



Ministry 101 - Course Syllabus

Course Title: *Christian Ministry (3 Credits)*

Course Description: This course will cover 4 main topics in relation to Christian ministry: New Testament ministry, ministry calling and purpose, biographical examples, and ministry insight from Christian leaders. The course will be structured with lectures and discussions on these topics with an emphasis on personal application. The class time will also feature interaction with guest missionaries, local pastors, and others involved in full-time Christian ministry. Evaluation will be based on four written exercises (3-5 page papers) and completion of the assigned reading material. The papers will be on the following topics: the training of the twelve disciples, surrender and calling in ministry, and two papers on spiritual lessons from biographical examples.

Prerequisites: None

Instructors:

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- Teaching Staff: Timothy Manwiller
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Course Materials:

- Bible (unless otherwise specified, you may use the translation of your choice)
- *By Searching: My Journey Through Doubt Into Faith*, Isobel Kuhn, ISBN: 978-0802400536
- *Shadow of the Almighty*, Elisabeth Elliot, ISBN: 978-0060622138
- One of the following:
 - *Watchman Nee: Man of Suffering*, Bob Laurent, ISBN: 978-1577482239
 - *Hudson Taylor's Spiritual Secret*, Howard Taylor, ISBN: 978-0825417030
 - *DAWS: The Story of Dawson Trotman*, Betty Lee Skinner, ISBN: 978-0310328018
 - *Hearing Heart*, Hannah Hurnard, ISBN: 978-0842314053

Class Time: Class will meet twice weekly on Mondays and Thursdays from 7pm-10pm. Class will take place in Room 105 at Hope Community Church, located at 2100 Ellsworth Rd., Ypsilanti, MI, 48197. Class time will be divided according to the following schedule:

- Mondays:
 - Lecture on New Testament Ministry (7:00 - 8:30)
 - Break (8:30 - 8:40)
 - Lecture on Ministry Calling and Purpose (8:40 - 10:00)
- Thursdays:
 - Ministry Insight - Sharing from local pastors and missionaries (7:00 - 8:30)
 - Break (8:30 - 8:40)
 - Lecture on Biographical Examples (8:40 - 9:30)
 - Discussion Section (9:30 - 10:00)

Assignments:

- **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:
 - *The Training of the Twelve* - Answer the following questions: What were Jesus' methods in choosing and training His disciples? Why did Jesus train disciples and why did He command us to do the same? What does a disciple-making ministry look like and what involvement are you called to have?
 - *Surrender and Calling in Ministry* - Interview three people who are actively involved in Christian ministry. Ask them specifically about their own surrender to ministry, training in ministry, guidance from God about their specific placement in ministry, and initial steps into that ongoing area of service. Comment on each of the three interviewed subjects with sufficient detail that readers could understand God's work in each of the Christian's lives and could apply those lessons for themselves.
 - *Lessons from Shadow of the Almighty* - Select 5 spiritual lessons learned from Jim Elliot that apply to your life. Describe each of these lessons and how they apply specifically to your life.
 - *Lessons from the Optional Book Choice* - Answer the following questions: How did God call and train this Christian? In what unique ways was the Christian tested? How did this Christian depend upon God for success in ministry? What have you learned from this Christian about Christ-centered ministry?
- **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 the class time.

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 |
|---|--------------|--|
| The Training of the Twelve | 20% | 3-5 page paper. Due 5/19/25 |
| Surrender and Calling in Ministry | 20% | 3-5 page paper. Due 6/2/25 |
| Lessons from Shadow of the Almighty | 20% | 3-5 page paper. Due 6/16/25 |
| Lessons from the Optional Book Choice | 20% | 3-5 page paper. Due 6/26/25 |
| Completed Readings and Regular Attendance | 20% | Submission of an attestation to completed readings and regular attendance. Due 6/26/25 |

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 |
|-------------|--|--|--|
| 5/5/25 | - <i>New Testament Ministry:</i> Ministry of Jesus to His Disciples - <i>Ministry Calling & Purpose:</i> Surrender | - Assigned Bible reading - Biography readings | |
| 5/8/25 | - Ministry Insights: Pastor Jon Hackett - Biographical Examples | - Assigned Bible reading - Biography readings | |
| 5/12/25 | - <i>New Testament Ministry:</i> Ministry of Jesus to His Disciples - <i>Ministry Calling & Purpose:</i> Training | - Assigned Bible reading - Biography readings | |
| 5/15/25 | - Ministry Insights: Pastor Seth Westmoreland - Biographical Examples | - Assigned Bible reading - Biography readings | |
| 5/19/25 | - <i>New Testament Ministry:</i> Ministry of the Disciples in Acts - <i>Ministry Calling & Purpose:</i> Prayer | - Assigned Bible reading - Biography readings - Interview those active in Christian ministry | - Paper on The Training of the Twelve |
| 5/22/25 | - Ministry Insights: Pastor Bob Maclsaac - Biographical Examples | - Assigned Bible reading - Biography readings - Interview those active in Christian ministry | |
| 5/26/25 | Memorial Day Break! | | |
| 5/29/25 | - Ministry Insights: Ken Brown - Biographical Examples | - Assigned Bible reading - Biography readings - Interview those active in Christian ministry | |
| 6/2/25 | - <i>New Testament Ministry:</i> Ministry of the Disciples in Acts - <i>Ministry Calling & Purpose:</i> Placement | - Assigned Bible reading - Biography readings | - Paper on Surrender and Calling in Ministry |
| 6/5/25 | - Ministry Insights: Pastor Ryan Wilson - Biographical Examples | - Assigned Bible reading - Biography readings | |
| 6/9/25 | - <i>New Testament Ministry:</i> Ministry to the Local Church in the Epistles - <i>Ministry Calling & Purpose:</i> Outreach | - Assigned Bible reading - Biography readings | |
| 6/12/25 | - Ministry Insights: Ted & Wendy Szymcak - Biographical Examples | - Assigned Bible reading - Biography readings | |

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|---------|--|--|---|
| 6/16/25 | - <i>New Testament Ministry:</i> Ministry to the Local Church in the Epistles - <i>Ministry Calling & Purpose:</i> Reproduction | - Assigned Bible reading - Biography readings | - Paper on Lessons from Shadow of the Almighty |
| 6/19/25 | - Ministry Insights: Pastor Carter Vaughn - Biographical Examples | - Assigned Bible reading - Biography readings | |
| 6/23/25 | - <i>New Testament Ministry:</i> Ministry Training in the Pastoral Epistles - <i>Ministry Calling & Purpose:</i> Counsel and Dangers | - Assigned Bible reading - Biography readings | |
| 6/26/25 | - Ministry Insights: Pastor Matt Postiff - Biographical Examples | - Assigned Bible reading - Biography readings | - Paper on Lessons from the Optional Book Choice - Submission of completion of readings and regular attendance |

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.