



## Ministry 210 - Course Syllabus

**Course Title:** Ministry in the Local Church (*3 credits*)

**Course Description:** This course looks at the place of everyday Christians in the body of Christ, highlighting roles of service in the local church. The class will have four main sources of study:

- Biblical descriptions of the local church from Acts and the epistles.
- Spiritual gifts and how they are used in the local church.
- Christian literature/examples of people who have served in the church.
- Visits from everyday Christians who have served in the church.

Student learning will be evaluated based on four response papers (3-5 pages each). The papers will be on the following topics: biblical overview of the local church, personal practice of spiritual gifts, ministry in your local church, and an interview of a local church ministry-minded Christian.

**Prerequisites:** None

**Instructors:**

- Professor: Paul Manwiller
  - Email: [pastormanwiller@gmail.com](mailto:pastormanwiller@gmail.com)
  - Phone: 734-721-8190

**Course Materials:**

- Bible (*unless otherwise specified, you may use the translation of your choice*)
- I Am a Church Member: Discovering the Attitude that Makes the Difference, Thom S. Rainer, ISBN: 978-1433679735
- What Is a Healthy Church?, Mark Dever, ISBN: 978-1581349375
- *Excerpts from other resources will be provided.*

**Class Time:** Class will meet twice weekly on Mondays and Thursdays from 7pm-10pm from 05/06/2024 – 06/27/2024, with a Memorial Day break on 05/17/2024. Class will take place in Room 105 at Hope Community Church, located at 2100 Ellsworth Rd. Ypsilanti, MI, 48197. Class time will be broken down into the following general schedule:

- *Mondays:*
  - (7:00 - 8:30) - Teaching from Scripture: Specifically Acts and the epistles, describing a biblical view of the local church and how the parts of the body work together for the work of Christ's kingdom and in edifying one another.
  - Break (8:30 - 8:40)

- o (8:40 - 10:00) - Teaching about specific spiritual gifts: How those spiritual gifts are put into application in the local church.
- **Thursdays:**
  - o (7:00 - 8:15) Ministry Insight: Various guests, each having a history of serving faithfully in the local church, explaining how they have used their giftings to serve in the local church and discussing the challenges and joys of service.
  - o Break (8:15 - 8:25)
  - o (8:25 - 9:30) - Class discussion about the readings: Two assigned books and further handouts.
  - o (9:30 - 10:00) - Worship, Prayer, and Discussion

### **Assignments:**

- **Assignment Overview:**
  - o Interview Paper of a Local Church Ministry-Minded Christian
  - o Paper on Ministry in your Local Church
  - o Paper on a Biblical Overview of the Church
  - o Paper on Personal Practice of Spiritual Gifts
  - o Weekly Readings and Regular Attendance
- **Written Assignments:** There will be four written assignments over the course of the semester that will be due approximately every two weeks. These written assignments will be roughly 3-5 pages in length and will deal with personal application and reflection on the material covered in this course. These assignments are intended to give the student an opportunity to synthesize the information presented in the course and reflect on how it applies directly to his or her life. The four written assignments are as follows:
  - o ***Interview of a Local Church Ministry-Minded Christian*** - Interview someone who is active in volunteer ministry within a local church. Please note that the goal is not to interview someone involved in ministry or Christian service outside of the local church, nor is this meant to be an interview with someone who is a paid staff member in a church setting. Please describe the person's Christian life and ministry in the following seven areas:
    - Surrender to Christ and calling to Christian ministry
    - Process of learning how to serve
    - Calling and placement in a specific area of ministry
    - Specific and practical spiritual lessons learned while serving in this area
    - Specific fruit and benefit to the body of Christ that has come from serving in this area
    - Specific difficulties and spiritual opposition experienced while serving in this area
    - Lessons you may apply to your own life learned through the life and ministry of the person you interviewed
  - o ***Ministry in your Local Church*** - Please give an honest, spiritually accurate assessment of your own ministry within the local church. Please comment on each of the following areas:

