

1-1-2009

## MM 602 Parish: Outside the Walls

R. Jeffrey Hiatt

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## Syllabus

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**Course:** MM602 X2 (SP 2009)  
**Title:** Parish: Outside the Walls  
**Hours:** 2.00  
**Published:** Yes, on 02/03/2009  
**Prerequisites:**

MM601  
 - or -  
 SM601

Faculty Signature

**Department:** Mentored Ministry  
**Faculty:** Dr. Jeff Hiatt



Email: [jeff.hiatt@asburyseminary.edu](mailto:jeff.hiatt@asburyseminary.edu)  
 Office: SH  
 SPO: 898

### Meetings:

During 02/09/2009 to 05/22/2009 Online via ExL.

### Maximum Registration: 12

**Catalog Description:** Designed for M.Div. degree students, this course extends the parish ministry of MM601 to a cross-cultural setting. As in MM601, students are required to complete eight hours of hands-on ministry/week in an approved ministry site while continuing their relationship with the same Pastoral Mentor and local church as in MM601, in addition to a weekly, 2-2.5 hour Campus Reflection Group. Students are encouraged to be involved in their local church placement prior to and following their Mentored Ministry courses for continuing learning and ministry experience. Credit only.

### Objectives:

jGraphic

**MM602—Mentored Ministry**

Spring 2009

**ExL Section X2**

**Syllabus & Class Calendar**

### **Facilitator: Rev. Dr. R. Jeffrey Hiatt, D.Miss.**

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 Office Phone: 859/858-2396  
 Fax: 859/858-2350

### **Welcome to Mentored Ministry!**

I am delighted to be your instructor and learning guide in this course. You should have a strong sense of who you are in Christ and the implications of God's call upon your life. This course should help you to strengthen and clarify the implications and practice of that call. We're embarking on another step in that journey in fulfilling your spiritual and vocational commitments. Together we will continue to grow in Christ and embody His ministry in our lives.

Teaching and learning online can be complicated. Periodically, we will need to extend grace to one another as we communicate and work together in this medium. For example, are the instructions clear? Are the assignments and discussions working? Are you having problems? Please let me know. What may seem "crystal clear" to me may seem "foggy" to you. Also, let me and your peers know if you are going to be "off line" for a time so that we will not wonder where you are. If you find yourself falling behind because of life complications, please contact me as soon as you can, so we can discuss your situation and problem solve together-- at the front of a crisis. Serving Him Together, Jeff Hiatt

### Important Information

- (1) *Before you start the semester*, your mentor must be approved and trained by the Mentored Ministry office. If your mentor is unable to attend an on-campus mentor training event, a training DVD will be provided. Please send the name, address, and phone number of your mentor to the Mentored Ministry Office on the Wilmore campus.
- (2) Please make sure your 602 cross-cultural placement has been approved by MMIN office.
- (3) You will complete a minimum of eight (8) hours work, per week, at your ministry placement, with an emphasis on cross-cultural ministry “outside the walls.”
- (4) Please read the Mentored Ministry Handbook *carefully* as you will responsible for its content.

### Required Textbooks:

Hall, Ron and Denver Moore. *Same Kind of Different as Me*. Nashville, TN: Thomas Nelson, 2008. ISBN-10: 084991910X

Sider, Olson, and Unruh. *Churches That Make a Difference*. Grand Rapids: Baker, 2002.

*Mentored Ministry Handbook: MM 601/602*: (available as a pdf in the Virtual Classroom)

*Mentored Ministry Forms*: (MM602 E-Forms under Mentored Ministry Resources located in the Virtual Classroom)

Mentored Ministry via ExL is comprised of two main components:

#### 1. Field Experience

Relative to the *Field Experience* component, each of you will have a field placement in a local church or ministry setting in which you will practice “hands-on” ministry. You will minister for at least eight hours a week for the duration of the semester under the supervision and mentoring of a qualified minister. In addition to the eight hours of ministry involvement, there should be a one hour one-on-one meeting with your mentor.

#### 1. Theological Reflection in an online Reflection Seminar

Additional time (approximately 3-4 hours per week) will be required during the semester to complete assigned reports, write up your case study, process the current case, and respond to other class members.

Relative to the *Reflection Seminar* component, ExL Mentored Ministries gets interesting! Led by a Reflection Group Facilitator, you and other ExL students in your group will reflect together theologically on your ministry experiences using your own self-referent case studies.

