

# MASTER'S INTERNATIONAL

## *School of Divinity*

1-800-933-1445 ~ 1-812-471-0611 ~ 1-812-471-0877 FAX

[www.mdivs.edu](http://www.mdivs.edu) ~ Student Portal [www.mdivs.edu/mdsiap.html](http://www.mdivs.edu/mdsiap.html)

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### **Developing Pastoral Skills DPS-1510-OLS**

Three (3) Credits

#### ***REVIEW THE FOLLOWING ITEMS BEFORE YOU BEGIN.***

- 1 Welcome to this elective course! The completion of this elective ONLINE seminar course will prove to be a significant blessing to you both academically and spiritually. We recommend that you thoroughly read the entire study guide before you actually begin working on the Course Projects. If you are uncertain or unclear on any matter, contact the Divinity School for clarification (1-800-933-1445 ~ 1-812-471-0611 ~ [seminars@mdivs.edu](mailto:seminars@mdivs.edu)). Above all other things, we encourage you to pray for God's guidance before you begin this course, and each time you work on it.
- 2 We encourage you to become familiar with the Master's Online Digital Library, and make ample use of its resources throughout this course. The address is: <http://odl.mdivs.edu>. You will need your student ID# and password (for the password use: lk2432aw).
- 3 FYI, your Master's Student Portal is also a convenient place to get information on most subjects related to your student status. The address is: <http://www.mdivs.edu/mdsiap.html>.
- 4 The total length of time required to complete this course is considerably different from the standard distance education course. The seminar format helps to accelerate course completion, but in no way diminishes the learning outcome, which should be roughly equivalent to that of the standard distance education method.
- 5 ***Be absolutely certain that you keep the Divinity School immediately informed if you change your email, postal mailing address or telephone numbers.***

**Americans with Disabilities & Non-Discrimination Statement**

Master's is an affirmative action, equal opportunity institution. Students with documented disabilities who may need special instructional accommodations should notify the Divinity School (see email and telephone information above).

### ***Instructional Methods***

*Methods: All of the distance education courses at Master's are taught using a variety of instructional methods including reading (lectures in some cases), research (both online and off-line in some cases), self-directed study, demonstration of comprehension through project creation and assessment, a self-directed mid-course personal assessment, and in most cases, a proctored summative examination.*

**May God bless you in your studies, and as you follow the timeless encouragement given by the Apostle Paul as recorded in II Timothy 2:15, “Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”; as well as Galatians 6:9, “And let us not be weary in well doing: for in due season we shall reap, if we faint not.”**

### **Course Information:**

Professor: To be assigned.

More information about your professor may be found on the faculty page located online at: <http://www.mdivs.edu/admin&instructors.html>.

Contact Information for your professor:

Email address To be assigned.

### **Course Purpose:**

To introduce to the pastor specific skills he will need to minister to, and bring freedom to, those members of his congregation who are hurting and dysfunctional. Realizing that individuals, families and churches are in conflict, this course is designed to equip the pastor to be effective in developing emotionally and spiritually healthy individuals, churches and families.

### **Course Objectives:**

1. To develop biblically and functionally sound skills to help the pastor minister to those in his church to overcome their obstacles to growth and wholeness.

2. To analytically look into the disciplines of biblical counseling, family dysfunction and church conflict for the purpose of helping the pastor to be equipped and effective in these areas of ministry.
3. To help the student think biblically, practically and conceptually regarding their role of pastoring and leading in the areas of individual, family and church conflicts.

### **Required Printed Material**

Foundations of Pastoral Care, Bruce L. Peterson; ISBN 13:978-0-8341-2305-2, Beacon Hill Press, Kansas City, 2007.

The Marketing Of Evil, by David Kupelian, ISBN: 13:979-1-58182-459-9, WND Books, Nashville, 2005.

The Truth War: Fighting for Certainty in an Age of Deception, by John MacArthur, ISBN: 0785262636, Published by Thomas Nelson, 2007.

## **YOUR PRE-SEMINAR TEXTBOOK READING PROJECTS** *(Also see Note below).*

### **Part One-A:**

Read Foundations of Pastoral Care. Create a very simple reading log of the time spent reading this textbook.

### **Part One-B:**

Read The Marketing Of Evil. Create a very simple reading log of the time spent reading this textbook.

### **Part One-C:**

Read The Truth War: Fighting for Certainty in an Age of Deception. Create a very simple reading log of the time spent reading this textbook.

**Part Two:** For the book The Marketing Of Evil, write a 500 word paper (about two to three pages) describing your thoughts and reactions. Do you agree or disagree with Kupelian? Please back up your thoughts with Scripture. If you use other sources (highly recommended), be sure to identify those sources.