- How did you come to faith in Jesus Christ? How did you become part of your church, and have you made the commitment to be identified as a member of your church?
  - Please describe your relationship with your pastor. Are you seeking guidance from your pastor about your calling and ministry placement? How?
  - In what areas of ministry have you served within the church? Were some roles in which you served more fruitful than others?
  - What is the area in which you are most actively serving at the present time? How are you being trained to be more effective in this service? Do you have any role models or mentors who are assisting you?
  - Are you able to identify a calling to serve in a role where you are not currently serving? How have you identified that call, and what steps are you taking to prepare for such service?
  - Do you feel that you have not adequately identified an area of calling or gifting? What practical steps will you take to seek God's leading in this area? What will you do to continue serving the Lord while you are awaiting His guidance?
- ***Biblical Overview of the Church*** - This paper will attempt to articulate a New Testament theology of the local church. Using the assigned scripture references, please convey an accurate understanding of each of the items listed below:
    - The importance of the church within Christ's kingdom
    - The distinction between the local church and the universal church
    - The purpose of the local church
    - The function of church members within the local church
    - The dangers faced by the local church
    - The church as a spiritual body
    - Submission to godly leaders within the local church
  - ***Personal Practice of Spiritual Gifts*** - The local church body is made up of many members, each having differing spiritual gifts. Please answer the following questions regarding the operation of spiritual gifts in your own life:
    - Based on our study of twenty-five spiritual gifts, which gift(s) do you believe may be evidenced in your life? How have you or others seen this in operation?
    - Based on our study of twenty-five spiritual gifts, are there gifts that you are confident that you do not have? Have you become more thankful for and affirming of those who do exercise those gifts?
    - Have you been tempted to elevate the significance of your own gifts or ministry? Have you been tempted to minimize the significance of your own gifts or ministry? How have either of these issues been seen in your life?
    - Have any of the gifts listed in scripture surprised you? What have you learned about one (or more) of the spiritual gifts that you did not understand before?

- Spiritual gifts are supernatural in nature, and are distinct from our personality or natural abilities. How will you distinguish between spiritual gifts and natural talents? Are you willing to serve, if needed, in areas where you are neither gifted nor talented?
  - Spiritual gifts are the work of the Holy Spirit and therefore holy. What safeguards do you take to maintain personal holiness in your life? In what way do you ensure that your spiritual gifts are used only for holy purposes?
- **Reading / Participation Assignment:** The final portion of your grade will be based on completion of the assigned reading and regular attendance and participation in class time. Students who miss a given class time are expected to watch the lecture recording. Students are also expected to communicate with the teaching staff if they will be absent. Each student will submit, at the end of the semester, an attestation to their completion of the assigned readings and their regular involvement in class time.
  - Each student will be asked to obtain a copy of the constitution and statement of faith from their local church. Students must read through these documents and then turn them in.
  - Below is an outline of the weekly scripture readings and the list of spiritual gifts that will appear in lecture and discussion:
    - 05/06
      - Matthew 16:13-20 Build my church
      - Matthew 28:16-20 Great Commission
      - Acts 2:1-47 Pentecost
      - Acts 4:32-37 Sharing in common
    - 05/13
      - Acts 5:1-11 God's discipline
      - Acts 5:12-16, 42 Gathering
      - Acts 6:1-7 Serving
      - Acts 13:1-5 Sending
    - 05/20
      - Acts 14:21-23 Appointing elders
      - Romans 12:1-21 Gifts and love
      - Romans 16:17-20 Divisions
      - 1 Corinthians 1:10-31 Divisions and "wisdom"
    - 06/03
      - 1 Corinthians 3:10-23 Foundation and building
      - 1 Corinthians 5:1-13 Immorality
      - 1 Corinthians 12:1-13 Spiritual gifts
      - 1 Corinthians 13:1-13 Love
    - 06/10
      - 1 Corinthians 14:1-40 Orderly Worship
      - Galatians 6:1-10 Serving one another
      - Ephesians 4:1-16 Body of Christ
      - Colossians 1:24-2:5 Ministry to the church

- 06/17
  - 2 Thessalonians 2:1-16 Father with children
  - 1 Timothy 2:1-15 Elders and deacons
  - Hebrews 13:1-19 Serving and submitting
  - 1 Peter 4:7-11 Using gifts
- 06/24
  - 1 Peter 5:1-11 Shepherding the flock
  - Revelation 1:1-3:22 Jesus among the churches
  - Revelation 22:16-21 For the churches

