards for Groups*. Nashville, TN: B & H Publishing Group, 2014.

Stetzer, Ed, and Thom S. Rainer. *Transformational Church: Creating a New Scorecard for Congregations*. Nashville, TN: B & H Publishing, 2010.

Stone, Howard W., and James O. Duke. *How to Think Theologically*. 3rd ed. Minneapolis, MN: Fortress, 2013.

Recommended reading for fundraising projects:

Dillon, William P. *People Raising: A Practical Guide to Raising Support*. Chicago, IL: Moody Press, 1993.

Morton, Scott. *Funding Your Ministry: Whether You're Gifted or Not*. Colorado Springs, CO: Dawsonmedia, 1999.

Nouwen, Henri J.M. *Spirituality of Fundraising*. Nashville, TN: Upper Room Books, 2010.

Rodin, R. Scott. *Stewards in the Kingdom*. Downers Grove, IL: InterVarsity, 2010.

Willard, Chris, and Jim Sheppard. *Contagious Generosity: Creating a Culture of*

Giving in Your Church. Grand Rapids, MI: Zondervan, 2012.

Requirements and assignments

1. Ministry Action Plan (1,000-word minimum). The student will develop (with assistance and input from their ministry supervisor, such as a senior pastor, intern director or regional pastor) and implement a Ministry Action Plan (MAP) for a ministry project to submit to the GCS instructor for grading. The MAP should include a:

- Clearly articulated missional purpose and overall vision for the ministry project. Explain how the activity or project supports the theological and biblical purpose and priorities of the church.
- Clearly defined focus group or focus community (target audience) for the ministry
- Detailed set of desired outcomes for the ministry and theologically informed criteria for evaluating degrees of success or failure
- Detailed plan and timeline for achieving outcomes
- Budget for the ministry

Students who select *Ministry Fundraising* will develop (with assistance and input from, and approval of, their ministry supervisor, e.g. senior pastor, intern director or regional pastor) and implement a Fundraising Plan to submit to the instructor for grading. The Fundraising Plan must include:

- Objectives for the ministry for which funds will be raised
- A ministry budget (listing financial needs)
- A plan for contacting potential donors and asking for donations
- Plans for providing progress reports/updates
- Criteria for evaluating how the plan and its execution are aligned with the nature, purposes, and priorities of being the church of Jesus Christ, and recommendations for modification.
- Donor follow-up plans

2. Forum Discussion The student will make brief weekly contributions to forum discussions. Contributions must include:

- An update/progress report including time spent on each project and objectives achieved. Forum contributions need to indicate the student is

taking time to reflect on experiences, progress, challenges and needs as they implement their project plans.

- A brief reflection on the theological significance of the project experience as the MAP is being implemented. (That is, on the project's theological basis, its alignment with the nature, purpose and priorities of the church, its relationship to other forms of ministry, its priority, the spiritual and practical obstacles encountered, possible improvements needed, the level or kind of spiritual preparation required, temptations involved and strategies to avoid them, dealing with unmet expectations, etc.)
- Briefly respond to at least two other students' forum contributions.

3. Project Summary (1500-word minimum, with multiple citations). For the ministry project the student will write a Project Summary to submit to the GCS instructor for grading. The project will not necessarily be completed by the end of the semester, but the student should submit a report summarizing the progress that has been made. The Project Summary should include (related to the specific ministry project):

- Objectives achieved
- Impact on the church, community, ministry, donors, etc.
- Major personal lessons learned
- What could have been done differently or better
- Personal impact or transformation experienced by the student in relationship to God (worship, prayer, Scripture, faith, hope, love, continuing theological reflection), to others, and to the student's approach to ministry.
- Theological significance of the project, i.e. how the project and its implementation reflected to the student and the congregation the love and grace of God as well as participation in Jesus' ministry in light of the nature, purpose, and priorities of his church and recommendations on how it might be modified
- Descriptions of how knowledge acquired from previous classes informed, influenced and transformed the student's general approach to ministry.
- ***Note: The summary must include multiple citations from reference works (books and lectures) from previous courses, such as CM501 and CM504.***
- An affirmation that the project and the course have taken at least 90 hours of work.

