

THIS IS A DRAFT ONLY!
FURTHER CHANGES WILL BE MADE TO THIS SYLLABUS (AND POSTED ONLINE) BEFORE SEPTEMBER 7.
YOU MAY CONTACT THE PROFESSOR FOR UPDATES BEFORE THAT DATE.

Issues in Congregational Leadership, BTS-5331M and BTS-5331MLS (3 credit hours)

Canadian Mennonite University: Graduate Course Syllabus

Fall, 2017

Fridays and Saturdays, September 29-30, October 20-21, November 17-18, 9:00am-4:00pm, rooms **TBA**

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Mission statement of Canadian Mennonite University:

*CMU is an innovative Christian university, rooted in the Anabaptist faith tradition,
moved and transformed by the life and teachings of Jesus Christ.
Through teaching, research, and service CMU inspires women and men
for lives of service, leadership, and reconciliation in church and society.*

Mission statement of Mennonite Brethren Biblical Seminary Canada:

*MBBS exists to educate and equip people who help lead the church
in reaching Canada and the world with the good news of Jesus Christ.*

Course Description:

“This course provides students an opportunity to focus on specific leadership, polity, and management realities of Christian ministry. The course will provide opportunities to develop skills in these aspects of ministry, and to think theologically about them. Course topics can vary from year to year, and may include the following: developing leaders, strategic planning, decision-making, constitutions and bylaws, financial management, time management, conflict resolution. The course will engage guest specialists on the topics under consideration.” (as posted at www.cmu.ca).

With the church as their focus, this year’s guest specialists will provide training in collaborative decision-making, best employment practices, conflict mediation, and financial oversight. In this way, they will contribute to the larger topics of church polity, human resources, conflict, and finances.

Objectives of this course:

Students will

1. think and communicate biblically and theologically about practices of congregational leadership.
2. develop skills that are necessary for congregational leaders.
3. become knowledgeable about several leadership practices.
4. establish priorities for personal growth as a spiritual leader.
5. practice communicating as a leader.

Textbooks and reading materials:

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Senior, Donald. *The Gift of Administration: New Testament Foundations for the Vocation of Administrative Service*. Collegeville: Liturgical Press, 2015. 200 pp.

A Shared Understanding of Ministerial Leadership: Polity Manual for Mennonite Church Canada and Mennonite Church USA; Working Document. Waterloo: Herald Press, 2014. 78 pp.

Haley Barton, Ruth. *Strengthening the Soul of Your Leadership*. Downers Grove: IVP, 2008. 232 pp.

Herrington, Jim, R. Robert Creech, Trisha Taylor. *The Leader's Journey: Accepting the Call to Personal and Congregational Transformation*. San Francisco: Jossey-Bass, 2003. 188 pp.

Hotchkiss, Dan. *Governance and Ministry: Rethinking Board Leadership; Second Edition*. Lanham: Rowman & Littlefield, 2016. 249 pp.

Morris, Danny E., Charles M. Olsen. *Discerning God's Will Together: A Spiritual Practice for the Church; Revised Edition*. Bethesda: Alban Publications, 2012. 144 pp.

Other short readings (e.g. articles and book excerpts) will be assigned during the course.

Assignments—Summary: **TBA**

1. Assignment ??% Due: Sept. ??

Assignments—Details: * **TBA**

1. Assignment Due:
Instructions

*Although not all these assignments are strictly academic in genre (e.g. reflections, proposals), all assignments should conform to academic standards of formatting and of citing sources (cf. details below).

Equivalency chart of letter grades to percentage and numerical grades:

<u>Letter Grade</u>	<u>Percentage</u>	<u>Grade Points</u>	<u>Descriptor</u>
A+	95-100	4.5	Exceptional
A	88-94	4.0	Excellent
B+	81-87	3.5	Very Good
B	74-80	3.0	Good
C+	67-73	2.5	Satisfactory
C	60-66	2.0	Adequate
D	50-59	1.0	Marginal
F	0-49	0.0	Failure

All grades submitted by CMU's professors are provisional until vetted by the Dean's Council. That process occurs early in January for fall semester grades and early in May for winter semester grades.

Course outline/schedule

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This course is designed in such a way that students will complete reading and writing assignments before and after each set of classes. Once in class, students will address various leadership topics by discussing and processing those assignments, by engaging with lectures, and by student presentations.