## **Spiritual Gifts**

### A. Romans:

1. Prophecy (Romans 12:6)
2. Service (Romans 12:7)
3. Teaching (Romans 12:7)
4. Exhortation (Romans 12:8)
5. Giving (Romans 12:8)
6. Leadership (Romans 12:8)
7. Mercy (Romans 12:8)

### B. 1 Corinthians:

8. Celibacy (1 Corinthians 7:7)
9. Marriage (1 Corinthians 7:7)
10. Wisdom (1 Corinthians 12:8)
11. Knowledge (1 Corinthians 12:8)
12. Faith (1 Corinthians 12:9)
13. Healing (1 Corinthians 12:9)
14. Miracles (1 Corinthians 12:9)
15. Distinguishing spirits (1 Corinthians 12:9)
16. Tongues (1 Corinthians 12:9)
17. Interpretation (1 Corinthians 12:9)
18. Helps (1 Corinthians 12:28)
19. Administration (1 Corinthians 12:28)

### C. Ephesians

20. Apostles (Ephesians 4:11)
21. Evangelists (Ephesians 4:11)
22. Pastors (Ephesians 4:11)

### D. 1 Peter

23. Hospitality (1 Peter 4:9)
24. Speaking (1 Peter 4:11)
25. Serving (1 Peter 4:11)

**Canvas:** Canvas is an online course management system for college courses. It will be used in this course for online submission of assignments and for posting grades, announcements, and access to relevant course documents. Further details on how to set up a Canvas account and access this course can be found in the appendix to this document.

**Assessment:** Assignments will have the following grade weights:

| Assignment  | Grade Weight | Notes  |
|---|--------------|--|
| Interview of a Local Church Ministry-Minded Christian | 20%          | 3-5 page paper. Due 5/20/24  |
| Ministry in your Local Church                         | 20%          | 3-5 page paper. Due 6/3/24   |
| Biblical Overview of the Church                       | 20%          | 3-5 page paper. Due 6/17/24  |
| Personal Practice of Spiritual Gifts                  | 20%          | 3-5 page paper. Due 6/27/24  |
| Completed Readings and Regular Attendance             | 20%          | Submission of an attestation to completed readings and regular attendance. Due 6/27/24 |

We will use the following thresholds to convert raw scores in the course into letter grades:

- A+:  $\geq 98\%$
- A:  $\geq 92\%$
- A-:  $\geq 90\%$
- B+:  $\geq 88\%$
- B:  $\geq 82\%$
- B-:  $\geq 80\%$
- C+:  $\geq 78\%$
- C:  $\geq 72\%$
- C-:  $\geq 70\%$
- D+:  $\geq 68\%$
- D:  $\geq 62\%$
- D-:  $\geq 60\%$
- F:  $< 60\%$

Depending on the distribution of raw scores at the end of the semester, these thresholds may change; however the final thresholds will be no stricter than the current thresholds. For example, if you receive a raw score of 85% in the course, you will be guaranteed a letter grade of at least B; however, it may happen that you receive a higher letter grade depending on the overall distribution of raw scores.

