



Online Course Syllabus

MIN625

Topics Leadership

Spring 2025

Contact Information

Instructor Name: Jade Jun Chia, Ph.D. (Dr. Chia)

Instructor Email: jchia@criswell.edu

Instructor Phone: 469-766-7557

Instructor Office Hours: By appointment (on campus or Zoom)

Zoom link: 340 710 6610 (password: PANDA)

Course Description and Prerequisites

A detailed study, with a significant research component, of a selected topic in Christian leadership. (Course may be repeated for credit when the topic differs.)

What to Expect

This course is designed to enhance the ministry effectiveness of associate ministers by providing practical training and guidance across key spiritual, familial, leadership, and professional responsibilities. Students will explore vital aspects of ministry, from preparing a resumé to directing, teaching the bible to various age groups, and leading ministry efforts. The course will also emphasize observation and reflection by observing an experienced staff member. Additionally, participants will engage in simulations and discussions covering essential associate minister duties, including but not limited to conducting weddings, funerals, and baptismal services, as well as ministry activities such as retreats, hospital visitations, and outreach to the homeless.

Course Objectives

Upon completing this course, students will be able to:

1. Create a professional resumé and cover letter tailored for ministry positions.
2. Execute and deliver Bible teaching sessions for diverse age groups, adapting to their developmental and spiritual needs.
3. Analyze ministry practices by observing seasoned ministers and strategize a personalized approach to ministry.
4. Lead and collaborate ministry events with confidence and sensitivity, including weddings, funerals, and baptismal services.
5. Organize and oversee ministry activities such as retreats, hospital visitations, and outreach programs.
6. Examine and analyze dialogues and texts to address practical challenges in associate ministry roles.

Required Textbooks

Veech, G. (2012). *Christian Minister's Manual--updated and expanded Duotone Edition*. Standard Publishing Company.

ISBN-13 : 978-0784733615

<https://a.co/d/9Sayn6w>

Keller, T. (2016). *Prayer: Experiencing awe and intimacy with god*. NY, NY: Penguin Books.

ISBN-13 : 978-0143108580

<https://a.co/d/hLrAwPC>

Recommended Reading

1. Bolsinger, T. E. (2018). *Canoeing the mountains: Christian leadership in uncharted territory*. Downers Grove, IL: IVP Books, an imprint of InterVarsity Press.
2. Livermore, D. (2022a). *Digital, Diverse & Divided: How to talk to racists, compete with robots, and*. US: Berrett-koehler.

Course Requirements and Assignments

1. Experiential Learning

Students will conduct an interview and submit a one-page (single-spaced) reflection on their experiences alongside a selfie with the supervisor or interviewee on the second page. Each task must involve a minimum of two hours of engagement. Students must document the organization's name, date, and name of the individual interviewed for each assignment. The student will be required to choose eight activities from the following fourteen options.

1. Visit a youth ministry service/event.
2. Attend a children's ministry event/service.
3. Participate in a church board or pastoral staff meeting.
4. Shadow a hospital chaplain.
5. Observe a seniors ministry event/service.
6. Explore the processes at a funeral home.
7. Visit a retirement community or hospice care facility.
8. Attend a wedding chapel event.
9. Record a baptism (this may be for practice purposes).
10. Shadow the church administrative assistant.
11. Visit a special needs ministry.
12. Observe the AV room during a Sunday service.
13. Attend an ethnic church service.
14. Shadow the church accounting office.

The first four visitations must be completed by the end of spring break. Students may complete four out of the eight assignments in their current church. However, if you complete all eight visitations outside of your home church, you will receive an additional 2 points for your final assignment grade. *The final due date for the last four visitations is Sunday, March 23rd and April 27th at 11:59 PM via Canvas (40%).*

2. Plan a Retreat

Plan a three-day retreat tailored to an assigned age group. Students will create comprehensive planning documents such as budget sheets, promotional flyers/emails, t-shirt designs, location details, transportation, consent forms, reservation applications, medical forms, emergency contact lists, background checks, schedules, leadership training, camp rules, and handbooks. The assignment will be submitted via Canvas by *Sunday, April 13th, 11:59 PM (40%)*.

