

# Nazarene Theological Seminary

1700 East Meyer Boulevard  
Kansas City, MO 64111  
816.268.5400  
[www.nts.edu](http://www.nts.edu)



## PTH505 — *Core Relationships for Christian Ministry*

Weekly—Fall 2019  
August 19 – December 5  
Classes: Tues, 9:00am – 12:00pm, Room 124

### Instructor Information

Professor: Rev. Douglas Hardy, PhD  
Email address: [dshardy@nts.edu](mailto:dshardy@nts.edu)  
Office phone: 816.268.5484  
Cell phone: 913.522.8438

Professor: Rev. Judith Schwanz, PhD  
Email address: [jaschwanz@nts.edu](mailto:jaschwanz@nts.edu)  
Office phone: 816.268.5491  
Cell phone: 913.814.3898

Faculty Assistant: Emily Reyes  
Email address: [emilyrreyes.721@gmail.com](mailto:emilyrreyes.721@gmail.com)  
Cell phone: 660.341.9883

Faculty Assistant: Addison Fleischman  
Email address: [addifleisch@gmail.com](mailto:addifleisch@gmail.com)  
Cell phone: 559.202.7434

*Do not call cell #s between 9:00 p.m. and 8:00 a.m. Central--Text messaging is acceptable.*

### Essential Seminary Information

Please refer to the Student Services page of the NTS Website ([www.nts.edu/students](http://www.nts.edu/students)) to find the current iterations of the following documents and links to Seminary-wide resources:

Academic Catalog • Library Handbook • Supervised Ministry Handbook  
Handbook of Inclusive Language • Financial Aid Handbook • International Student Handbook  
Moodle • Technology Helpdesk • Center for Academic Writing • NTS Student Portal

### Catalog Description

This required first-year course in the MDiv program enables new students to examine and strengthen their core relationships for Christian ministry—with self, with others, and with God. Through deepened self-understanding, increased capacity for love of others, and adoption of personal & professional disciplines, students are equipped to become whole and holy persons for ministry. Within the framework of a pastoral theology of the Church, the course provides instruction and guidance for discernment of ministerial callings (vocation), and formulation of a Rule of Life and Philosophy of Ministry. The assessment file established for each student in this course will serve as the base for ongoing assessment through the MDiv program. (additional psychological testing fee)

### Course Outcomes

Upon successful completion of this course, the student will

1. Increase in self-awareness & self-understanding of one's calling, strengths and gifts, growing edges and possible ministry pitfalls.
2. Strengthen relationships with significant others, including spouse (if married), classmates, mentors, and the local church.
3. Articulate a Christian pastoral identity and consequent theology of ministry.
4. Identify and commit to intentional practices for personal & spiritual formation and ministerial development during Seminary.
5. Participate in an official assessment process discerning ministerial readiness.

| Course Outcome | NTS Degree Objectives (descriptions found in the Academic Catalog) | Linked Church of the Nazarene COSAC Ability Statements (descriptions found in Sourcebook on Ordination) | Assignments Assessing Achievement of Course Outcome |
|----------------|--|---|---|
| 1              | MDiv1  | CH7   | 1,2,3,4,5   |
| 2              | MDiv1  | CH8   | 1,2,4,5   |
| 3              | MDiv4; MTL1  | CH6   | 3,4,5   |
| 4              | MDiv1,4  | CH4,CH5   | 4,5   |
| 5              | MDiv1,4  | CH6,CH7   | 2,4,5   |

## Required Texts and Course Materials

| Author                               | Title  | Publisher             | Year          | ISBN                | Pages |
|--------------------------------------|--|-----------------------|---------------|---------------------|-------|
| Dietrich Bonhoeffer                  | <i>Life Together: The Classic Exploration of Faith in Community</i>                    | HarperSanFrancisco    | 1954          | 9780060608521       | 128   |
| Travis Bradberry & Jean Greaves      | <i>Emotional Intelligence 2.0*</i>   | TalentSmart           | 2009          | 9780830835157       | 250   |
| Ian Morgan Cron & Suzanne Stabile    | <i>The Road Back to You: An Enneagram Journey to Self-Discovery</i>                    | IVP Books             | 2016          | 9780830846191       | 240   |
| Sandra Krebs Hirsh & Jane A. G. Kise | <i>Soultypes: Matching Your Personality and Spiritual Path</i>                         | Augsburg Fortress     | 2006          | 9780806651460       | 260   |
| Eugene H. Peterson                   | <i>The Pastor: A Memoir</i>  | HarperOne             | 2011          | 9780061988219       | 336   |
| Andrew Purves                        | <i>Pastoral Theology in the Classical Tradition</i>                                    | Westminster John Knox | 2001          | 9780664222413       | 144   |
| Ronald Rolheiser                     | <i>The Holy Longing: The Search for a Christian Spirituality</i>                       | Image/Random House    | 1999/<br>2014 | 9780385494199       | 208   |
| Judith A. Schwanz                    | <i>Blessed Connections: Relationships That Sustain Vital Ministry</i>                  | Rowman & Littlefield  | 2008          | 9781566993562       | 200   |
| Simone Weil                          | <i>"Reflections on the Right Use of School Studies With a View to the Love of God"</i> | Harper & Row          | 1951          | Available in Moodle | 12    |
| Total Pages:                         |  |                       |               |                     | 1778  |