**Part Three:** Write a review of The Truth War: Fighting for Certainty in an Age of Deception. Write this as both a synopsis and a critique. Again, back up your thoughts with Scripture. You should be able to do this in not less than 700 words (about two to three pages), and not more than 1000 words (about four to five pages).

**Part Four: Having read the course textbooks**, consider your own thoughts in regard to ministry. What do you think is more important about being in a pastoral role, and what may be overemphasized? Think through and make some notes on this topic. While you will not be submitting these thoughts and notes, you will need to be prepared to discuss your thoughts as a part of the seminar.

**Submission Instructions:** Refer first to the General Instructions lower in this study guide. Send all of the pre-seminar projects at one time, all in a single file transfer as noted in the General Instructions.

***Note: Prior to attending the online seminar event, it is mandatory that you complete Part One-A and B, and Part Four. It is very strongly recommended that you also complete Part One-C, Part Two and Part Three of the pre-seminar requirements. However, under special circumstance, the Executive Director for Group Learning may authorize you to complete Part One-C, Part Two and Part Three of the pre-seminar requirements within not more than four weeks after you have completed the online seminar event. In such case, if you do not complete the remaining pre-seminar requirements within four weeks following the online seminar, you will be required to complete the course using the standard distance education course process.***

**\*\*All online seminar pre-work is to be submitted to [seminars@mdivs.edu](mailto:seminars@mdivs.edu).**

## YOUR ONLINE SEMINAR EVENT

### Part One - Seminar Online Event Attendance:

- ✓ Your Online Seminar Event will be held via the Internet using [www.GoToTraining.com](http://www.GoToTraining.com).
- ✓ At least one week prior to the Seminar, you will be sent an invitation via email. You will also be sent an event reminder one hour before class is to begin.
- ✓ GoToTraining.com requires no more sophisticated software than ordinary Internet access to Web. You will be sent an access link that you will click to join the seminar event. If you are a first-time user, you will be required to complete a one-time only download a very small application. After that, you will log into your seminar event without any additional software needs.
- ✓ If your computer has a microphone and speakers, you will be able to listen and speak directly over your computer. Otherwise, you will need to use your telephone or cell phone to call in while at the same time you join your class online via the Internet. Depending on your phone service, you may incur a long-distance charge. There is no charge when listening and speaking directly via your computer. We do not recommend joining by telephone unless it is the only way you can listen and speak.
  - **System Requirements To Attend the Online Event:**
  - 1. Windows® 7, Vista, XP, 2003 Server, 2000 or Mac OS X v10.4.11 Tiger or newer;
  - 2. Internet Explorer® 6.0 or newer, Mozilla® Firefox® 3.0 or newer or Safari™ 3.0 or newer (JavaScript™ and Java™ enabled);
  - 3. An Internet connection, with cable modem, DSL or better recommended.
  - 4. Built-in or add-on speakers and microphone. If your computer does not have these built-in (later model computers usually do), you can purchase a headset which allows you to both speak and hear. These plug into the speaker and microphone jacks on your computer, and cost as little as \$20 at most stores selling computer supplies. Otherwise you can call in using your telephone, but doing so is much more cumbersome.
  - 5. IMPORTANT – if you use the speakers and microphone on your computer, make sure that they are working, and that the sound volume is set correctly BEFORE you begin your first online class.
- ✓ You will be required to remain online with the rest of your class during all of the seminar events. If you accidentally lose Internet connection, you must re-establish your connection as soon as possible.
- ✓ Your Online Seminar Event will be live, and interactive. You will be able speak

and ask questions. This will be a live audio event with document viewing, and file sharing. As a way of making it possible for the largest number of students to attend using high quality sound and service, we will not be including live video.

- ✓ You will be sent pre-seminar documents designed to assist you in preparing for, and participating in the seminar event.
  
- ✓ The Online Seminar Event will total eight (8) hours. While subject to change, the schedule for most online seminars is as follows (U.S. Central Time):
  - 9:00a – 12:00 noon; 1:30p-4:30p, 6:00p-8:00p
  - An online exam will be completed during the final session.
  - Refer to your seminar invitation and the Seminar Schedule <http://www.mdivs.edu/seminars.html> for current details.

### **Part Two - Seminar Online Exam:**

During the final session of the Online Seminar Event, you will be given a link to an online examination. The exam is an open resource exam (also known as open book).

### **Part Three – Seminar Evaluation/Assessment**

Within an hour after the seminar you will be emailed an evaluation of the seminar. You will be **REQUIRED** to complete the evaluation thoroughly within a week after the seminar.