Submission Method

- Budget (Excel or Google Sheets)
- Promotional Material (email draft to parents, social media design, t-shirt design)
- Location (consent form, medical form, site contract, campsite rules, room numbers)
- Safety (background checks, emergency contact lists)
- Retreat (handbook, schedules, church rules, name tags)
- Leadership training for adults and student leaders (when, where, and what)

3. Teach a Bible Lesson

Students will be assigned a specific age group for which they will prepare and lead a 15-minute Bible study. The presentation should be engaging, age-appropriate, and directly grounded in Scripture, with clear relevance to the age group's spiritual development and contemporary context. To enhance the presentation, students are encouraged to use visuals such as pictures, demonstrations, or PowerPoint. However, the use of streaming media, songs, or video clips is not permitted and will automatically fail the assignment.

This assignment aims to demonstrate the ability to effectively communicate biblical truths to a targeted audience while considering their developmental and spiritual needs. *Students will meet via Zoom on Sunday, March 2nd, at 8:30 PM (central time) to teach the lesson (20%)*.

Late Assignments

All assignments are expected to be submitted on or before the due date listed in the syllabus or as instructed. Late submissions will incur a penalty of 5% of the total assignment grade per day (including weekends and holidays) for up to 7 days past the original due date.

Assignments submitted more than 7 days after the due date will not be accepted and will receive a grade of zero. Exceptions to this policy may be granted only in cases of *documented* emergencies or extenuating circumstances, and it is the **student's responsibility to communicate** with the instructor as soon as possible to request consideration.

This policy encourages timely submission and maintains fairness and consistency across all students.

Online Course Information

In an online course at Criswell College:

1. To meet 25–30% of the direct faculty interaction required by the college's Credit Hour policy, instructors and all students enrolled in an online course will meet at scheduled class times throughout a semester/term using the video conferencing app, Zoom, found in the left-hand global menu in Canvas. Student cameras must remain on during the entirety of these video-conferencing sessions. (In order to

be properly identified, students must upload a picture ID to their Canvas Account Profile *prior to the first online meeting.*)

2. The remaining direct faculty instruction is delivered using other means such as:
 - Lectures/instruction for students to watch at their convenience but in accordance with assignment due dates
 - Online content modules in which instructor provides feedback to student work
 - Tests/quizzes on which instructor provides feedback
 - Discussion boards on which instructor provides feedback

Canvas: Criswell College uses Canvas as its web-based Learning Management System (LMS). In online courses at Criswell College, instructors use Canvas to:

- organize course content on a module basis using organizational tools within Canvas,
- control the timing of course requirements through module control or assignment due dates to ensure that students are engaged for the full length of the semester or term,
- accept assignments from students only inside the Canvas course (emailed assignments are not acceptable),
- provide written feedback on assignments only within Canvas, preferably through Speedgrader,
- use the Announcement or e-mail feature in Canvas to communicate with the students rather than by broadcasting to a class email listserv outside of Canvas.
- use Zoom in Canvas for all “live” (synchronous) class sessions.

Students needing assistance with Canvas should contact the Canvas Help Support line at (844) 358-6140. Tech support is available at this number, twenty-four hours a day.

Identity Verification

Students enrolled in online courses must verify their identity through the term for each course. Identity confirmation occurs through scheduled video conference calls, scheduled submission of assignments, quizzes or exams, participation in online discussions, student/instructor communication, and a picture ID submitted in the Canvas profile. For instructions on how to upload a profile picture, [click here](#).

Course/Classroom Policies and Information

Attendance

Students are responsible for enrolling in courses for which they (1) anticipate being able to attend every on-campus class session on the day and time appearing on course schedules, or (2) participating in academically related activities as identified in online-course schedules including synchronous class sessions conducted remotely by video, and then making every effort to do so. When unavoidable situations result in absence or tardiness, students are responsible for acquiring any missed information. Professors are not obliged to allow students to make up missed work. Per their independent discretion, individual professors determine how

attendance affects students' ability to meet course learning objectives and whether attendance affects course grades. Professors apprise students of such information in course syllabi.