\* This book must be purchased "new" to receive a passcode for the required online *Emotional Intelligence Appraisal* test.

## Recommended Texts and Course Materials

See *Bibliography* below.

## Additional Costs

A Psychological Testing Fee of \$125 assessed to each student covers expenses for purchase and scoring of the tests plus compensation for the Counselor consultation.

## Course Assignments and Requirements

All students in this course are expected to: (1) Secure the required course texts and read them according to the schedule in the Course Calendar. You are always welcome to read ahead of schedule. (2) Participate in listening, thinking & speaking, both in the classroom and online.

See the table in the *Course Outcomes* section above to cross-reference assignments with their respective Course Outcomes, NTS Degree Objectives, and COSAC Ability Statements. Any rubrics for assignment evaluation will be found in or with the assignment descriptions in Moodle.

1. Participate in your designated weekly class small group, usually the last portion of each class period.
2. Participate in a Personal Assessment Process that involves two stages:
  - a. Complete an Assessment Package that includes instruments to measure your current psychological, spiritual, and ministerial state. Some instruments will be distributed to you in class; others will be accessible to you online. Detailed instructions will be available in Moodle. You will use the results of these assessments as data to inform the writing of your Rule of Life assignment (see below). In addition, the instrument results will be added to your NTS Professional Portfolio, including a summary of the psychological tests, interpreted by Counselor, Dr. Roy Rotz. The contents of the Portfolio will be accessible to NTS faculty for program purposes, including the determination of readiness for participation in the MDiv Supervised Ministry program, future assessment via MDiv Progress Reflection & Senior Integrative Seminar, and for communications with ecclesial officials regarding ministerial credentialing and/or employment. You will be given the opportunity to sign a waiver release for NTS to release the Portfolio information (all or in part) in response to requests from ecclesial authorities in reference to ministerial credentialing and/or employment. Due: Tuesdays, August 27 (Part I: MBTI, IASC, PAI), September 3 (Part II: Spiritual Autobiography, Spiritual Practices Checklist), September 10 (Part III: EIA, Enneagram Analysis, Ministry Skills Inventory).
  - b. Schedule a half-hour Counselor Meeting and meet with Dr. Rotz who will provide you with individual feedback on the results of the psychological tests. Sign-up for specific times in Moodle. Due: Meeting must be completed by Saturday, October 5.
3. Submit Reading Reports. Forms are accessible in Moodle and require 500-1,000 words of commentary. Due: Saturdays, September 21 (#1), October 19 (#2), November 16 (#3). Note: As long as you have completed a significant portion of the assigned reading for a Report, submit it on time, rather than wait until you complete the reading (in which case you would lose points for lateness). You can record “caught-up” reading in subsequent Reports for full credit (or email to the professor by the last day of the semester).
4. Keep a personalized Assessment Journal utilizing the instructions provided at the end of each chapter in Schwanz’s *Blessed Connections*. If a question does not directly apply to your current situation, answer with reference to past experience, hoped-for future experience, or an adaptation to your circumstances. Submit twice via Moodle. Due: Tuesdays, September 17 (#1, chs. 1-5) and October 22 (#2, chs. 6-11).
5. In consultation with your chosen spiritual mentor (and spouse, if you are married), formulate a Rule of Life for your time in Seminary—a biblically & theologically grounded, but personalized narrative & strategy for spiritual formation & ministry development that reflects the God-ward trajectory discerned and nurtured in the context of this class. The process involves the following steps:
  - a. Complete and electronically submit the Spiritual Mentor Selection Form and forward the instructions for the Rule of Life assignment to your spiritual mentor (and your spouse, if you are married). Both documents can be found in Moodle. Due: Friday, September 27.
  - b. Meet with your spiritual mentor no later than October 5 to discuss the assignment and agree on a process for conversation and accountability. You must post a brief report of the first meeting in a Moodle Forum no later than Sunday, October 20.