### **Grading for online seminars:**

Component 1 - Pre-seminar assignment grade

Component 2 - Combination attendance and evaluation/assessment grade. Student will receive 60 points for attendance (20 points per session) and 40 points for completing the evaluation/assessment for a total of 100 points.

Exam - Exam grade is given during the last session of the seminar. If your seminar has a final seminar paper instead of an online exam it will be recorded under the exam grade.

***At this time, and assuming that you have completed all of the pre-seminar the requirements for this ONLINE seminar course, and providing there are no follow-up issues concerning submission and grading, you are now one course closer to the successful completion of your ministry education goal. Congratulations!***

## **GENERAL INSTRUCTIONS ON HOW TO SUBMIT YOUR COURSEWORK**

### ***Read Me 1 of 6***

### **ALL COURSES SENT ONLINE MUST BE IN THE FOLLOWING FORMAT:**

**ALL course assignments MUST be completed in the form of a document file transfer attached to an email message.** DO NOT paste your assignments into the body of the email message. Be sure the assignment is attached as a file transfer. ALL assignment files must be sent in either one of two forms: 1. Microsoft Word© - or - 2.

Any form of text (such as ASCII, Text Only, RTF, Text, etc.). Assignments submitted in unreadable formats will be returned for resubmission in the proper format. Send your assignments to: [seminars@mdivs.edu](mailto:seminars@mdivs.edu). Please Note: Online seminar pre-work is to be sent to [seminars@mdivs.edu](mailto:seminars@mdivs.edu) NOT [lessons@mdivs.edu](mailto:lessons@mdivs.edu). **MAKE BACK UP COPIES OF EVERY COURSE!**

**TIP:** You may create your lesson in your favorite word processor, and when you save it, select "Save As," and then select "Text" or DOS, ASCII, ANSI, or RTF (preferred) which are all essentially the same. Remember, all the *text* types are simple, clean and easy way of submitting your courses. **HOWEVER, only the RTF format is likely to retain all or most of the text formatting that you may have worked so hard to produce. THEREFORE, if you are not submitting your coursework in Microsoft Word, we strongly recommend that you convert to RTF formatting.**

**DO NOT SEND COURSES IN ANY OTHER FILE FORMAT. DO NOT SEND COURSES AS A ZIP FILE. Courses not sent according to the above will be refused and a request will be made for resubmission.**

### **Read Me 2 of 6**

**THIS INFORMATION IS FOR STUDENTS WHO ELECT TO PRINT THEIR COUSE SUBMISSIONS AND SEND THEM BY POSTAL MAIL, AND FOR THOSE FEW COURSES THAT REQUIRE THAT THE COURSE BE SENT BY POSTAL MAIL.**

- 1 Most of the instructions for sending courses apply whether you print and mail your courses or elect to send them online.
- 2 When printing be sure to print on only one side of the page, but be sure that your name, student number and the name plus number of the course is printed on each page (header or footer is acceptable).
- 3 You must include with your course, a return envelop of sufficient size and affixed with sufficient postage to allow us to return your graded course to you. If you forget to do this, your student account will be charged for the cost of shipping and handling. Send your course submissions to: Master's International School of Divinity, PO Box 5009, Evansville, IN 47716-5009.

### **Read Me 3 of 6**

**BEFORE SENDING YOUR FIRST COURSE ONLINE, PLEASE BE SURE TO READ VERY CAREFULLY THE INSTRUCTIONS THAT ARE A PART OF THAT PARTICULAR COURSE. IN MOST CASES (THERE ARE SOME EXCEPTIONS) YOU WILL BE REQUIRED TO SEND THE FIRST PART OF THE COURSE, COMPLETE A SELF-ASSESSMENT, THEN BEGIN THE FINAL PART OF THE COURSE, AFTER WHICH YOU WILL PROBABLY BE REQUIRED TO COMPLETE A PROCTORED EXAM. **INSTRUCTIONS ON THE STUDY GUIDE ALWAYS SUPERCEDE ANY OTHER INSTRUCTIONS.****

**NOW, LET US TAKE A LOOK AT THE GENERAL PAGE FORMATTING GUIDELINES THAT YOU WILL NEED TO FOLLOW AS YOU COMPLETE YOUR**

## **COURSE.**

- Page margins are one inch (top, bottom, left and right).
- Use page numbering, and place the page numbers at the bottom right of each page. Page number one (1) will be the very first page of your first course project and so-forth.
- Double-space.
- Use a font that is easy to read (Ariel, Time New Roman, Verdana, etc.) as well as a font size that is appropriate (usually 12 point so that it is not too small or too large).
- Put your name, student number, degree level, and course name in the "Properties" section of your course file. To find the "Properties" box for your file, click on "File" at the top left of your word processor. Next, select "Properties" and key in the required information. This will permanently identify your document.
- You may select any recognized writing style you prefer (A.P.A., M.L.A., Chicago/Turabian), but be consistent in your style selection.

