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WO 510 Worship Leadership in the Church

Mark A. Torgerson

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WO510 Worship Leadership in the Church  
Summer 2004  
Professor Mark A. Torgerson

[For best viewing, please maximize this screen. The "maximize" box is the center icon in the upper right hand corner of this screen.]

WELCOME

[Horizontal Rule]

Welcome to WO510 Exl! I am looking forward to teaching this course during the semester. We will have an opportunity to study the history, theology, and practice of Christian worship together. It will be our goal to draw all of our work together into a coherent way of understanding, proclaiming, and experiencing the Gospel of Jesus Christ within the context of where we and our people live and work.

About Me: I teach worship at Judson College, Elgin, Illinois, primarily, but also teach occasional worship courses at Asbury Theological Seminary, Garrett-Evangelical Theological Seminary, and Northern Baptist Theological Seminary. I have a Ph.D. in theology from the University of Notre Dame, with specialization in the area of liturgical studies. My dissertation director was Dr. James F. White, a United Methodist liturgical historian. I examined the relationship between worship and architecture in my dissertation, examining the church design work of Lutheran architect, Edward A. Sovik. I am an ordained minister in the Evangelical Covenant Church and have served in pastoral ministry in churches in Wisconsin and Connecticut. I am also a painter, primarily painting in acrylic, producing two-dimensional works that can be used in worship events. I have experienced Christian worship events on four continents and look forward to our sharing in the exploration of the diversity of expressions which God's people have developed throughout the ages.

Contacting the Professor and Office Hours

Email: Please post general questions to me in the discussion area of our course center. When you need to send personal emails to me, you may do so by clicking on the "Office" icon in the WO510X-MT folder. I am the only
one who will view these materials. Note: If you have an urgent matter (for example, an emergency situation), please flag your email with the word "Urgent" in the subject line.

Telephone: 847.628.1068 (office) or 630.540.1828 (home)  
Mailing address: Mark A. Torgerson, Judson College, 1151 North State Street, Elgin, Illinois, 60123-1498 (necessary for returning some assignments)

Office hours: I will be checking in on the class sometime on each Monday, Wednesday, and Friday. I will respond to correspondence in the order in which it was received. In reviewing the discussions in our class, I will read all of the entries which are posted, but I will not respond to all postings. I will raise questions occasionally in our conversations, especially based upon engaging questions or thoughts that you all post. We can also arrange times to chat or to speak via telephone by special appointment. Just let me know if you would like to set that up and when you might be available for questions and/or conversation.

COURSE OVERVIEW

Course Description

This course lays the foundation for the ministry of the whole congregation in corporate worship. Biblical, theological, historical, and practical foci are brought to bear on the elements of prayer, music and song, Scripture and proclamation, and sacramental celebrations, in terms of the design of services, the keeping of time, and worship space. Attention is given to interpreting, planning, and presiding at the church's principal worship services, and weddings and funerals. We will begin by examining large worship issues: the biblical roots of Christian worship, developing a vocabulary for assessing worship, different orders for worship services, and achieving "fullness" in worship. Once these issues have established our foundation for worship studies, we will look at specific issues for planning worship services and performing worship leadership: time and
remembrance, space, music, prayer, the Lord's Supper, baptism and initiation, and special services such as weddings and funerals.

**Course Expectations**

**What you can expect of me:**
1. Prompt replies to questions and postings on the days I am in the "classroom."
2. Interaction, participation, and direction in the on-going discussions that will occur over the course of the semester.
3. Timely feedback and assessment on assignments.
4. Occasional mistakes as I continue to grow in this mode of teaching and interaction with the class.
5. My energy and excitement as we engage in studying and learning the material at hand.

**What I expect of you:**
1. Participation in on-line discussions, in the Discussion Center, in your Team Folder, and in our on-line chats.
2. On-time completion of assignments.
3. Your honest questions when you do not understand the material or the instructions.
4. Your patience as we work together in this medium.
5. Your willingness to engage in material that you may find stretching and challenging.

**What I expect us to get personally from the class:**
1. A new and/or different and/or expanded understanding of Christian worship.
2. The ability to articulate clearly and constructively state our own theology of worship.
3. Acquisition of skills in designing, leading, and assessing worship events.
5. Knowledge of where you fall in relation to others within the larger spectrum of worship in the Church.