**Class Schedule:**

| Date    | Topic   | Study Material   | Assignments Due   |
|---------|---|--|---|
| 5/6/24  | <ul style="list-style-type: none"> <li>- <i>New Testament Study of the local church</i></li> <li>- Spiritual gifts in scripture: What are spiritual gifts?</li> </ul>   | What is a Healthy Church? parts 1 and 2 (Pages 9-79)   |   |
| 5/9/24  | <ul style="list-style-type: none"> <li>- <i>Ministry Insights</i>: Lina Soper</li> <li>- Course Readings &amp; Discussion: What is a Healthy Church? parts 1 and 2 (Pages 9-79)</li> </ul>                              | <ul style="list-style-type: none"> <li>Acts 5:1-11 God's discipline</li> <li>Acts 5:12-16, 42 Gathering</li> <li>Acts 6:1-7 Serving</li> <li>Acts 13:1-5 Sending</li> </ul>  |   |
| 5/13/24 | <ul style="list-style-type: none"> <li>- <i>New Testament Study of the local church</i></li> <li>- Spiritual gifts in scripture: Gifts 1-5</li> </ul>   | What is a Healthy Church? Part 3 (Pages 82-126)  |   |
| 5/16/24 | <ul style="list-style-type: none"> <li>- <i>Ministry Insights</i>: Mrs. Deil</li> <li>- Course Discussion: What is a Healthy Church? Part 3 (Pages 82-126)</li> </ul>   | <ul style="list-style-type: none"> <li>Acts 14:21-23 Appointing elders</li> <li>Romans 12:1-21 Gifts and love</li> <li>Romans 16:17-20 Divisions</li> <li>1 Corinthians 1:10-31 Divisions and "wisdom"</li> </ul>                  |   |
| 5/20/24 | <ul style="list-style-type: none"> <li>- <i>New Testament Study of the local church</i></li> <li>- Spiritual gifts in scripture: Gifts 5-10</li> </ul>  |  | - Interview paper of a Local Church Ministry-Minded Christian |
| 5/23/24 | <ul style="list-style-type: none"> <li>- <i>Ministry Insights</i>: Ed Hicks</li> <li>- Course Discussion: Calling and gifting in ministry</li> </ul>  |  |   |
| 5/27/24 | Memorial Day Break!   |  |   |
| 5/30/24 | <ul style="list-style-type: none"> <li>- <i>Ministry Insights</i>: Jake Losen</li> <li>- Course Readings &amp; Discussion: Calling and gifting in ministry</li> </ul>   | <ul style="list-style-type: none"> <li>1 Corinthians 3:10-23 Foundation and building</li> <li>1 Corinthians 5:1-13 Immorality</li> <li>1 Corinthians 12:1-13 Spiritual gifts</li> <li>1 Corinthians 13:1-13 Love</li> </ul>        |   |
| 6/3/24  | <ul style="list-style-type: none"> <li>- <i>New Testament Study of the local church</i></li> <li>- Spiritual gifts in scripture: Gifts 11-15</li> </ul>   | I Am a Church Member (Pages 1-42)<br>Reading from Ministry of Helps  | - Paper on Ministry in your Local Church                      |
| 6/6/24  | <ul style="list-style-type: none"> <li>- <i>Ministry Insights</i>: Mark &amp; Yvonne Berry</li> <li>- Course Readings &amp; Discussion: I Am a Church Member (Pages 1-42)<br/>Reading from Ministry of Helps</li> </ul> | <ul style="list-style-type: none"> <li>1 Corinthians 14:1-40 Orderly worship</li> <li>Galatians 6:1-10 Serving one another</li> <li>Ephesians 4:1-16 Body of Christ</li> <li>Colossians 1:24-2:5 Ministry to the church</li> </ul> |   |

|         |  |   |   |
|---------|--|---|---|
| 6/10/24 | - <i>New Testament Study of the local church</i><br>- Spiritual gifts in scripture: Gifts 16-20                              | I Am a Church Member (Pages 43-79)<br>Read the constitution and statement of faith of your local church   |   |
| 6/13/24 | - <i>Ministry Insights</i> : William & Debbie Boyer<br>- Course Readings & Discussion:<br>I Am a Church Member (Pages 43-79) | 2 Thessalonians 2:1-16<br>Father with children<br>1 Timothy 2:1-15 Elders and deacons<br>Hebrews 13:1-19 Serving and submitting<br>1 Peter 4:7-11 Using gifts | - Submit the constitution and statement of faith of your local church |
| 6/17/24 | - <i>New Testament Study of the local church</i><br>- Spiritual gifts in scripture: Gifts 21-25                              | 1 Peter 5:1-11 Shepherding the flock<br>Revelation 1:1-3:22 Jesus among the churches<br>Revelation 22:16-21 For the churches                                  | - Paper on a Biblical Overview of the Church                          |
| 6/20/24 | - <i>Ministry Insights</i> : Grammy<br>- Course Discussion:<br>Calling and gifting in ministry                               |   |   |
| 6/24/24 | - <i>New Testament Study of the local church</i><br>- Spiritual gifts in scripture: Identifying and using gifts              |   |   |
| 6/27/24 | - <i>Ministry Insights</i> : Tim Bennet<br>- Course Discussion:<br>Calling and gifting in ministry                           |   | - Paper on Personal Practice of Spiritual Gifts                       |

**Late Policy:**

Assignments are expected to be submitted prior to the due date. If there are extraordinary circumstances outside of the student's control, they may request an extension from the teaching staff.