The Ministry Action Plan and the Project Summary papers should be written with the following format:

- 1-inch margins on all sides
- Times New Roman, font size 12
- Double spacing
- Papers will be graded for content, style, grammar and spelling and use of *multiple citations from reference works (books and lecture notes) from previous ministry courses.*

Assignments, estimated hours, and grade weighting

Students are required to work on a Ministry Project but academic credit is based on academic work, not the number of hours put into the project. Students are evaluated on and receive academic credit for their plans, forum discussions and project summaries. The number of hours students work on a project may vary from week to week, but the total number of hours worked on a project must be at least 90.

Estimated hours	Hours *	Grade Percentage
Ministry Action Plan – writing	10	30
Ministry Project plan – implementation	50	0
forum discussion	20	25
Ministry Project summary	10	45
total	90	100

Weekly topics and assignments

Week	Topic	Assignments to be completed during the week
Week 1		Develop Ministry Action Plan (MAP): Project 1 Submit to instructor by end of week 1
Week 2		Implement MAP Forum discussion/weekly update

Week 3		Implement MAP Forum discussion/weekly update
Week 4		Implement MAP Forum discussion/weekly update
Week 5		Implement MAP Forum discussion/weekly update
Week 6		Implement MAP Forum discussion/weekly update
Week 7		Implement MAP Forum discussion/weekly update
Week 8		Implement MAP Forum discussion/weekly update
Week 9		Implement MAP Forum discussion/weekly update
Week 10		Implement MAP Forum discussion/weekly update
Week 11		Implement MAP Forum discussion/weekly update
Week 12	Ministry Project 1 Summary: completed and submitted to the instructor by end of week 12.	

Appendix A: Grading standards

Grades will be assigned according to the following criteria:

- A to A- = Outstanding work: Above and beyond the requirements; outstanding effort and significant achievement are evident. Some measure of *remarkable* skill, creativity, or energy is also evident. Although most students in this class do great work, we cannot give an A to every student who does well.
- B+ to B = Above average work: Fulfills all aspects of the assignment and goes a bit beyond minimum competence to demonstrate reflection, research, and integration of the texts that show extra effort, achievement or improvement. This is a very honorable grade.
- B- to C = Average work: Fulfills all aspects of the assignment with competence. Assignments are completed as assigned. This is also an honorable grade.
- C- = Below average work: Below average either because some aspect of the assignment has not been fulfilled or because the number of errors interferes with clear communication. A grade of C- may also indicate failure to follow directions, failure to follow specific recommendations, or failure to demonstrate effort and improvement.
- F = Not acceptable, either because the student did not complete the assignment as directed, or because the level of performance is below an acceptable level for graduate level work.

The final grade will be calculated based on a 100-point scale. Letter grades are assigned as follows:

95 - 100 % = A	77 - 79 % = C+
90 - 94 % = A-	74 - 76 % = C
87 - 89 % = B+	70 - 73 % = C-
84 - 86 % = B	60 - 69 % = D
80 - 83 % = B-	00 - 59 % = F

Appendix B: Course policies

To contact the instructor: Log in to our website, go to the main page for this course, and in the right column you will see a section named “Message My Teacher.” Click on my name there to send a message to me (your message will not be visible to any other students). We want all class-related communications to be sent through the website, rather than email.

Late papers will be penalized 5 percent for each day they are late, so only in rare cases will it be advantageous to take an extra day to do a better job. Most GCS students are involved in pastoral work, and emergencies are common in this line of work, so you need to allow for the possibility.

Late discussion forum assignments will be penalized 20 percent for each day they are late. The discussions are opportunities for other students to learn from you. But we cannot have a *discussion* if your comments are late.

Plagiarism is representing the words, ideas, or work of someone else as if they were your own. It does not matter whether this is done intentionally or accidentally. In general, any quote of more than five words in a row should be put within quote marks, and the source noted. The penalty for plagiarism is a grade of zero on the assignment. The penalty for a second infraction is a failure of the entire course. See the *Student Handbook*, section IX.A. No more than 20 percent of your paper should be quotes—we want to see *your* thoughts.

Nondiscrimination policy: Grace Communion Seminary admits students of any race, sex, color, creed, age, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, creed, age, or national origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

Class Confidentiality

When we discuss ministry situations, we are often dealing with confidential material. When you discuss specific people, we recommend that you change their names, sometimes their location, sometimes their gender, etc. This does *not* mean

that the stories are anonymous and you may therefore repeat them! No, when stories are repeated they may eventually find their way back to a person who is familiar enough with the situation to figure out who it's about. Materials posted in the class, including the discussion forums, are for class use only.