Students receiving grants, loans, or scholarships must meet specified requirements of various departments at the college and should consult relevant sections of the *Academic Catalog*. To ensure such funds will not be forfeited, students are responsible for contacting the proper departments to ascertain any specific course participation requirements and consequences of not meeting such requirements. Students receiving grants, loans, or scholarships should consult the Financial Aid office.

While Criswell College is a non-attendance taking institution, it nevertheless must demonstrate that students begin their courses in order to comply with Federal Aid regulations. Accordingly, students must participate in academically related activities during census periods. Failure to meet this requirement will result in students being administratively dropped from courses.

Academically related activity is defined as any course-related activity that may be used as evidence of attendance. Examples include:

- physical presence in a classroom during a class session with the instructor present,
- participation in a “live” (synchronous) remote video class session with the instructor present,
- submission of an academic assignment, quiz, or exam,
- participation in an interactive tutorial or computer-assisted instruction,
- participation in an online study group or discussion board that is assigned by the instructor,
- documentation showing that the student and a faculty member corresponded about the academic subject of the course.

NOTE: Logging into a Canvas course alone and logging into a Synchronous Online class session without active participation or with the camera off are not considered attendance.

NOTE: A census period begins on the first day of a semester/term and runs through the end of the last day to drop courses. During the census period, attendance data is collected in order to demonstrate compliance with Federal Aid regulations. There is no census period for winter terms since there is no last day to drop courses.

Grading Scale

			Grade Definitions (optional)
A	93-100	4.0 grade points per semester hour	
A-	90-92	3.7 grade points per semester hour	
B+	87-89	3.3 grade points per semester hour	
B	83-86	3.0 grade points per semester hour	
B-	80-82	2.7 grade points per semester hour	
C+	77-79	2.3 grade points per semester hour	
C	73-76	2.0 grade points per semester hour	

C-	70-72	1.7 grade points per semester hour	
D+	67-69	1.3 grade points per semester hour	
D	63-66	1.0 grade point per semester hour	
D-	60-62	0.7 grade points per semester hour	
F	0-59	0.0 grade points per semester hour	

Incomplete Grades

Students requesting a grade of Incomplete (I) must understand that incomplete grades may be given only upon approval of the faculty member involved. An “I” may be assigned only when a student is currently passing a course and in situations involving extended illness, serious injury, death in the family, or employment or government reassignment, not student neglect.

Students are responsible for contacting their instructors prior to the end of the semester, plus filing the appropriate completed and approved academic request form with the Registrar’s Office. The “I” must be removed (by completing the remaining course requirements) no later than 60 calendar days after the close of the term or semester in which the grade was awarded, or the “I” will become an “F.”

NOTE: No end-of-semester extensions (i.e., “Incompletes”) will be granted for students taking Criswell College courses through Acadeum.

Academic Honesty

Academic honesty is essential to the integrity of the College’s academic programs and to the success of its students. Defining and addressing academic dishonesty helps to ensure the maintenance of academic honesty among students.

Academic dishonesty includes, but is not limited to:

- cheating of any kind,
- submitting, without proper approval, work originally prepared by the student for another course,
- plagiarism, which is the submitting of work prepared by someone else as if it were his/her own,
- failing to credit sources properly in written work.

Course Policy on the use of Artificial Intelligence (AI)

(Delete section if not needed or enter policies and/or information applicable to your course or classroom. Create relevant subheadings as desired.)

Institutional Assessment

Material submitted by students in this course may be used for assessment of the college’s academic programs. Since programmatic and institutional assessment is done without reference to specific students, the results of these assessments have no effect on a student’s course grade or academic standing at the college. Before submitting a student’s work for this type of assessment, the course instructor redacts the work to remove anything that identifies the student.

Institutional Email Policy

All official college email communications to students enrolled in this course will be sent exclusively to students' institutional email accounts. Students are expected to check their student email accounts regularly and to respond in an appropriate and timely manner to all communications from faculty and administrative departments.