**WHAT YOU NEED FOR THIS CLASS**

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**Required Course Texts**


--Timothy J. Mulder, *So You've Been Asked To Lead in Prayer* (Grand Rapids: CRC Publications, 1996.)


All are available from the Asbury Cokesbury bookstore. Contact them at exlbooks@asburyseminary.edu or (toll free) 866-855-8252.
Note!  Note!  Note!  Note!  You will also need to purchase, if you don't already have them, your denomination's worship book (or book with services) and official hymnal.


--For Free Methodists, this is the *Pastor's Handbook* and your current hymnal.

--For Nazarenes, this is the latest edition of the *Manual* and your current hymnal.

--For Wesleyans, this is the latest edition of *The Discipline of The Wesleyan Church* and your current hymnal.

If you have any questions about your denomination's worship book and official hymnal, please contact your denominational officials and/or denominational publishing house. If you still need help, please contact me (click on the "to Office" icon in the class folder).

You will also read some additional articles and essays for each module. These will be found on the CDs which have been (or will be) distributed to you by the seminary (see description below).

**Supplemental materials on a set of three CDs**

Dr. Lester Ruth is a professor of worship at Asbury Theological Seminary. The course we are pursuing has been designed by him. Professor Ruth has assembled some excellent supplemental materials for our explorations together. These materials have been gathered in a set of three compact discs that will be sent to each registered student. The CDs are the property of Asbury Theological Seminary and will need to be returned to the school at the end of the semester.

Every week you will be asked to look at and listen to material on the resource CDs sent to you. On these CDs you will find items such as:

--short video clips of different worship services with written guides to tell you what to look for;

--short video clips of Prof. Lester Ruth lecturing;

--longer video clips of Prof. Lester Ruth showing how to do baptisms, Communion, weddings, and funerals;
--additional Powerpoint presentations giving you more data to chew on and think about;
--songs to listen to with written guides to tell you what to listen for;
--some additional reading as noted above.

This material has been compiled and organized in modules (except for the longer video clips about how to do the special services). The material provides the raw data for our on-line discussions and, therefore should be reviewed/read/listened to before I post the module assignment every Monday morning. I'll send out a notice every Monday morning telling you what you need to look or listen to for that week. (I'll talk more about our weekly rhythm below.)

As soon as you get the CDs, look at the video clip with written guide in Module 1. We will hit the ground running, discussing that Module 1 data beginning Tuesday, June 1st, 2004.

You will need to return all CDs at the end of the semester by September 3rd, 2004. Please also return the videotape of Dr. Ruth presiding with the CDs.

**Additional materials**

A video tape *recorder*.
--You will need to produce two videotapes. The first will contain a recording of you performing a practice celebration of baptism and Communion. The second tape will record you performing a wedding and funeral service.
--It would also be useful (but not strictly necessary) for your large semester project, in that you could reflect upon the recorded event to remember particular details. (I will explain the project in more detail below when I talk about assignments and grading.) A tripod is very useful, too, when videotaping something as long as a worship service.

Video duplicating equipment. This is so you can duplicate the videotapes you make of yourself doing the practice services. Duplicate tapes will be sent to members of your team (a small group of classmates) and to the professor.
People, furnishings, and the space to perform a practice baptism, Communion, wedding, and funeral. It is important to include people to whom you can respond in your recordings. Celebrating a service in the absence of people does not give you an adequate sense of leading worship.

If you can videotape a church's worship service for your large semester project, you will need a church which is willing to let you do so (asking for permission to do this is essential, in order for the leadership and congregation to be ready for your presence). Do not videotape your own church service. Examine a church that is different than your own. Do not be hesitant to cross ethnic and racial lines. Frequently we learn more from visiting and processing less familiar worship celebrations. If you need suggestions, please let me know. Send me an email by clicking on the "Office" icon. Once you make a selection of the church you will evaluate, send me a note stating your intention. I will want to approve your choice before you begin examining a church's worship celebration for this large semester project.