- c. Write your Rule of Life in three parts, each named for one of the three Christian theological virtues—faith, hope, and love (cf. 1 Corinthians 13:13) as detailed below. A draft is due to your spiritual mentor & spouse (if married) no later than Friday, November 1, so that they have time to review it and provide you with feedback by Friday, November 15. It is your responsibility to initiate contact and schedule meetings, and to follow-through with submitting and receiving feedback on your Rule of Life drafts according to these dates. A brief report on your plans for incorporating feedback is due in no later than Tuesday, November 19. The final version of your Rule is due to the professors (electronically via Moodle) and your spiritual mentor/spouse no later than Tuesday, November 26. A copy will be placed in your NTS Professional Portfolio.
- d. Meet for a half-hour Professor Meeting with one of the professors to discuss your Rule and its implications for ongoing psychological, spiritual, and ministerial development. Sign-up for a specific time in Moodle. The Meeting must be completed no later than Thursday, December 5.
- e. Remind your Spiritual Mentor to submit her/his brief Assessment via email to the professor with whom you scheduled a Professor Meeting. If you are married, remind your spouse to email that professor, acknowledging that he/she has read and is supportive of your final Rule. These emails are due no later than Tuesday, December 3.

#### Part I – The Rule of Faith (approx. 1,200 words)

In your own words, but also making reference to pertinent course texts (Bonhoeffer, Rolheiser, Purves, Peterson), concisely summarize:

- Your understanding of God’s story of salvation as conveyed in Scripture, “the faith that was once for all entrusted to the saints” (Jude 1:3). Do not give your personal testimony; rather describe God’s intentions for and work with all persons, using pertinent theological categories and terminology reflecting your formal theological education-to-date
- Your understanding of the nature & mission of the Church
- Your understanding of the role of ordained Christian clergy/pastoral leaders.

#### Part II – The Rule of Hope (approx. 1,200 words)

Placing yourself within the framework of both Divinity (the Rule of Faith) and Humanity (neuroscience), draw on the assessment data from this course (i.e., making specific references to insights gained through the testing component of the course: MBTI, EIA, Enneagram, Counselor Meeting, Assessment Journal, Ministry Skills Inventory, Neuroscience presentation) to describe:

- Your most characteristic God-ward desires, gifts, and strengths
- Your most characteristic weaknesses, temptations, and sins
- Your assessment of how these impacts your closest interpersonal relationships
- Your assessment of how these impact your ministerial identity and effectiveness in the particular ministry to which you have been called
- Your current, already-established practices of Christian formation and personal discipline
- The priority areas in your life & ministry that need attention during your time at Seminary so that “with the eyes of your heart enlightened, you may know what is the hope to which he has called you” (Ephesians 1:18).

#### Part III – The Rule of Love (approx. 1,200 words)

Taking seriously the story of God and the Church (Rule of Faith) and your personal story (Rule of Hope), detail the specific, disciplined practices (new or adjusted) to which you will commit yourself during your time at Seminary, in order to welcome and embody the transformative work of the Holy Spirit increasing your capacity to “love, not in word or speech, but in truth and action.” (1 John 3:18). Limit the practices you choose to those few that reflect realistic and timely priorities for this season of your life. For each practice, explain (a) why you’ve chosen it with reference to your Rule of Faith &

Rule of Hope, (b) how you will ground it relationally in family, friendship, and/or Church, and (c) the concrete details of the practice that make it specific to your life:

- Your proposed new or adjusted practices of Christian formation and personal discipline (individual & communal) for the immediate future—these are to be different from or adjustments to the current, already-established practices listed in Part II above
- The specific ministry skills you will seek to develop during your time in seminary (reference your Ministry Skills Self-Assessment)
- Conclude your Rule with a brief “summary post”—a simple listing of the practices in the Rule of Love (Part III only) that you can extract from the Paper & easily access as a reminder of your practice commitments.

### Assignment Submission Expectations

All assignments should be submitted via Moodle using proper English grammar and should be edited thoroughly. Page and citation formatting should adhere to the latest edition of Kate L. Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* published by University of Chicago Press.

### Policy Regarding Late Assignment Submissions

All assignments should be submitted in advance of the 11:59 p.m. Central Time deadline by the date listed in the *Course Calendar* below. Late submissions up to a week past the due date may lead to a grade reduction of up to 10% (at the professor’s discretion); submissions later than one week past the due date may receive a grade of “0”. Contact the professor in advance for extension consideration due to extenuating circumstances.