Students should also be cautious about what they post, because confidences are not always kept, and some could have legal ramifications. For example, here is one way that a confidential matter might be leaked without any intention to do so: the student prints the forum comments for later reading, puts them into a notebook of class materials. After the student dies, the next of kin begins looking through the student's materials... So: be careful with what you post, and be careful with what you repeat.

Grades are confidential; we do not report your grades to your employer or to anyone else outside of GCS administration unless you give us your permission. This may be required, for example, form some scholarships. Students are to protect the confidentiality of all class materials and should not share any of them without written permission of the person quoted and the instructor.

Appendix C: Student Learning Outcomes

This course contributes to the 3rd and 4th institutional student learning outcomes:

GCS SLO 3: Model the love of God the Father, the grace of the Son Jesus Christ, and the communion of the Holy Spirit in congregations.

GCS SLO 4: Conduct the work of pastoral ministry in witness to and representation of Jesus Christ through the power of the Holy Spirit.

Course student learning outcomes fulfill these two institutional outcomes:

SLO 1

Students will be able to develop comprehensive plans for three ministry projects. These plans will reflect incarnational Trinitarian theology and model the love, grace and communion of Father, Son and Spirit. This outcome will be verified by the Ministry Action Plans and Project Summaries for each ministry project.

SLO 2

Students will be able to evaluate and express their learning experiences, lessons learned, objectives achieved and personal transformation with each ministry project. This outcome will be verified in the student's Project Summary for each ministry project.

SLO 3

Students who chose the fundraising project will be able to describe the connection between ministry and fundraising and describe how generosity and fundraising is a reflection of God's love and grace. This outcome will be verified by the fundraising MAP and project summary.

Appendix D: Bibliography

We do not necessarily agree with everything that is in these books; indeed, they sometimes contradict one another. This bibliography can introduce you to the broad array of questions involved in Christian ministry.

Akin, Daniel L., and R. Scott Pace. *Pastoral Theology: Theological Foundations for Who a Pastor Is and What He Does*. Nashville: B&H Academic, 2017.

Barna, George. *Grow Your Church from the Outside In*. Ventura, CA: Regal Books, 2002.

Anderson, Ray S. *The Shape of Practical Theology: Empowering Ministry With Theological Praxis*. Downers Grove, IL: InterVarsity, 2001.

———. *The Soul of Ministry: Forming Leaders for God's People*. Louisville, KY: Westminster John Knox, 1997.

Anthony, Michael, and James Estep, eds. *Management Essentials for Christian Ministries*. Nashville: Broadman & Holman, 2005.

Bolsinger, Todd E. *It Takes a Church to Raise a Christian: How the Community of God Transforms Lives*. Grand Rapids, MI: Brazos Press, 2004.

Callahan, Kennon L. *Building for Effective Mission: A Complete Guide for Congregations on Bricks and Mortar Issues*. New York, NY: Harper Collins, 1995.

Cloud, Henry, and John Townsend. *Making Small Groups Work: What Every Small Group Leader Needs to Know*. Grand Rapids, MI: Zondervan, 2003.

Cole, Neil. *Organic Church: Growing Faith Where Life Happens*. San Francisco, CA: Jossey-Bass, 2005.

Collins, Gary R. *Christian Counseling: A Comprehensive Guide*, third edition.

- Nashville, TN: Thomas Nelson, 2007.
- Croft, Brian. *The Pastor's Ministry: Biblical Priorities for Faithful Shepherds*. Grand Rapids, MI: Zondervan, 2015.
- DeYmaz, Mark. *Building a Healthy Multi-ethnic Church: Mandate, Commitments, and Practices of a Diverse Congregation*. San Francisco, CA: John Wiley and Sons, 2007.
- Dillon, William P. *People Raising: A Practical Guide to Raising Support*. Chicago, IL: Moody Press, 1993.
- Foster, Richard J. *Celebration of Discipline: The Path to Spiritual Growth*. Rev. ed. San Francisco, CA: HarperCollins Publisher, 1988.
- Frost, Michael, and Alan Hirsh. *The Shaping of Things to Come: Innovation and Mission for the 21st Century Church*. Peabody, MA: Hendrickson Publishing, 2003.
- Gangel, Kenneth O. *Team Leadership in Christian Ministry: Using Multiple Gifts to Build a Unified Vision*. Rev. ed. Chicago, IL: Moody Press, 1997.
- Gibbs, Eddie. *Church Next: Quantum Changes in How We Do Ministry*. Downers Grove, IL: InterVarsity Press, 2000.
- Gibbs, Eddie, and Ryan K. Bolger. *Emerging Churches: Creating Christian Community in Postmodern Cultures*. Grand Rapids, MI: Baker Academy, 2005.
- Harper, Brad, and Paul Louis Metzger. *Exploring Ecclesiology: An Evangelical and Ecumenical Introduction*. Grand Rapids, MI: Brazos, 2009.
- Hirsch, Alan. *The Forgotten Ways: Reactivating the Missional Church*. Grand Rapids, MI: Brazos Press, 2006.
- Kimball, Dan. *The Emerging Church: Vintage Christianity for New*