ASSIGNMENTS AND GRADING

Here's what you do for your grade (fulfilling the assignments)

1) Weekly participation in the online discussions: during each module week, which runs from Monday 9:00 a.m. to Monday 8:59 a.m. (Central Time), you will need to post one substantial response to my initial question/assignment for that module and one substantial response to a class mate's posting for that module in the discussion center. You must post your initial response to my question/assignment by Wednesday 5:00 p.m. (Central Time). Watch the discussion as it unfolds and then jump in again at some point. Postings should be at least 50 words in length. Substantial responses will demonstrate some critical reflection and content in relation to the question or posting being addressed. Two postings per module is just the minimum requirement to fulfill this part of the course. Additional postings are welcome and encouraged.

A Word about On-line Etiquette
A crucial element of this course is the dialogue that we enter into with each other. All discussions are to be in the vein of encouragement, gentleness, patience, persistence, and hope. This does not mean that we will not challenge, confront, or question each other. It does mean that these things will be undertaken for the purpose of growth and stimulation to think and understand the subject at hand more deeply and more intimately.

2) Two examinations

--The first examination will be distributed online by email post on Friday, June 18th, and must be returned to me by 12 midnight (Central Time) on Friday, June 25th, sending it by email (as an attachment in Rich Text Format, with a notation in the subject line indicating that this is the completed exam) to the WO510MT “Office.” The exam will be an objective, comprehensive test on these books: *Authentic Worship in a Changing Culture*, Webber's *Planning Blended Worship* and Long's *Beyond the Worship Wars*.

--The second examination will be distributed online on Friday, August 6th, and must be returned to me by 12 midnight (Central Time) on Friday, August 13th, sending it by email (same attachment format as above) to the WO510MT “Office.” This exam will also be objective and comprehensive, on these books: White's *A Brief History of Christian Worship*, a section from Bridge and Phyper's *The Water That Divides* (in the course center), Wesley's passages on baptismal regeneration (on CD, module 12), Ted Campbell's essay on Wesley on baptism and conversion (on CD, module 12), and the essay by Daniel Benedict (on CD, module 12).

Note! Note! Note! Note! You can study as long as you would like in preparation for each exam but, once you start to take the tests, they are to be taken without notes or books. Do not look at an examination before you start to take it. Give yourself 2 1/2 hours maximum to take each exam.

3) A large semester project in which you evaluate a church's worship service, integrating and synthesizing everything covered in the class: The project will have three parts: 1) what did you see?; 2) how would you evaluate the service?; and 3) if you were the pastor or worship leader, what would you keep or change about the worship service and why? More information will be given below. This will be due by midnight on Thursday, August 26th, 2004 (Central Time), sending it by email (again, as an attachment) to the WO510MT “Office.”
4) **Development of a worship service**, appropriate for a particular congregation in a specific cultural context of your choosing, using Webber's four-fold order of worship. This service will be **due by 12 midnight on Wednesday, June 30th (Central Time)**. Post your worship service within your team folder by that time and date. Once distributed within your team folder, you will need to comment on the services distributed by your group members. This will be done as part of a weekly module.

5) **Adaptation of a special service called the Easter Vigil** (it's one of the golden treasures from the early centuries of the Church and used to be the main service of the whole year) for a particular congregational setting of your choosing: What you will need to produce is an outline of the Vigil with a very brief commentary on how the service would be done in the congregational setting you have chosen. This will be **due by 12 midnight on Wednesday, July 14th (Central Time)**. Post this assignment with your team folder. Once distributed within your team folder, you will need to comment on the services distributed by your group members.

