

ASSEMBLIES OF GOD THEOLOGICAL SEMINARY
Continuing Education Course
Springfield, MO
PTHB 545 MINISTRY DEVELOPMENT SEMINAR
September 16-19, 2008
(3 credit for Fall Semester)

Wayne H. Lee, D.Min.
Sherry B. Lee, D.Min.

Fall 2008
churchliferesources@msn.com

COURSE SYLLABUS

COURSE DESCRIPTION

A five-day learning experience for the participants in the M.A. in Christian Ministries degree program designed to integrate the spiritual, psychological, and professional dimensions of their lives and ministries. (Must be taken before the completion of 15 credits in the degree program).

COURSE OBJECTIVES

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

1. Demonstrate an understanding of personal leadership style, leadership effectiveness, individual style, personality, and ministry gifts
2. Articulate a personal ministry plan and a strategy for personal and professional growth and effectiveness
3. Identify the building blocks of personal, interior spiritual life development and design a plan for future growth in the life journey as a leader
4. Demonstrate awareness of the components of the healthy self, as well as the indicators for issues that lead to an unhealthy self
5. Articulate a theology and philosophy of ministry
6. Explain the philosophy, content, and process of the degree program

TEXTBOOKS / REQUIRED READING

Covey, Stephen R. *The Seven Habits of Highly Effective People*. Free Press, 2004. 15th Anv Ed. (ISBN: 0743269519, 384 pages)

Lee, Wayne H. *Leadership Development Assessment Notebook*. Lakeland: Church Life Resources, 2005. (Made available on the first day of class)

Lencioni, Patrick. *The Five Dysfunctions of a Team*. San Francisco: Jossey-Bass, 2002. (ISBN: 0787960756)

Lencioni, Patrick. *Overcoming the Five Dysfunctions of a Team: A Field Guide for Leaders, Managers, and Facilitators*. Jossey-Bass, 2005. (ISBN: 0787976377).

Malphurs, Aubrey. *Being Leaders: The Nature of Authentic Christian Leadership*. Grand Rapids: Baker Books, 2003. (ISBN 0801091438, 240 pages)

Malphurs, Aubrey. *Maximizing Your Effectiveness: How to Discover and Develop Your Divine Design*. Grand Rapids: Baker Books, 1995. (ISBN 0801063175, 240 pages)

McIntosh, Gary L. and Samuel D. Rima, Sr. *Overcoming the Dark Side of Leadership: The Paradox of Personal Dysfunction*. Grand Rapids, MI: Baker Book House, 1997. (ISBN: 0801090474, 240 pages)

Sorge, Bob. *Secrets of the Secret Place: Keys to Igniting Your Personal Time with God*. Oasis House, 2001 (ISBN: 0970479107, 217 pages)

Stoltzfus, Tony. *Leadership Coaching*. Virginia Beach: Tony Stoltzfus, 2005. (ISBN: 1419610503, 306 pages)

If you have already read *The Seven Habits of Highly Effective People*, you may substitute the following text:

Covey, Stephen R. *The Eighth Habit*. Free Press, 2005 (ISBN: 0743287932, 432 pages)

COURSE OUTLINE

Tuesday, September 16, 2008

8:00 – 6:00 p.m.

Introductions and Overview

1. Course Syllabus and Rules of Engagement (Lee/Lee)
2. Church Life Model Overview (Lee/Lee)
3. Master of Arts in Christian Ministries (In the Church Life Model) Lee/Lee
4. Master of Arts in Christian Ministries Objective Goals (Lee/Lee)
5. Church Life Leadership Coaching Model (Lee/Lee)

Personal Leadership (Developing the Self)

The Leader's Self

6. Leadership Development Arrow (Lee/Lee)
7. *Character Assessment* (Lee/Lee)
8. *Spiritual Life Assessment* (Lee/Lee)
9. *Spiritual Gifts Inventory* (Lee/Lee)
10. Spiritual Gifts (Malphurs/Maximizing: Appendix A)
11. Natural Gifts and Talents Inventory (Malphurs/Maximizing: Appendix E)
12. Natural Gifts and Abilities Inventory (Malphurs/Maximizing: Appendix F)
13. Personal Ministry *Vision/Mission-Values Audit* (Lee/Lee)
14. Personality – *MBTI* – Type Indicator (Myers-Briggs)
15. *Disc Personality Profile*
16. Temperament Indicator I (Malphurs/Maximizing: Appendix B)
17. Temperament Indicator II (Malphurs/Maximizing: Appendix C)

Wednesday, September 17, 2008

8:00 a.m.-6:00
p.m.

18. Results of *MBTI* Indicator
19. *Taylor-Johnson Temperament Analysis* Personality Inventory

Leadership Development Process

20. Leadership Development Model (Railroad Track) Clinton-Lee
21. Spiritual Formation – Devotion Life (Lee/Lee)
22. Knowledge Input – *Learning Styles Inventory* (Hagberg-Donovan)
23. Six Ministry Roles – *Ministry Skills Assessment* (Lee/Lee)
24. Coaching/Mentoring Constellation (Clinton – Lee)

Leadership Coaching

- Definitions
- Principles
- Skills
- Process
- The 15 Vital Functions of Leadership Coaching
- Simple Self Assessment
- Leadership Coaching Contracts and Agreements