In addition, each Saturday morning will consist of a 3-hour seminar or workshops. Local pastors and church leaders will be invited to attend these events alongside the students. The guest presenters for these seminars will be specialists in various aspects of church leadership. This year, the 3 seminars are tentatively titled “Who’s Call Is It? Participatory Decision-making for Effective Church Leadership,” “More Than a Job: The Lifecycle of Pastoral Employment,” and “From Polarization to Collaboration: A Fresh Approach to Congregational Tensions.”

Academic Policies:

Students are expected to be familiar with CMU’s academic policies, as published in the *Academic Calendar—Graduate Studies* (online at www.cmu.ca). Sections of particular relevance include “Extensions and Incompletes,” “Email Submission of Assignments,” “Multiple Submissions of the Same Work,” “Attendance in Classes,” “Students with Disabilities,” “Academic Misconduct,” and “Appeals.”

The following comments are supplementary to these policies:

Voluntary Withdrawal:

The last day for voluntary withdrawal from winter courses without academic penalty is November 17.

Academic Writing:

All written assignments should conform to the *Chicago Manual of Style* (online at www.cmu.ca/library (click on ‘MORE’ at the bottom of the page, then look under the heading ‘Writing Assistance’) and summarized in Diana Hacker’s *A Pocket Style Manual*, seventh edition, which is available in CMU’s bookstore.

These resources specify details for formatting (e.g. 1-inch margins, formal fonts in 10- to 12-point font size, double-spacing) and for citing sources.

Excellence in terms of format, spelling, grammar, sentence and paragraph construction, etc. are assumed. Frequent and persistent errors will result in lower assessments. Formal title page, footnotes or endnotes, bibliography, skilled paragraphing, etc. are essential for academic writing. Where the length of an assignment is defined in a range, be aware that ‘exceptional’ and ‘excellent’ grades are more likely to be awarded for work that is closer to the maximum length than the minimum (unless the work is especially outstanding).

Attendance:

If a student must miss class due to illness or other extenuating circumstances, it is the student’s responsibility to talk with the professor as soon as possible about missing material. Students who miss the equivalent of 2 weeks of classes will be required to complete an additional assignment for the course. Students missing an excessive number of classes without valid reason may be barred from further class attendance.

Extensions:

The professor has full discretion in granting extensions. Extensions must be requested *before* the due date of an assignment—normally at least one week or class period before the assignment’s due date.

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Submission of assignments:

All assignments submitted after the specified due date and time will be penalized one letter grade for each day late (e.g. from B to C+)—except for assignments indicated in the syllabus as ineligible for grading after the due date. No assignments will be accepted or graded if the professor receives them more than five business days after the due date (unless an extension has been granted prior to the due date).

All assignments are to be submitted as paper copies (i.e. not digital documents), unless prior permission has been given by the professor. If such permission is granted, assignments submitted by email must be sent as '.docx' Microsoft Word documents. Other word-processing formats or PDF's are not acceptable. The professor will notify the student by return email of the time and date on which the emailed assignment was received (normally, this will happen within 24 hours of the professor receiving the assignment, not including weekends). It is the student's responsibility to gain confirmation that the professor received his/her assignment.

It is my commitment to return graded assignments to the students in a timely manner. Assignments will normally be returned in class.

Communication:

Students are encouraged to engage the professor outside of class hours. His contact details and office number are above. Beyond this, email will be considered a standard means of communicating. Students should therefore check their CMU email regularly.

Academic Misconduct:

Plagiarism and cheating will be treated very seriously, as outlined in the *Academic Calendar* (available online). It is the student's responsibility to be familiar with these published expectations.

Students with Disabilities

CMU strives to provide a fair and supportive learning environment for academically qualified students with disabilities. The University will seek ways to develop and provide services that support students with disabilities. The Disability Services office coordinates with the Academic Office to provide academic accommodations to eligible students. If you are eligible for these services or have questions about becoming eligible, please contact Sandra Loeppky, Coordinator of Disability Services at sloeppky@cmu.ca or 204-487-3300 ext. 340.

Other Academic Supports

CMU offers its students academic supports at no cost. Academic tutors are available to all students; see Vern Kehler Coordinator of Student Advising (vkehler@cmu.ca), to set up a first appointment with a tutor. Volunteer tutors are available to work on a one-on-one basis with students; see Vern for details.