6) **Videotape yourself** performing baptisms (both a child and an adult), a Communion service, a wedding, and a funeral. You will produce two tapes, one early in the semester and one later in the semester. The first tape should show you performing both baptisms and a funeral. You should mail this first tape to me (and only me, to the mailing address noted at the beginning of the syllabus), by **Wednesday, June 23rd, using Priority (2-day) mail**. After receiving my feedback on this first tape, shoot a second tape of yourself performing a Communion service and a wedding. You should have finished shooting and duplicating the videotape so that you can mail it to your team members and the professor by **Monday, July 26th (again, using Priority (2-day) mail for my copy)**. Team members should watch and comment on the other tapes within your team folder by **Monday, August 9th**. In the course center look at the document describing common lapses made in performing these services. Of particular importance, is what I call the "sound down" test. If you turned the sound all the way down, could someone tell when you are praying, when you are addressing the congregation, and whether your presiding is full of grace? Your tapes will be kept by the parties who receive them, unless you state that you want your tape returned and include a self-addressed, stamped, return mailer with each videotape.
I know that this seems like a lot of work and hard work at that. It is. I do not deny that much is being asked of each of you. But let me tell you why I am requiring these assignments. It is because worship is so important. Worship is the church's lifeblood. I do not believe that you will do anything more important as a pastor or worship leader or as a Christian. Let us rise to the challenge and privilege of equipping ourselves to lead God's people in worship that truly honors Him and edifies His people. I'm requiring so much work because this may be the only chance you ever have to systematically reflect on this topic with the help of others as committed to it as you. (Plus it is a complex topic, too.)

Here's how I will allocate grades and assess work

Weekly participation in the online discussions with the Discussion Center and your team folder: 20% of your grade. I will be looking not for the amount of interaction but for insightfulness, inquisitiveness, and the ability to bring readings and other material to the table. I'm looking for more than you offering casual remarks of support or disagreement. I keep track of the following:

- Have you posted the minimum 2 postings per assignment?
- How many total postings did you make per module?
- How many were truly insightful, significant postings?
- How well did you respond when questions were posed to you by the professor or other students?
- Did your postings show evidence of interacting with the readings and CD materials?

A passing grade on this part of the course is not automatic.

Two examinations: each 20% of your grade making 40% cumulative of your semester grade. I'll be looking for correct answers, based on the books.

Large semester project: 40% of your grade. See below for more details about what I'll be looking for.

Development of a worship service: no actual grade given. Failure to complete the assignment and comment on the other services from your other team members will result in the loss of a letter grade for your final semester
grade. I'll be looking for your ability to take the ancient four-fold order of worship and make choices/adaptations appropriate for a particular time in the year and for a particular group of people.

Adaptation of the Easter Vigil: no actual grade given. Failure to complete the assignment and comment on the other services within your team will result in the loss of a letter grade for your final semester grade. I'll be looking for your ability to take this service and plan it in a way that is true to the service and appropriate for a particular group of people within a specific cultural context.

Videotaping yourself doing baptism, Communion, a wedding, and a funeral: no actual grade given. Failure to complete the assignment and comment on the tapes within your team will result in the loss of a letter grade for your final semester grade. I'll be looking for your performance of these services in a way which is gracious and graceful and which is true to your worship tradition and to yourself as a worship leader.

Here's what the letter grades mean


A = exceptional (notice the word) work. Thus this will be an exceptional grade.
B = good (notice the word) work. Good is good. Sleep soundly with this grade.
C = acceptable work.
D = marginal work.
+ and - will also be given, e.g., a B+ is a possible grade.

What the grades will mean in the grand scheme of things: not all that much. I am much more interested in the increase of your wisdom than in you racking up a particular grade. The real test of what you gain in this class will be seen in 5 years when you are leading worship someplace. I won't be able to test the quality of your work then (and thus I must give you a grade now) but God can. Take advantage of this course to its fullest given your current life situation, regardless of what your final grade ends up being, in order to show yourself an approved worker down the road.
Incompletes: Since so many of us are over-worked and under constant time
crunches, let me alert you to the school's policy on incompletes. The
catalog reads: "A grade of 'I' denotes that the work of a course has not been
completed due to an unavoidable emergency, which does not include
delinquency or attending to church work or other employment. If the work
of a course is incomplete at the end of a term without an emergency, a letter
grade will be given based on the grades of work done, with incomplete work
counted an 'F'." (see p.29 of the Asbury Theological Seminary catalog)

More information on the large semester project

Goals: to give you a chance to integrate everything you have learned,
read, and discussed by thoroughly evaluating a single worship service of a
church other than your own; to sharpen your skills at pastorally evaluating a
church's worship; and to give you a chance to pretend to be the pastor or
worship leader, choosing what to maintain as a strength already and where
you would try to strengthen its worship.

Choosing a church: pick a church other than your own and one
beyond your normal experience. Try to choose one where you can visit its
main worship service. I must approve all choices. Contact me by clicking
the “Office” icon.