Courses not sent according to the proper submission steps will be returned for proper compliance. PLEASE understand that with thousands of lessons sent each year this requirement is a matter of high importance and self preservation for both you and our staff. Thank you for your understanding.

### **Read Me 4 of 6**

When you send your lesson as a file transfer, use the course number followed by your initials as the name for the file. For example: Let us say you are completing the course "Advanced New Testament I ANT-701." In this example, a course from, let us say, student Steve L. Pack, might have a file name of [ANT-701slp.rtf](#) (if it were saved as an RTF file), or [ANT-701slp.doc](#) if it is a Word document. The point being that the course number is followed by the initials of your name.

In order to be sure that your faculty member knows that the work on your lesson has actually ended, you "must" place the following statement on the last line of the last page of your component submission: **\*\*Last page of this component\*\***.

Of course, *you* are ultimately responsible for creating and maintaining a secure backup file of all courses sent to Master's (online as well as offline). While the occurrence of a course being lost is rare, it does happen.

In some cases, it may be necessary for new students to take a computer/word-processing course from a vendor in his or her own community, or to secure the help of a friend who has mastered the basics.

Of course, as online skills relate specifically to the use of any of Master's Internet based resource, we certainly *are* prepared to assist you in any way possible.

If ever you are just "plain old stuck", send a message to: [lessons@mdivs.edu](mailto:lessons@mdivs.edu) explaining your situation in detail. There is a solution to every problem, and together we will find it.

Each course must be completed with a passing grade of not less than a "C" (75%) for



undergraduate programs, and a "B" (85%) for graduate level programs. If a grade falls below the required minimum, you will not be automatically failed, but will be assisted in knowing exactly what is required for a successful re-submission. The goal is always to assure that you will receive the highest quality education possible, and you may be confident that we will actively work with you toward this goal. Please refer to the Course Evaluation Criteria located a couple of pages below.

### **Read Me 5 of 6**

**Be sure that the following information is *always* included at the very top of the first page of each and every Course Component.**

Name:

Student I.D. Number:

E-Mail Address:

Date:

Course Name:

Level of Study and Program Area (Example, Bachelor of Ministry in Biblical Counseling):

Postal Address:

City:

State:

Postal Zip or country code:

Country:

Office Telephone:

Home Telephone:

You **MUST** add the above information at the very beginning of your work.

**COURSES NOT SENT ACCORDING TO THE ABOVE, MAY BE REFUSED AND A REQUEST WILL BE MADE FOR RE-SUBMISSION.**

**ALSO: DO NOT send your lesson file both online and then again off-line (by postal mail). Select one or the other method but do not send your lessons both ways.**

### **Read Me 6 of 6**

**HOW TO REQUEST YOUR NEXT COURSE IF THE ONE YOU ARE SUBMITTING IS NOT THE FINAL COURSE.**

**Except when you are submitting your final course for the program, it will be necessary for you to request your next course (it will not be sent to you automatically). BEFORE you do so, please read the following:**

- If you do not already have the study guide for your next course, you will need to request that it be sent to you. Except in very rare circumstances, we do not recommend that students request future study guides far in advance. Courses are constantly being up-dated, and study guides that were current many months ago, may have undergone revisions.
- To order your next course use the Study Guide Request Form on your Program

Access Page or the Student Portal. You may also go to:<http://www.mdivs.edu/studyguiderequest.html>

- It is unlikely that you will need to contact the Divinity School directly since the Study Guide Request Form will assure that your request will be handled as soon as possible. However, in the event that you should need to contact the Divinity School concerning a Study Guide, you may telephone (812) 471-0611 or email [studyguides@mdivs.edu](mailto:studyguides@mdivs.edu).

**Your study guides will come to you in one of two formats:**

1. Adobe .pdf format. This is the standard file format in higher education, and is increasingly the standard in general. It is most likely that you already have an Adobe .pdf reader installed on your computer. If you do not already have the Adobe Reader, you may download it Free online at:  
<http://www.adobe.com/products/acrobat/readstep2.html>
2. Rich Text .rtf format. Your computer should have no difficulty reading this type of file.

***This is also an ideal time to inform us of any change to your email address, postal address or telephone numbers.***

## COURSE EVALUATION CRITERIA

**IMPORTANT:** Undergraduate students must achieve not less than 75/C grade level, and graduate/doctoral students not less than 85/B. Student's failing to attain the minimum passing grade, will be asked to resubmit either the entire course, or the portion of the course needing remedy.