The manner in which you in the ExL Mentored Ministry class will reflect on a case together will likely be done asynchronously. The term “asynchronous” means we can share thoughts that are continuous and in a logical stream even though we may communicate at different times throughout the week from widely different geographical sites. Please read more under the heading “ONLINE SECTION DESCRIPTIONS AND COMMUNICATION GUIDELINES.”

The entire reflection will be done through our Virtual Campus environment powered by Moodle. Instructions for what and when to post are included with the Course Outline and Assignment Schedule at the end of this syllabus.

If you have not done so already, please go through the Virtual Campus tutorial online at: <http://www.asburyseminary.edu/information/tutorials/virtual-campus>

### Assignments

1. Read the professor’s welcome message, the syllabus, and the Mentored Ministry Handbook thoroughly and place due dates on your calendar. Some due dates also appear on the calendar on the right side of the Virtual Classroom screen. The times listed are eastern time (ET).
2. Post an introduction of yourself and your ministry context, in 200 words or less, in the appropriate forum by February 11, 11:55 p.m.
3. Submit a Learning Covenant (Mentor-Student Contract and Growth Goals Planning Sheets) by February 18, 11:55 p.m. A location for this assignment to be uploaded will be provided in the virtual classroom. See the *Mentored Ministry Handbook* for details about this document. A description is found on p. 6-8, and the forms are located in the Virtual Classroom.
 

NOTE: All the necessary forms are available as Word docs (E-Forms Folder) located in “Mentored Ministry Resources” or on the Mentored Ministry web page. *PLEASE use the ones in the E-Forms folder in the “Mentored Ministry Resources”.* They are slightly different from the ones on the web. Send as many of them as possible via email, but some may still need to be faxed or mailed due to the necessity of signatures. You may fax them to the professor at 859-858-2350. If you have access to the technology, scan them and attach them to an email, but please save them as pdfs. If you can’t save them as pdfs please fax them. DO NOT send jpps. They are often difficult to print and read.
1. (OPTIONAL) Form the Parish Advisory Group as described in the Handbook on p. 12. This is recommended, but currently is optional.
2. Each week, prior to your participation, thoroughly read the case study to be discussed that week. (It will be posted by the previous

Wednesday). Complete and post the assignment “Case Study Discussion Questions” no later than Monday at 11:55 p.m. Guidelines for this are found in the Mentored Ministries Handbook on p. 18.

NOTE: A single document containing the questions for this assignment is in “Mentored Ministry Resources” as [CaseStudyQues.doc](#) and is slightly different from the copy in the Handbook. (Please use the one in the Virtual Classroom and note the instructions at the beginning.)

1. Prepare one case study using the guidelines on p. 14-16 in the Handbook. A sample case study, named *SampleCaseStudy.doc* is located in “Mentored Ministry Resources”. The schedule for case study presentations will be randomly selected and posted by the professor.
 

NOTE: A case study outline document named *CaseStudyOutline.doc* is located in “Mentored Ministry Resources” for your convenience. Please open this Word doc, fill in the answers to the questions and re-save it using your name and the assigned case number (for example: Smith Case #5). You should then submit this on your assigned date by clicking on the appropriate forum and attaching it.
1. Submit a 2-3 page reflection paper on ONE of the textbooks: 1) *Churches That Make a Difference*, or 2) *Same Kind of Different as Me*, **due Saturday, May 9, 11:55 pm**. In your response, describe how the book challenged you in relation to your ministry. What does it say to you about what you need to be doing more or less of in your ministry and your life? Include any areas where you disagree, if any, with the authors. State how much of the other book was read.
2. Submit a final Student Self-Evaluation. (This form is found in “Mentored Ministry Resources” and on the Mentored Ministry web page.) There is also a faculty evaluation I will complete and share with you. You are expected to review it, make comments if you wish, sign it, and return it to the professor, who will review your comments and then file it in the MMIN Office where it will be available to judicatories under which you may be serving.
3. Submit other required course forms as described in the MMIN Handbook. These are also outlined in the Course Outline and Assignment Schedule, some during the semester and some at the end. Review the entire *Course Outline and Assignment Schedule* to be aware of all due dates. Several forms are due at the end of the semester. Don’t let these due dates surprise you—plan ahead.

