



Ministry 212 - Course Syllabus

Course Title: How to Lead a Bible Study (*1 Credit*)

Course Description: This course equips students with the practical skills and biblical foundations needed to lead effective small group Bible studies. Topics include selecting and preparing study materials, facilitating group discussion, handling difficult questions, and fostering an environment of genuine engagement with Scripture. Students will explore various approaches to inductive Bible study and learn to guide participants through observation, interpretation, and application of biblical texts. Student learning will be evaluated based on weekly quizzes, weekly progress building a Bible study, a final reflection on how leading a Bible study went, and a final exam.

Prerequisites: None

Instructors:

- Professor: Dan Taylor
 - Email: dan.taylor@anchorbiblecollege.org
 - Phone: 231-499-9212

Course Materials:

- Bible (unless otherwise specified, you may use the translation of your choice)
 - Lecture notes and quiz blanks will use the ESV translation.
- How Can I Begin to Teach the Bible? David R. Helm, ISBN: 9781433591495

Class Time: Class will meet once weekly on Thursday from 5pm-7pm from 09/03/2026 – 10/15/2026. 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:

- Quiz (5:00 - 5:10)
- Review of Homework (5:10 - 5:15)
- Lecture (5:15 - 6:25)
- Discussion (6:30 - 7:00)

Assignments:

- **Quizzes** - There will be 5 quizzes over the course of the semester. These quizzes will generally take place at the beginning of class time each week and will cover the previous week's study materials. The quiz format will include multiple-choice, fill-in-the-blank, and short-answer-style questions. The purpose of these quizzes is to provide the students

with regular graded feedback on their understanding of the course material and to prepare them for the exams. The quizzes also ensure a student's regular and on-time attendance for the weekly class time. The lowest quiz score for each student will be dropped.

- **Homework** – Homework will include weekly reading, writing, and final project steps. The reading will include text from David Helm's book "How Can I Begin to Teach the Bible?" as well as notes from a commentaries of your choosing that you will purchase in the second week of the course.
- **Final Project** - The final project will be to lead a Bible study incorporating all the material learned in the course and a reflection on your experience will be due 10/15/26. There are weekly steps students are expected to accomplish to build up to the completion of this project:
 - Step 1: Identify your audience
 - Step 2: Select and outline your passage (and purchase a relevant commentary)
 - Step 3: Explain the context and main point of your passage
 - Step 4: Identify how Christ is present in your passage
 - Step 5: Write discussion questions for your group
- **Final Exam** - The final exam will take place on 10/15/26. The exam will be cumulative. The purpose of the exam is to encourage each student to review the entire course material and to ensure that each student retains the information learned throughout the course of the semester. The exam will be structured in the same format as the quizzes.

Populi: Populi 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 Populi 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
Quizzes	30%	Almost weekly, according to the course schedule. Lowest quiz score dropped
Homework	10%	Weekly application paragraphs according to the course schedule.
Final Exam	30%	On 10/15/26
Final Project	30%	Steps due each week. Final Project Reflection due on 10/15/26

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
9/3/26	Foundations - Worship - Prayer - Church	Helm Part 1	Nothing Due First Day of Class
9/10/26	Reading Carefully - Observation - Outline - Identifying and Using Bible Commentaries	Helm Part 2, Step 1	Quiz 1 Reflection: <i>What do you hope to get from this course?</i>
9/17/26	Interpretation - Understanding Context (historical, literary, biblical, cultural) - Identifying the Main Point - Pointing to Christ	Helm Part 2, Steps 2&3	Quiz 2 <i>Passage selection and outline</i> Reflection: <i>Bible commentary purchase and reasoning</i>
9/24/26	Digging Deeper - Handling Different Genres - Logos Tools & Word Study	Commentary Reading	Quiz 3 <i>What is the context of your passage? How does this help you understand the main point?</i>

10/1/26	Leading the group - Recognizing Needs - Asking Questions - Facilitation	Helm Part 3, "First, Know Your Goal" Commentary Reading	Quiz 4 <i>How is Christ present in your passage? What do you want your group to see about him?</i>
10/8/26	Shepherding a group - Application, Ongoing Care Peer Practice and Discussion	Helm Part 3 " Third, Drive the Truth Home" Commentary Reading	Quiz 5 <i>Write discussion questions</i>
10/15/26	Faithfulness		Final Exam <i>Final Project: Lead a Bible Study</i>

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 Log in to Populi for the First Time

This course uses Populi, Anchor Bible College's student information and learning management system. Your Populi account is created for you when you matriculate at Anchor, so there is nothing additional for you to sign up for; however, you do need to perform the following steps to activate your account:

- Check your email for a welcome message from notifications@populi.co with the subject line "Welcome to Populi." It is sent to the personal email address you registered with.
- The email contains your username, which the college has already set for you. Usernames follow the format firstname.lastname (for example, jayden.spring).
- Click the link in the email to set your password. This link expires thirty days after the email is sent. If your link is expired, check with an Anchor staff member and they should be able to help generate a new link.
- Populi will first ask for a mobile phone number so the college can send you text notifications. You may skip this step. If you enter a number, Populi will text you a verification code to confirm it.
- Set your password. It must be at least ten characters long and contain at least one capital letter and one number. Populi will not accept a password that has appeared in a known data breach.
- Check the box to accept the Acceptable Use Policy, then click "Save Password and Log In."

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

<https://anchor.populiweb.com>

Use your username and password to log in. Then click on your course.

Populi publishes its own help articles for students, including the following:

- Logging in for the first time:
<https://support.populiweb.com/hc/en-us/articles/223791887-Your-Populi-account-login-everything-you-need-to-know>
- Assignments, lessons, discussions, and tests:
<https://support.populiweb.com/hc/en-us/sections/360006197054-Your-courses>

If you have trouble logging in or reaching your course, contact Jayden Spring, Administrative Specialist. Call or text 517-320-2659, or email jayden.spring@anchorbiblecollege.org.

Appendix: How to submit assignments in Populi

From your Populi Home page, click on your course and 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 the name of the assignment to open its page
- Click the upload area in the main part of the screen
- Navigate to the proper file and select it
- You may add any number of files by uploading them the same way
- You may also attach a file, along with any comments or questions for your instructor, in the feedback section on the right side of the page

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.

Please note, you may replace your submission as often as you like before the assignment deadline, provided your instructor has not yet viewed or graded it. To replace a submission, delete the uploaded file and upload the corrected version. Once your instructor has viewed or graded your submission, the original file can no longer be deleted. You may still be able to upload a revised version, but you should clearly identify it and notify your instructor.

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.