<input type="checkbox"/>  <b>20 PTS. MAX</b>	<b>KNOWLEDGE:</b> recalls details of learned material, including relevant facts and theories.								
<input type="checkbox"/>  <b>20 PTS. MAX</b>	<b>COMPREHENSION:</b> Answers are relevant to questions and projects. Student grasps the meaning of the learned material. Correctly explains, interprets, and summarizes as appropriate.								
<input type="checkbox"/>  <b>20 PTS. MAX</b>	<b>APPLICATION:</b> Applies rules, methods, concepts, and principles as required by questions and projects.								
<input type="checkbox"/>  <b>10 PTS. MAX</b>	<b>ACADEMIC LEVEL:</b> Answers are insightful, original and developed with adequate detail and depth.								
<input type="checkbox"/>  <b>10 PTS. MAX</b>	<b>ACADEMIC LEVEL:</b> Student follows accepted norms of written submission including spelling, grammar and syntax.								
<input type="checkbox"/>  <b>10 PTS. MAX</b>	<b>PROPER CITATION OF REFERENCES:</b> References are appropriate.								
<input type="checkbox"/>  <b>10 PTS. MAX</b>	<b>SUBMISSION REQUIREMENTS:</b> The course has been submitted neatly and in accordance with course submission guidelines.								
<input type="checkbox"/>  <b>100 PTS. MAX</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">100-96 = A</td> <td style="width: 50%;">79-75 = C</td> </tr> <tr> <td>95-90 = A-</td> <td>74-70 = C-</td> </tr> <tr> <td>89-85 = B</td> <td>69-65 = D</td> </tr> <tr> <td>84-80 = B-</td> <td>64-60 = D-</td> </tr> </table>	100-96 = A	79-75 = C	95-90 = A-	74-70 = C-	89-85 = B	69-65 = D	84-80 = B-	64-60 = D-
100-96 = A	79-75 = C								
95-90 = A-	74-70 = C-								
89-85 = B	69-65 = D								
84-80 = B-	64-60 = D-								

### ADDITIONAL GRADE CRITERIA

<input type="checkbox"/> Exemplary development of ideas.	<input type="checkbox"/> Excellent recall of material.	<input type="checkbox"/> Submission requirements not fulfilled.
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<input type="checkbox"/> Strong in the area of application.	<input type="checkbox"/> References very strong and relevant.	<input type="checkbox"/> Grammatical errors excessive.
<input type="checkbox"/> Unique and helpful expressions employed.	<input type="checkbox"/> Aware of important intricacies of the issues involved.	<input type="checkbox"/> Lack of flow in communication.
<input type="checkbox"/> Nice mix of theological and/or pastoral ideas.	<input type="checkbox"/> Overall work at the peak of or above grade level.	<input type="checkbox"/> Overall work somewhat below grade level.

## **ACADEMIC INTEGRITY POLICY**

The following statements express the policy of Master's International School of Divinity pertaining to academic dishonesty:

### **Cheating/Plagiarism**

A student who submits written material as his/her own work which has been copied in whole or in part from another person's writing without proper acknowledgment is guilty of plagiarism.

Material (whether published or unpublished), copied from another writer must be identified by the use of quotation marks and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author. Copying another student's paper, with or without his/her permission, or using his/her ideas with only minimal reworking is plagiarism just as is copying material from printed books and magazines without giving credit to the original source. Having another person do his/her work and submitting it as his/her own is considered cheating.

### **Reporting Procedures**

#### **First Offense**

The grading faculty member will confront the student and the student will be given an opportunity to respond. Taking the student's response into account, the professor will indicate to the student what action will be taken according to the Divinity School policy and what procedures will be carried out for reporting the matter to the Dean of Academic Affairs.

The professor may require that the student sign an academic misconduct incident report and give the student a copy of the report. If this is a first incident of plagiarism, the student will receive an "incomplete" for the assignment and the instructor will require the paper to be rewritten in correct form.

#### **Second Offense**

The student will receive a "0" for that assignment and will need to re-submit the assignment with a full letter grade reduction as penalty. A notice of the academic offence will be submitted to the Dean of Academic Affairs with a copy of the incident

report form and the plagiarized paper or relevant material put in the student's file.

**Third Offense**

The Professor will send a copy of the incident report to the Dean of Academic Affairs. The student will meet by telephone conference or in person with the Dean of Academic Affairs for consultation regarding academic integrity. The student will fail the course. The student is placed on disciplinary probation. The offending course must be completely repeated if the student is to remain in the program.