When to choose it: I wouldn't wait long. You will want to give
yourself time to really chew on what you experienced there. Here's the
optimal plan: choose a church early in the semester; videotape its service
early; have this service in the back of your mind as you work with the data
all semester long; occasionally watch the videotape so the service remains
fresh; and then write a wham-bang project in August.

The parts of the project: 1) what did you see?; 2) how would you
evaluate it?; and 3) if you were the pastor or worship leader, what would you
keep or change about the worship service and why?

Videotaping the service?: While videotaping the service is not strictly
necessary, it would be very useful. It will enable you to view the service
several times to get the most accurate "read" of it. If you can't videotape a
service, then take very good written notes during the service. You cannot
use a service from television unless you were actually at that service, too.
You cannot get the full experience just from a television broadcast.
The grid to apply: You are responsible for developing criteria for evaluation as you will be when you are a pastor or worship leader someplace. I'm not going to tell you how to do it. Take this as your opportunity to shine by showing how you have digested everything in the course, integrating and synthesizing it into a usable way of evaluating worship. The development of a great evaluative grid is a large part of what I'm looking for in the project. I will also be looking for thoroughness and insightfulness in your project. For example, a project that does not comment on the worship space would be deficient in thoroughness and, for example, a project that limits its evaluation criteria to "it really moved me" will likewise be deficient.

The length of the project: no more than 30 pages double spaced.

Formatting: submit as an email attachment sent to the WO510 Office (click on the "Office" icon in the WO510X-MT folder) by midnight on Thursday, August 26th, 2004 (Central Time). Use a 12-point font type of Times New Roman. Include any notes as footnotes. Use of proper grammar is essential (and will be used for establishing a grade). For questions of citations, see Carole Slade, Form & Style, 11th edition, or Kate Turabian, A Manual for Writers (latest edition). When sending me an attachment, save your document as a Rich Text Format file (.rtf). If you have trouble saving your document in the correct form, please contact ExL support (see references below). Please print your last name and the document title (for example, "paper," "evaluation," "test") as the name of the document. When you send the document via First Class to me (to the "office"), include your last name and document title in the subject line of the message too. By titling your work in this way you will help me to keep the mail I receive organized in a helpful way.

Final project examples: two examples of strong projects by former students are available for viewing in the course center.

More information on videotaping yourself

The assignment: videotape yourself performing a baptism, doing the Lord's Supper, performing a wedding, and doing a funeral according to the services in your denomination's resources or in a way that is appropriate for your tradition. Remember that you will produce two videos: the first
(baptism and funeral) sent only to the professor and the second
(Communion and a wedding) sent to the professor and everyone in your
team.

The baptism: must include both an infant and an adult.

First watch the video of Prof. Ruth giving instructions on how to do
these services (sent to you with the set of 3 CDs).

The grid for evaluating: does your leadership show graciousness and
is it graceful? See the document in the course center on common lapses.
Don't forget about the "sound down" test. (See above.)

No sermons are required in any of the services although they will be
in real life.

The covenant among ourselves: doing work like this is awfully
intimidating but we need to practice it. In shooting the tape and in
commenting on the tapes of your team members, let's remember to be both
gentle yet truthful for the sake of becoming better worship leaders for
God's people, the church. Let's remember to receive the comments others so
that we might become better leaders.

READING SCHEDULE

There is no precise reading schedule for the four books and three
pamphlets listed as required reading. You will be tested on some of them on
certain dates. (See above under grading and assignments.) Research shows
that students who have read the material to be tested by the time the students
are tested on the material, do tend to have significantly higher grades on
their exams.