Students are permitted to setup automatic forwarding of emails from their student email accounts to one or more personal email accounts. The student is responsible to setup and maintain email forwarding without assistance from college staff. If a student chooses to use this forwarding option, he/she will continue to be responsible for responding appropriately to all communications from faculty and administrative departments of the college. Criswell College bears no responsibility for the use of emails that have been forwarded from student email accounts to other email accounts.

Disabilities

Criswell College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. Criswell College is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. For more information, please contact the Student Services Office.

NOTE: Acadeum students should have their Home Institution contact Criswell's Acadeum Student Contact and acadeum@criswell.edu

Intellectual Property Rights

Unless otherwise specifically instructed in writing by the instructor, students must neither materially nor digitally reproduce materials from any course offered by Criswell College for or with the significant possibility of distribution.

Research and Writing Standards

The default writing style for written assignments in Criswell College Courses is the latest edition of *A Manual for Writers of Research Papers, Theses and Dissertations* by Kate Turabian. However, instructors are free to require alternative writing styles in their courses. These styles include but are not limited to the American Psychological Association (APA), Chicago Manual of Style, Modern Language Association (MLA), and Society of Biblical Literature (SBL) writing guides.

Resources and Support

Student Services: The Student Services Office exists to foster and encourage success in all areas of life—physical, intellectual, spiritual, social, and emotional. Students are encouraged to reach out for assistance by contacting the office at 214.818.1332 or studentservices@criswell.edu. The Student Services Office also works with local counseling centers to ensure that every student has access to helpful mental health resources. More information can be found at [Criswell College Mental Health Resources](#), and students may contact the Director of Student Services if they have any questions.

Wallace Library: Students can access academic resources and obtain research assistance by contacting or visiting the Wallace Library, which is located on campus. For more information, email the Wallace Library at

library@criswell.edu. Offsite login information is available in Canvas in the “Criswell Student Training Course” under “Library Information.”

Tutoring Center: Students are encouraged to consult with tutors to improve and enhance their skills and confidence in any subject matter taught at the college. Tutors have been recommended by the faculty to ensure that the tutor(s) are qualified to serve the student body. Every tutor brings experience and expertise in an effort to provide the proper resources for the subject matter at hand. To consult with a tutor, students can schedule an appointment through Calendly (<https://calendly.com/criswell-tutoringcenter>) or by visiting the Tutoring Center located on the second floor in room E203. For questions, call 214.818.1373 or email at tutoringcenter@criswell.edu.

Course Outline/Calendar

Week/ Date	Topic	Reading	Assignments	Due Date
Week 1 1/26/2025	- Introduction to the course, expectations - How to write a graduate-level research paper	Veech, G. (2012)		
Week 2 2/2/2025	The Role of the Associate	Veech, G. (2012).		
Week 3 2/9/2025	How do associate pastor’s minister?	Veech, G. (2012).		
Week 4 2/16/2025	Risks of the associate pastor	Veech, G. (2012).		
Week 5 2/23/2025	Rewards and benefits of an associate pastor	Keller		
Week 6 3/2/2025	TEACH A BIBLE LESSON	Keller	See Syllabus	Meet on Zoom 8:30p
Week 7 3/9/2025	Compensation	Keller		
SPRING BREAK				
Week 9 3/23/2025	The life of an associate pastor	Keller	EXPERIENTIAL LEARNING FIRST FOUR DUE	Upload on Canvas by 11:59 pm

Week 10 3/23/2025	When to stay and what to leave	Keller		
Week 11 3/30/2025	How to write a job description	Keller		
Week 12 4/6/2025	How to write a resume	Keller		
Week 13 4/13/2025	Gospel Center Community	Keller	RETREAT PLANNING DOCUMENTS DUE	Upload on Canvas by 11:59 pm
Week 14 Easter	CELEBRATE THE RISEN LORD			
Week 15 4/27/2025	No lecture		EXPERIENTIAL LEARNING FINAL FOUR DUE	Upload on Canvas by 11:59 pm