### ONLINE SECTION DESCRIPTIONS AND COMMUNICATION GUIDELINES

The Virtual Classroom is built upon the open-source Moodle platform. By logging into <http://virtual.asburyseminary.edu> you will have access to this course and be able to collaborate with participant-colleagues and myself throughout the course. The following are functions with which you should familiarize yourself:

1. The Course Information Center, in the center of your screen, contains many features to be used throughout the semester, including:
  - a) Course News and Announcements, where I will post items important for the entire class;
  - b) Syllabus, where a copy of the syllabus is provided;
  - c) To Professor, which is a way for you to post a message directly to me and we can discuss an issue privately;
  - d) Course Questions, which is a public forum where you can publicly post any questions that you have regarding the course so others may see your message and respond. Anytime you have a question or comment about the course, the schedule, the assignments, or anything else that may be of interest to other participants and me you should post it to the Course Questions Forum. It is likely others in the class will have a similar question and will benefit from the exchange. We want to “iron out any wrinkles” that may inhibit the learning process;
  - e) Prayer Forum, which is a public forum where you can post prayer concerns and praises for all to see. This is a way for us to build community;
  - f) Open Forum, which is a public forum where you can post anything that is not course-related for all to see. Examples include someone getting married, an upcoming birthday, discussions on topics not course-related, etc. This is a way for us to build community.
2. Modules, located below the Course Information Center, will contain forums where group discussions will take place, documents or other files to download, and assignment links where you will post your assignments to me. Each Module will be labeled so you can follow along during the semester.
3. Resources, a section located on the left side, provides links to items you will want to use often in the semester.

#### HELP!

The team of people who are most able to help you with any of your questions regarding ExL are listed below. Their mission is to be helpful to you. For technical and ExL administrative matters regarding this course contact the following for your particular need:

#### Virtual Support Contact Information

For technical support, library research support, library loans, and Virtual media contact Information Commons:

[Info\\_Commons@asburyseminary.edu](mailto:Info_Commons@asburyseminary.edu) Phone: (859) 858-2233; Toll-free: (866) 454-2733

For general questions and administrative assistance regarding the Virtual program, contact Dale Hale:

[ExL\\_Office@asburyseminary.edu](mailto:ExL_Office@asburyseminary.edu) Phone: (859) 858-2393

### Accessing Information Commons Materials

1. General Questions: The Information Commons is a "one-stop shop" for all student research, circulation and technical needs. The Info Commons hours are posted here: <http://www.asburyseminary.edu/information/hours.htm>
1. Materials Requests:
  - a. To search the library catalog for available materials, click here: <http://www.asburyseminary.edu/information/index.htm>
  - b. Virtual Students may request books, photocopies or emailed attachments of journal articles/portions of reference books from Asbury Seminary's Library. Please allow 3-10 business days for all requests to be filled. Contact the Information Commons for costs and instructions on how to make requests. Virtual students are encouraged to make use of local library resources. Students who live within a 50 mile radius of either the Florida or the Kentucky campus should come to campus to obtain their materials.
  - c. Research Questions: Virtual students are encouraged to contact the Information Commons for research assistance including help determining the best sources to use for a paper, finding book reviews, or research questions about using the online databases or any other library materials.
1. Online Databases: To access the online library resources including the library catalog and full-text journal databases, go to <http://www.asburyseminary.edu/information/index.htm> and enter your 10-digit student ID# number in the login box. Your student ID# is provided on the biographical information section of the student registration webpage. Add a 2 and enough 0's to the front to make a 10-digit number (20000XXXXX where XXXXX = your student id).

### Copyright Policies & Virtual Media Copyright Information

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." Contact the IC for specific concerns.

Any duplication, reproduction, or modification of this material without express written consent from Asbury Theological Seminary and/or the original publisher is prohibited. By the using this material, you are consenting to abide by this copyright policy.

**Buying Books.** Address an e-mail to ATS Bookstore. Type in on the "address" line of a new e-mail, [ATS.Bookstore@asburyseminary.edu](mailto:ATS.Bookstore@asburyseminary.edu). This will send your message to our local Cokesbury bookstore on the Wilmore campus. You may also call the Cokesbury bookstore toll free at 1-866-855-8252.