All of this is just another way of saying that the seven books and
pamphlets are background work which only come to the foreground when
you are tested on them.
## MODULE SCHEDULE

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<thead>
<tr>
<th>Module</th>
<th>Module dates</th>
<th>Module topic</th>
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</thead>
<tbody>
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<td>1</td>
<td>June 1-6</td>
<td>Introductions, responding to first video clip on worship as community activity, and an “inspiring” Christian worship experience.</td>
</tr>
<tr>
<td>2</td>
<td>June 7-13</td>
<td>Worship and the Bible</td>
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<tr>
<td>3</td>
<td>June 14-20</td>
<td>A Theology of Worship</td>
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<td>4</td>
<td>June 21-27</td>
<td>Developing a Vocabulary for Assessing Worship</td>
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<td>5</td>
<td>June 28-July 4</td>
<td>Ordering different types of worship.</td>
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<td>6</td>
<td>July 5-11</td>
<td>Fullness in Worship</td>
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<td>7</td>
<td>July 12-18</td>
<td>Time and Remembrance in Worship</td>
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<td>August 9-15</td>
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<tr>
<td>12</td>
<td>August 16-22</td>
<td>Initiation and Baptism</td>
</tr>
</tbody>
</table>
Teams

During the summer semester I will organize you into teams for module discussions, service comments, and videotape reflections (teams of ten people each for module discussions; teams of five people each for service comments and videotape feedback). You will have a special team folder icon as discussed below. Midway through the semester I will have you switch teams for module discussions so as to expand the number of classmates you interact with for the modules.

THE NUTS AND BOLTS OF CLASS LIFE

[Horizontal Rule]

Life in the Module Mode

The basic building blocks of the course will be the weekly modules. The module week will begin at 9 a.m. (Central Time) on a Monday and will end at 8:59 a.m. (Central Time) the following Monday (except for the first module that will begin on a Tuesday, June 1st, at 9.00 a.m., and the last module which will end on Friday, August 27th, at 8.59 a.m.). During each module week the following will occur: 1) I will post the current module assignment first thing on Monday morning; 2) I will post a little reminder saying what you should be working on in the background first thing on Monday morning; 3) you will make at least two postings, one in response to my initial posting and one in response to a classmate's posting; and 4) I (and you hopefully) will monitor the discussion and jump in as appropriate.

Trust me to keep everybody and everything on track.
Foreground and Background

A good way to think of the work in the class is to think of foreground and background. In other words, you should be working on material for this class that is in the foreground (meaning in immediate view and concern) as well as in the background (meaning behind the scenes).

Always in the foreground will be the posting of the current module assignment and your responses to it. Sometimes in the foreground will be projects you have been working on in the background until their due date, at which time they come into the foreground. An example is your developing an order of worship according to Robert Webber's four-fold pattern. Your background work will begin with you reading Webber's book. I'll start giving you background reminders a few weeks ahead of the assignment due date, giving specific instruction about the assignment as I do. When the due date rolls around, that background work will become foreground work as you post it in your team folder and receive comments from your teammates.

The most basic foreground and background rhythm will be the rhythm of responding to the module assignment based upon what you read/saw/listened to about that module topic on the resource CDs. In the foreground will be your online postings to the assignment; in the background will be your reviewing the materials on the resource CDs for the upcoming module. In other words, in the week we are discussing the topic for module 4, for example, you should be reviewing the materials for module 5. Don't worry. I'll remind you what to do every Monday morning.

NAVIGATING THE WINDOWS AND ICONS OF ExL

[Horizontal Rule]

Let me tell you how we will use the various windows and icons in the WO510X folder.
**The Discussion Center** (the bottom part of the screen when you open the WO510X folder) will be used for all public communications for the whole class. Module discussions will take place in the team folders, however, because of the size of the class. Clicking on the new message icon when in the WO510X folder will create a message automatically addressed to this center.

**The Course Center** will contain a copy of the syllabus as well as any class modules material not contained on the resource CDs.

**The WO510X Office** is for *private* correspondence between you and me. This will contain items that you do not want to appear publicly before all of your classmates or items that you think may embarrass you if they were to appear publicly. This is also where you will send any papers or projects to be graded by me.

**Team Folder** (not pictured in the above illustration, but present in the course area) This is the location where you will carry on discussion in your teams. Each member of the class will be assigned to a team. You will only be able to read other team mates postings. People from the larger class, who are not on your team, cannot post material in your team folder.

**Prayer Folder** (not pictured in the above illustration, but present in the course area) This is a folder that I have asked Jeremy to create for us. Any needs or prayer requests, praises, etc. can be placed into this folder so that we as a class may keep members of the class in prayer at important junctures in their lives.