- Generations*. Grand Rapids, MI: Zondervan, 2003.
- Lingenfelter, Sherwood G., and Marvin K. Mayers. *Ministering Cross-Culturally: An Incarnational Model for Personal Relationships*. 2d ed. Grand Rapids, MI: Baker Academic, 2003.
- Logan, Robert E. *Beyond Church Growth: Action Plans for Developing a Dynamic Church*. Grand Rapids, MI: Fleming H. Revell, 1989.
- Malphurs, Aubrey, and Will Mancini. *Building Leaders: Blueprints for Developing Leadership at Every Level of Your Church*. Grand Rapids, MI: Baker Books, 2004.
- McIntosh, Gary, and Glen Martin. *Finding Them, Keeping Them: Effective Strategies for Evangelism and Assimilation in the Local Church*. Nashville, TN: Broadman Press, 1992.
- McNeal, Reggie. *The Present Future: Six Tough Questions for the Church*. San Francisco, CA: Jossey-Bass, 2003.
- Morgenthaler, Sally. *Worship Evangelism: Inviting Unbelievers into the Presence of God*. Grand Rapids, MI: Zondervan Publishing House, 1999.
- Morton, Scott. *Funding Your Ministry: Whether You're Gifted or Not*. Colorado Springs, CO: Dawsonmedia, 1999.
- Neumann, Mikel. *Home Groups for Urban Cultures*. Pasadena, CA: William Carey Library, 1999.
- Oden, Thomas C. *Classical Pastoral Care*. 4 vols. Grand Rapids, Baker, 1987.
- . *Pastoral Theology: Essentials of Ministry*. New York: HarperSanFrancisco, 1982.
- Peterson, Eugene H. *The Pastor: A Memoir*. New York: HarperOne, 2012.
- Plummer, Robert L., and John Mark Terry, eds. *Paul's Missionary Methods: In His*

- Time and Ours*. Downers Grove, IL: InterVarsity, 2012.
- Purves, Andrew. *Reconstructing Pastoral Theology: A Christological Foundation*. Louisville: Westminster John Knox, 2004.
- . *The Crucifixion of Ministry*. Downers Grove, IL: InterVarsity, 2007.
- . *The Resurrection of Ministry*. Downers Grove, IL: InterVarsity, 2010.
- Root, Andrew. *The Relational Pastor: Sharing in Christ by Sharing Ourselves*. Downers Grove, IL: InterVarsity, 2013.
- Seamands, Stephen. *Ministry in the Image of God: The Trinitarian Shape of Christian Services*. Downers Grove, IL: InverVarsity Press, 2005.
- Sjogren, Steve. *101 Ways to Reach Your Community*. Colorado Springs, CO: NavPress, 2001.
- Sjogren, Steve, Dave Ping and Doug Pollock. *Irresistible Evangelism: Natural Ways to Open Others to Jesus*. Loveland, CO: Group Publishing, 2004.
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- Stone, Howard W., and James O. Duke. *How to Think Theologically*. 3rd ed. Minneapolis, MN: Fortress, 2013.
- Tidball, Derek. *Ministry by the Book: New Testament Patterns for Pastoral Leadership*. Downers Grove, IL: InterVarsity, 2008.
- Torrance, James B. *Worship, Community and the Triune God of Grace*. Downers Grove, IL: InterVarsity Press, 1996.
- Van Yperen, Jim. *The Shepherd Leader*. St. Charles, IL: ChurchSmart Resources, 2003.

Willard, Dallas. *The Spirit of the Disciplines: Understanding How God Changes Lives*. New York, NY: Harper Collins, 1991.

Willimon, William H. *Pastor: The Theology and Practice of Ordained Ministry*. Rev. ed. Nashville, TN: Abingdon, 2016.

Wilson, Jim L. *Pastoral Ministry in the Real World: Loving, Teaching, and Leading God's People*. Wooster, OH: Weaver, 2015.