Thursday, September 18, 2008

- 8:00 a.m. – 6:00 p.m. 25. Discussion of *Taylor-Johnson Temperament Analysis*

The Leader's Ministry Roles

26. Leadership Role Strengths and Weaknesses (Lee/Lee)
27. Leadership Roles Indicator (Malphurs/Maximizing: Appendix D)
28. *Emotional Competency Inventory* (Hay Group)

The Leadership/Management Process

29. *Leadership Practices Inventory* (Kouzes and Posner)

Leadership Anointing and Authority

30. Leadership Anointing and Authority Audit (Lee/Lee)

Leadership Obstacles and Struggles (McIntosh/Overcoming the Dark Side)

31. The Compulsive Leader
32. The Narcissistic Leader
33. The Paranoid Leader
34. The Co-Dependent Leader
35. The Passive-Aggressive Leader

Leadership Functions

36. *Personal Life Assessment* (Lee/Lee)

Personal Leadership

37. *Leadership Styles* (Shawchuck)
38. Leadership Styles (Malphurs/Being Leaders: Appendix M)

Personal Vision/Mission-Values

39. Personal Vision Bridge Graphic (Lee/Lee)

Personal Spiritual Life

40. *Spiritual Life Inventory* (Hagberg and Donovan)

Personal CommunicationPersonal LifestylePersonal ConnectionsPersonal CarePersonal Networks

Friday, September 19, 2008

8:00 a.m. – 2:00 p.m. Personal Ministry

Personal Maturity

Personal Evangelism/Missions

41. Evangelism Styles Audit (Hybels)

Personal Public Relations

Personal Decision-Making

42. Conflict Management Style Assessment (Shawchuck)

Personal Finances

Personal Health

43. Personal Growth Plan (Lee/Lee)

COURSE METHODOLOGY

Professors will utilize lectures, readings, small group activities, reflection, writing assignments, and assessment instruments to achieve the course objectives.

COURSE REQUIREMENTS

1. Attendance and participation in each class session are required. Any absence over four hours will result in a deduction of 20 points per class hour. Approved exceptions are considered.
2. Read the textbook(s) and complete the reading critique form for each book. Please read the following books before the first day of class, and complete the assessments contained in these texts as well. All book critiques are due on Monday, October 13, 2008.

**Being Leaders *Leadership Coaching*

**Maximizing Your Effectiveness *Overcoming the Dark Side of Leadership*

3. Participate in various discussion, exercises, and assessment activities. Complete all assessments (150 points).

All assessments (in texts and in Leadership Development Assessment Notebook) must be completed by the time the assessment is presented in class (See course outline). Students will receive by mail some of the assessments for the first day of class. Please complete these assessments. On Friday, September 19, please send an email to educationcohort@msn.com indicating the assessments are completed "on time."

4. Post-session Writing Assignment: Write an autobiography and ministry profile composed of the following sections:
 - a. Personal: include a very brief personal, family, and spiritual life autobiography containing personal history such as calling, initial ministry, gifts, weaknesses and strengths, challenges and celebrations. Commit 25% of the paper to this section.
 - b. Ministry: include a very brief description of history of ministry, current ministry setting, self evaluation and statement of goals for the program and for long term ministry. Focus on reflections, plans, and conclusions received from the assessments and topics discussed in class. How are you going to work on these

goals? What steps do you need to take in order to accomplish your goals? Commit 25% of the paper to this section.

- c. Personal and Spiritual Growth Plan: from the course content and assessments develop a two-year personal and spiritual growth development plan. Include the specific action steps you will initiate to achieve your goals. Commit 25% of the paper to this section. Include your coaching/mentoring constellation plan.
- d. This writing should include insights from readings, class presentations, activities, and personal reflections. Integrate content from the course materials and texts into your paper with footnotes. Commit 25% of the paper to this direction. ***This paper is due Monday, November 5, 2007.*** It should be in Turabian (6th edition) format and 30 pages in length.

Please submit all completed homework assignments via email to educationcohort@msn.com. Email communications or requests for extensions to churchliferesources@msn.com.

GRADING PROCEDURE:

Student evaluation and assessment will be based upon the following criteria:

1. Reading and Completion of Book Critiques (8 books, 45 points each)	360
2. Completed Assessments (<i>Leadership Development Assessment Notebook and texts</i>)	140
3. Attendance, Class Presentations, and Participation	100
4. Personal and Ministry Autobiography and Assessment Paper (30 pages)	<u>400</u>
Total	1,000

AGTS Grading Scale:

Publishable	A+
97% - 94%	A
93% - 90%	A-
89% - 87%	B+
86% - 84%	B
83% - 80%	B-
79% - 77%	C+
76% - 74%	C
73% - 70%	C-
69% - 67%	D+
66% - 64%	D
63% - 60%	D-

SELECTED BIBLIOGRAPHY

See textbook notes and appendices for additional suggested readings. Professors may distribute appropriate topical bibliographies as needed.

SPECIFIC DATA

Syllabus prepared by Wayne and Sherry Lee on July 31, 2008.

READING CRITIQUE FORM
Ministry Development Seminar

Name: _____

Date: _____

Note: **THIS REPORT MUST BE TYPED TO BE ACCEPTED.** Write in complete sentences.

1. Please check one of the following:

- Yes, I have fully read the book listed below as required for this course.
- No, I have not fully read the book listed below as required for this course.

2. Book (Author, Title, Pages read _____)

3. What is the author's main purpose in writing this book?

4. List two items of information this book provided of which you were not previously aware.

5. What was the most helpful part of this book and why?

6. Is there a quotation from the book that will stay with you for the remainder of your ministry?
List the quote, page number, and reason.