**New Online Resource.** Important online library resources are available from Cokesbury. These include dictionaries, handbooks, and encyclopedia commentaries; worship, sermon, and lectionary material; teaching resources; Bible translations, and more. You may access this material through the Info Commons link on the Asbury webpage. Go to <http://www.asburyseminary.edu/icommons/index.shtml>, enter your borrower ID, and scroll down to iPreach, and you are in. A link to this will be placed in the Virtual Classroom.

**Administrative/Academic Matters:** If you have MMIN related concerns of any kind such as, academic matters, finding a placement matched to your needs, exploring the possibility of an internship or whatever, please contact the MMIN office. The folks there are ready to assist you in any way they can. (859) 858-2224.

### CONCLUSION

In conclusion, Mentored Ministry provides you with an opportunity to meld Christian mind and ministry practice. For many students, having to anticipate performing in ministry, sometimes for the first time, is not without its anxiety; however, experience bears out that most students have rewarding experiences in mentored ministry.

Revised 02/09

## *COURSE OUTLINE AND ASSIGNMENT SCHEDULE*

### GUIDELINES FOR COURSE OUTLINE AND ASSIGNMENT SCHEDULE:

The class will be divided into two groups to process case studies. This allows time in the beginning of the semester to get acquainted with each other and the case study method. It also gives the student presenting the first case sufficient time to prepare. Each student will only interact with the case studies from their group.

Forums will be used where cases will be posted and all interaction around the cases will occur. Simply click on the corresponding forum and the Virtual Classroom automatically controls your access.

The basic schedule for week 3 (when the first case is presented) and beyond will be as follows:

(All assignments are to be posted by 11:55 p.m., ET on the day due). Answers to Case Study Questions will be posted based on the case study posted the previous week. Download the CaseStudyQues.doc which is slightly different from the copy in the Handbook, copy and paste the questions directly into your post, type in your answers there, and then submit the post (be sure to read the instructions at the top of this document).

Wednesday - Post a case study:

On your assigned week, download the “Case Study Outline” (CaseStudyOutline.doc) from “Mentored Ministry Resources”. Set up your case study according to this outline. You may simply fill in all the areas that apply to your case. Re-save the document and name it, using your last name and the number of the case (e.g. – Smith Case #5). Attach it to your post in the current Case Studies Forum in the Virtual Classroom. See the “SampleCaseStudy.doc” for an example.

By Monday - Respond to a case study:

Open the Case Study Questions document (CaseStudyQues.doc) in “Mentored Ministry Resources”. Copy the questions, paste them into a forum post, answer them in the post, and then submit. (See instructions at the top of the page.)

NOTE TO PRESENTERS: As students list the questions they would like to have answered about each case, the presenter should answer as many of those questions as possible, responding directly within the appropriate forum for everyone to see.  
(Optional to non-presenters) – Respond to each other’s case study posts.

We will take this general approach to our weekly discussion without assigning a student the role of moderator as described in the handbook and used in the physical classroom setting.

### **ONLINE REFLECTION AND ASSIGNMENT SCHEDULE**

- Week 1 – February 9-14
  - Read the professor’s welcome and introduction posted in the virtual classroom.
  - Print out a copy of the Mentored Ministry Handbook, MM 601/602 Handbook.pdf found in “Mentored Ministry Resources”.
  - Read the syllabus and Mentored Ministry Handbook thoroughly and place due dates on your calendar (include case presentation dates once they are posted by the professor)
  - **Post an introduction of yourself & your ministry context** in 200 words or less by 11:55 p.m., Wednesday, Feb. 11.
  - (OPTIONAL) Form The Parish Advisory Group as described in the Handbook on p. 12. This is recommended but, for now, in the new MMIN setup, is optional.
  - Review the Case Study chapter in the Mentored Ministry Handbook (pp. 14-17).
  - Begin work on the Learning Covenant. See The Mentored Ministry Handbook (located in “Mentored Ministry Resources”) for details about this document. A description is found on pp. 6-8 and the forms for this are found in “Mentored Ministry Resources”.
  - Begin reading the 2 texts and read throughout the semester. A reflection paper, as described above under Assignments #7, is due at the end of the semester on one of the books and a statement of how much was completed of the other text, e.g., I read 115 pages of “*Same Kind...*”.
- Week 2 – February 16-21
  - Continue working on items from week 1, giving particular attention to the preparation of your Learning Covenant.
  - (OPTIONAL) Convene the initial meeting of the Parish Advisory Group to review your growth goals and schedule the 3 remaining monthly meetings, normally the first week of each month. A guidebook—*Parish Advisory Group: Partners in Ministry Training* (PAG Manual.pdf)—is available in “Mentored Ministry Resources” to help in preparing for the group meetings.
- Week 3 – February 22-28
  - Post **Learning Covenant** (Mentor-Student Contract and Growth Goals Planning Sheets) by February 25<sup>th</sup>, 11:55 p.m. A location for this assignment to be uploaded will be provided in the virtual classroom.
- Week 4 – March 2–7
  - Post Case Study #1 by Wednesday, March 4, 11:55 p.m.
- Week 5 – March 9-14
  - **Ministry & Growth Goals Progress Report** due by 11:55 p.m. on Friday, March 13
  - Post Responses for Case Study #1 (Case Study Questions by 11:55 p.m. on Monday, March 9)
  - Presenter answers questions posed by other students
  - Post Case Study #2 by Wednesday, March 11, 11:55 p.m.
  - Meet with **Parish Advisory Group** during the week. (OPTIONAL)
- Week 6 – March 16-21