Additionally, it is often the case that due to any number of other circumstances, a student finds that they are unable to adequately complete a given assignment. In such cases, the student is welcome to submit the assignment after the due date, up to the end of the semester; however, a late penalty will be given for such a late assignment. The standard late penalty is a 20% flat reduction in grade for the given assignment. This late penalty is meant to penalize late submissions and encourage timeliness, while still allowing the student to still finish the given assignment to the best of their ability even if they are unable to complete the assignment for some time due to any extended circumstances.

This late policy is subject to instructor discretion. The 20% late penalty policy is intended to allow for unique or difficult but not extraordinary circumstances. Any student who abuses this policy, per the instructor's discretion, is liable to have this policy revoked and the grade revert to either a zero or that based on any submission prior to the due date.



## **Appendix: How to set up your Canvas Account**

This course will use the free version of Canvas. This means that you will be able to set up a Canvas account with your regular email and will be able to access the course on Canvas with a simple course invitation sent to your email. Please perform the following steps to set up your Canvas account:

- Check your email for a course invitation to Canvas.
- Click the “Get Started” button, which should redirect you to a Canvas page.
- Accept the course invitation. Upon accepting, it should redirect you to a page that will allow you to either set up a new Canvas account or link a current Canvas account.
- If you do not already have a free Canvas account, proceed to create a new account. To create a new account, it will set your login to be your email, you simply need to set your password and accurate time zone.

Your new account should be all set. To log in to Canvas in the future, go to the following URL:

<https://canvas.instructure.com/login/canvas>

Use your email and password to log in. Then click on your MINISTRY 101 course.

To use the mobile Canvas app, you’ll want to download the Canvas app. Upon downloading and opening the app for the first time, it will prompt you to “Find my School.” Select this option and put in “Free Canvas Accounts.” Select this option and proceed to log in with your email and password associated with your free Canvas account.

## **Appendix: How to submit assignments on Canvas**

From the course’s Canvas home page, navigate to the assignments tab. Select the specific assignment from the list of assignments. Follow the instructions for the different cases of typed and handwritten submissions.

*For typed documents:*

- Click “Start Assignment” (“Submit Assignment” in the mobile app)
- Click “Upload File” (“Files” in the mobile app)
- Click “Choose File” (simply select the file in the mobile app)
- Navigate to the proper file and select it
- You may add any number of files by selecting “Add Another File”

*For handwritten documents:*

You may use a scanner, scanner app, or simply take photos of your work and submit the files by following the same steps outlined for typed documents. The best option may be to use the Canvas mobile app to submit the assignment and use the scanner feature as an option after selecting “Submit Assignment.”

Please note, you may submit as many times as you would like prior to the assignment deadline. The most recent submission will count as your graded submission.

## **Appendix: Academic Integrity**

Students are expected to hold themselves to a Christian standard of ethics in all matters. This includes, but is not limited to, refraining from any forms of plagiarism, cheating, sharing or acquiring any materials that would give a student an unfair advantage, or any dishonest representation of one's work. Below are outlined the consequences for an infringement of academic integrity for a given assignment:

- First offense – A grade of zero is given for the assignment; the professor must notify the Registrar and Dean of Students. A statement goes into the student's file.
- Second offense – A grade of F is assigned for the course; the professor must notify the Registrar and Dean of Students. A statement goes into the student's file. The Dean of Students and/or Registrar will notify faculty of students who incur a second offense in this area.
- Third offense – The professor must notify the Registrar and Dean of Students. A statement goes into the student's file and the student may be suspended or dismissed from this institution.

## **Appendix: Policy on Use of Generative Language Models For Written Assignments**

The use of generative language models, such as ChatGPT, is not strictly prohibited and in some cases is very much encouraged as a research and brainstorming tool. However, all written assignments submitted as your own work should reflect your own personal writing. This prohibits copy and paste use of such tools, however, you may feel free to quote such tools provided that you make clear it is a quotation.

In general, you should treat generative language models as equivalent to speaking to another person. You may gain insight from them and be able to improve your value and productivity, but you should not misrepresent someone else's work as your own. These tools may also be treated somewhat like calculators in a math class. You may use them when appropriate and assignments may even assume their use in some ways, but all submitted work must be your own unless specified otherwise.