



Grand Rapids
THEOLOGICAL SEMINARY

SYLLABUS FOR MIN711 – Program Completion Seminar
Grand Rapids Theological Seminary - Fall 2008

Assistant Professor, Peter G. Osborn, Ph.D.
Location/Day/Time: TBD, Tuesday, 10:00 – 11:45 PM

I. Textbooks

Meadors, Gary. *Decision Making God's Way: A New Model for Knowing God's Will*. Grand Rapids: Baker, 2003.

Supplemental Reading Handouts (see course schedule)

II. Requirements

Item	Percentage of Grade
- Class Participation & Reading	20%
- Resume & Cover Letter	15%
- Philosophy of Ministry Paper	20%
- Job Search/Post-grad Program Search Plan	25%
- Reflection Paper	30%

Note: Assignments turned in late will receive a full letter grade reduction for each class period they are turned in after the assignment due date.

III. About the Assignments

- 1. Class Participation & Reading**
The student will be expected to come to the assigned classes and have completed all the assigned readings and be prepared to participate in class discussion on the readings.
- 2. Resume, References & Cover Letter**
The student will prepare a resume, select 3-5 references and prepare a sample cover letter.
Due: 9/2
- 3. Philosophy of Ministry Paper**
The student will prepare a 3-4 page paper that outlines their personal philosophy of ministry. The paper will include some brief comments on the foundational theological underpinnings for ministry, personal core values, personal vision and mission, and brief overview of a personal strategy or goals for working out your philosophy. Due: 9/16
- 4. Job Search/Post-grad Program Search Plan**
The student will map out either a job search or post-grad program search plan in 2-3 pages (include type of job/program you are interested in and why?, discuss steps that will be taken to find job/program, discuss how this job/program fits into your overall career or life plan) Due: 9/30
- 5. Reflection Paper**
The student will write a 8-10 page reflective paper that will review the student's seminary portfolio (located in the seminary office). The student will outline (5-6 pages) some of the major areas of growth that have taken place during their time at GRTS. The paper will conclude with a section (3-4 pages) that outlines several areas identified by the student for continued growth and a specific plan to accomplish that growth. Due: 10/21

IV. Learning Objectives

1. Understand the process to produce a well written resume and cover letter.
2. Develop a strategic job search/post-grad program search plan.
3. Reflect on the growth and development that has taken place during their time as a student at GRTS.
4. Map a personal and professional growth plan that covers the next five to ten years.

V. Evaluation

Grading

<u>Grade</u>	<u>Score</u>	<u>Grade</u>	<u>Score</u>
A	96-100	C+	77-79
A-	91-95	C	72-76
B+	87-90	C-	70-72
B	84-86	F	0-69
B-	80-83		

VI. Course Schedule

Date	Topic
8/26	Course Overview
9/2	Philosophy of Ministry / Resume, References & Cover Letter Development Handouts: "Writing Your Resume" U of M Career Planning Placement Office "The search committee dating game: 7 courting disasters" by John Beukema
9/9	Ministry / Post-grad Search Resources & Strategies Explore: GRTS MinistryConnect at: www.grts.cornerstone.edu/ministryconnect under Resources Post-grad Information at: http://www.cornerstone.edu/departments/career_services/graduate_school/ Read: Chapters 1 - 3 in <i>Decision Making God's Way</i>
9/16	Interview/Hiring Process (Who's Interviewing Who?) Handouts: "29 Questions to Ask the Pulpit Committee: What you gotta know before you go" by Ginger E. McFarland "Salary Negotiation for the Hesitant: 3 principles to arrive at an equitable pay package" by Larry W. Osborne "Leadership's nationwide study revealed four, mostly pleasant surprises" by David L. Goetz
9/23	Ministry Identity Development Guest Speaker: Scott Reyburn Chapters 4-7 in <i>Decision Making God's Way</i>
9/30	Ministry Identity Development & Staff Relations Handouts: "Church Staff Relations (Chapter 17) in Preparing for Christian Ministry: An Evangelical Approach" by David Gushee and Walter Jackson (Eds.) "The Dick Staub Interview: Jim Van Yperen on Church Conflicts" "Professional Help for Churches in Conflict" "Seeking Out Good Friends" by Joseph Kotva, Jr. Read: Chapters 8-11 in <i>Decision Making God's Way</i>

10/7	Exit Assessments
10/14	Exit Assessments

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Disability accommodation- Grand Rapids Theological Seminary will make reasonable accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990.