- Post Responses for Case Study #2 (Case Study Questions by 11:55 p.m. on Monday, March 16)
- Presenter answers questions posed by other students
- Post Case Study #3 by Wednesday, March 18, 11:55 p.m.
- Week 7 – March 23-28
  - Post Responses for Case Study #3 (Case Study Questions by 11:55 p.m. on Monday, March 23)
  - Presenter answers questions posed by other students
  - Post Case Study #4 and by Wednesday, March 25, 11:55 p.m.
- Week 8 – March 30 - April 4
  - **Spring Reading Week**
- Week 9 – April 6-11
  - Post Responses for Case Study #4 (Case Study Questions by 11:55 p.m. on Monday, April 6)
  - Presenter answers questions posed by other students
  - Post Case Study #5 by Wednesday, April 8, 11:55 p.m.
- Week 10 – April 13-18
  - **Ministry & Growth Goals Progress Report** due by 11:55 p.m. on Friday, April 17
- - Post Responses for Case Study #6 (Case Study Questions by 11:55 p.m. on Monday, April 13)
  - Presenter answers questions posed by other students
  - Post Case Study #6 by Wednesday, April 15, 11:55 p.m.
  - Meet with **Parish Advisory Group** during the week. (OPTIONAL)
- Week 11 – April 20-25
  - Post Responses for Case Study #6 (Case Study Questions by 11:55 p.m. on Monday, April 20)
  - Presenter answers questions posed by other students
  - Post Case Study #7 by Wednesday, April 22, 11:55 p.m. (If needed.)
- Week 12 – April 27 - May 2
  - Give your mentor the “Mentor Evaluation” form, and give your cross-cultural on-site supervisor (if you have one) the “Cross Cultural On-Site Supervisor Evaluation” form. Both forms should be completed and returned to you by *Sunday, May 10*.
  - Post Responses for Case Study #7 (Case Study Questions by 11:55 p.m. on Monday, April 27) – if needed.
  - Presenter answers questions posed by other students
- Week 13 – May 4-9
  - **Ministry & Growth Goals Progress Report** due by 11:55 p.m. on Friday, May 8
  - **Reflection paper on the chosen text** due by 11:55 p.m., Saturday, May 9.
  - **Graduating Seniors: Complete “Student Self-Evaluation” form, “Student Evaluation Narrative”, and the mentor’s “Mentor Evaluation” and “On-Site Supervisor Evaluation” form** (if applicable) due to the professor by 11:55 p.m., Saturday, May 9.
- Week 14 – May 11-16
  - **Complete “Student Self-Evaluation” form, “Student Evaluation Narrative”, and the mentor’s “Mentor Evaluation” and “On-Site Supervisor Evaluation” form** (if applicable) due to the professor by 11:55 p.m., Wednesday, May 13. (This is for students other than graduating seniors.)
  - Have final **Parish Advisory Group** meeting and get signed copy of Parish Advisory Group Evaluation Report to be submitted to the professor (OPTIONAL)
- Week 15 – May 18-22 (last week of Spring term)
  - Review, add comments, sign, and return **“Reflection Group Facilitator Evaluation” form** (will be emailed to you and must be returned within 48 hours).

### Final Note

I am available to help you in any way I can. The most expedient way to reach me is via email. So if you have a need, email me right away. If you want to call, you are welcome to do so. My direct office number is 859-858-2396.