**The Archive Center** will be used for storing conversations that have already taken place during the course of the semester. This keeps the *Discussion Center* from becoming too unmanageable.
The Chat Center is intended primarily for real-time interaction. You can get together with other members to study, ask questions, or to explore topics. None of the conversations carried on in this location are ever saved.

The Resource Center provides access to a number of specific tools available to all ExL students. These include access to the B. L. Fisher Library, the services in Estes Chapel, ExL Updates, Guidelines for Success, Helpful Hints, Interesting Links, a Powerpoint Viewer as well as a Real Audio player. I encourage you to take advantage of all these resources.

ASBURY SUPPORT PEOPLE FOR OUR COURSE ON-LINE

For general questions regarding the ExL program, contact Kevin Osborn at ExL_Director@asburyseminary.edu or Extended_Learning@asburyseminary.edu.

For technical support, contact Jared Porter at ExL_Support@asburyseminary.edu.

For library research support, contact the Information Commons at Information_Commons@asburyseminary.edu.

For interlibrary loans, contact Dot James at Dot_James@asburyseminary.edu.

Obtaining Library Materials and Research Support
Email: Information_Commons@asburyseminary.edu
Toll-Free Reference Help Line: 1-866-454-2733

ExL students are encouraged to make use of local libraries, if possible. However, library services are always available to students through Asbury’s B. L. Fisher Library. All requests for books and journal articles should be e-mailed to the Research Desk (information_commons@asburyseminary.edu). The Research workers (Hannah, Robbie, and Nina) will also assist ExL
students with research requests, using various online databases, or doing research on a specific topic. To request material from the B.L. Fisher Library, begin by searching the library catalog (for books available in the library) or one of the restricted journal databases available on the library’s website (www.asburyseminary.edu/library - choose “library catalog” or “restricted databases”). Then send an email to the reference desk citing the sources that you would like to request. If you need help searching the databases, do not hesitate to call (1-866-454-2733) or email the reference desk. Students who live within a 50 mile radius of either the Florida or the Wilmore campus should come to campus to obtain their materials. Please allow 5-10 business days for all requests to be filled. ExL students are billed for the cost of photocopies (5 cents per page); however, shipping via media rate is free. (Media rate normally takes 5 business days for shipping, but it can take two weeks to addresses in the West). Express mail services (prices vary according to weight) and scanning (10 cents per page in pdf format) are also available. Requests generally require 1-2 business days to be processed. Plan ahead and make your requests early enough to allow for shipping and processing!

**Plan ahead and make your requests early.**

Address emails concerning **buying books** to Exlbooks (type Exlbooks or exlbooks@asburyseminary.edu in the address line). This will send the message to the Cokesbury bookstore on the Wilmore campus. Call the bookstore at (toll free) 866-855-8252.

**LAST, BUT CERTAINLY NOT LEAST: SOME IMPORTANT TIDBITS**

[Horizontal Rule]

**The first week**

Hopefully, you will have looked at this syllabus before the first week of class. I will want everyone to introduce themselves to other class
members early during the first week of the semester. I'll post a notice for doing this in the first module.

**A note on reproducing course materials**

"The development of all extended learning material, whether online or by other media, is intended for distribution to members of the course and others by my permission. It is not intended for general distribution on the internet or elsewhere. Permission to copy, in whole or in part, must be requested from the professor (Mark Torgerson).” Thanks for honoring these instructions.

**Info on contacting the professor, again**

**Email:** always send email by clicking on the "Office" icon in the WO510X-MT folder. If the matter is really urgent, please say so in the subject line.

**Telephone:** 860.628.1068 or 630.540.1828

**Virtual office hours:** I'll be checking in our class every Monday, Wednesday, and Friday.

**Final thoughts**

The song of the twenty-four elders before the throne of God in heaven: "You are worthy, our Lord and God, to receive glory and honor and power, for you created all things, and by your will they existed and were created." (Revelation 4:11)

The song offered to the Lamb in heaven: "Worthy is the Lamb that was slaughtered to receive power and wealth and wisdom and might and honor and glory and might forever and ever!"

The word "worship" comes from combining worthy and -ship. It is all about coming to recognize the worth of God. I pray that God will use our class for that purpose.