### Course Grading Rubrics and Feedback

Typically, students can expect to receive some written or oral feedback on written assignments within one week of submission. Any rubrics can be found in or with the assignment descriptions in Moodle. Each assignment is graded out of 100 points, then weighted toward the total course grade as follows:

| Assignment | Grade Weight |  | Assignment   | Grade Weight |
|------------|--------------|--|--------------|--------------|
| 1          | 5%           |  | 4            | 20%          |
| 2          | 15%          |  | 5            | 45%          |
| 3          | 15%          |  | <b>Total</b> | <b>100%</b>  |

NOTE: Failure to complete the Assessment Packages, meet with the Counselor, a chosen Spiritual Mentor, & a Professor, or submit a Rule of Life will result in a failing grade for the course.

| Grading Scale   |  |
|-----------------|--|
| A (100 - 93%)   | EXCEPTIONAL WORK (surpassing, markedly outstanding achievement of course outcomes) |
| A- (92.99 – 90) |  |
| B+ (89.99 – 87) | GOOD WORK (strong, significant achievement of course outcomes)                     |
| B (86.99 – 83)  |  |
| B- (82.99 – 80) |  |
| C+ (79.99 – 77) | ACCEPTABLE WORK (basic, essential achievement of course outcomes)                  |
| C (76.99 – 73)  |  |
| C- (72.99 – 70) |  |
| D+ (69.99 – 67) | MARGINAL WORK (inadequate, minimal achievement of course outcomes)                 |
| D (66.99 – 60)  |  |
| F (59.99 – 0)   | UNACCEPTABLE WORK (failure to achieve course outcomes)                             |

It remains to the professor's discretion to adjust the final semester letter grade from the official grading scale.

## Distribution of Student Learning Hours

|  | Hours      |
|--|------------|
| Substantive interaction (face-to-face, online discussion forums, etc.; min. 15 per credit) | 45         |
| Reading (492 pages at 25 pgs/hr; 1,036 pages at 30 pgs/hr; 250 pages at 40 pgs/hr)         | 61         |
| Research writing (0 words at 125 wds/hr)   | 0          |
| Non-research writing (3,600 words at 250 wds/hr; 7,900 words at 300 wds/hr)                | 41         |
| Exams and quizzes  | 0          |
| Other learning activities  | 3          |
| <b>Total</b>   | <b>150</b> |

## Course Calendar

| Prior to Aug 19 |          | Secure course texts in time to begin text-based assignments listed below |  |   |
|-----------------|----------|--|--|---|
| Week            | Starting | Class  | Topic  | Assignments   |
| 1               | Aug 19   | Aug 20   | <ul style="list-style-type: none"> <li>▪ Prayer</li> <li>▪ Seminary as a Crucible for Personal &amp; Relational Formation</li> <li>▪ Theological Foundations for Assessment (Self-knowledge, awareness, &amp; transformation)</li> <li>▪ Small Groups</li> </ul>                             | Nothing Due   |
| 2               | Aug 26   | Aug 27   | <ul style="list-style-type: none"> <li>▪ Prayer</li> <li>▪ Spirituality of Individual Differences: <i>MBTI</i></li> <li>▪ Small Groups</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Read: Schwanz intro-2; Hirsh &amp; Kise intro-6; Bradberry &amp; Greaves 1-4 before August 27 class</li> <li>▪ Assessment Package, Part I (MBTI, IASC, PAI) due in class Aug 27</li> <li>▪ Schedule Counselor Meeting in Moodle</li> </ul>   |
| 3               | Sep 2    | Sep 3  | <ul style="list-style-type: none"> <li>▪ Prayer</li> <li>▪ Categories for Examining Spiritual Practices</li> <li>▪ Discernment &amp; Accountability: The Role of Others (Mentors)</li> <li>▪ Constructing a Rule of Life</li> <li>▪ A Paradigmatic Prayer</li> <li>▪ Small Groups</li> </ul> | <ul style="list-style-type: none"> <li>▪ Read: Schwanz 3; remainder of Hirsh &amp; Kise; remainder of Bradberry &amp; Greaves before Sep 3 class</li> <li>▪ Assessment Package, Part II (Spiritual Autobiography, Spiritual Practices Checklist) due Sep 3</li> <li>▪ Schedule Counselor Meeting in Moodle</li> </ul>                                   |
| 4               | Sep 9    | Sep 10   | <ul style="list-style-type: none"> <li>▪ Prayer</li> <li>▪ Emotional Intelligence</li> <li>▪ Intimate/Family Relationships &amp; Formation</li> <li>▪ Small Groups</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Read: Schwanz 4; Cron &amp; Stabile intro &amp; two likely Types; intro to Enneagram by Gordon (in Moodle) before Sep 10 class</li> <li>▪ Assessment Package, Part III (Personal Analysis of EIA &amp; Enneagram, Ministry Skills Inventory) due Sep 10</li> <li>▪ Meet with Counselor as scheduled</li> </ul> |

|    |        |  |  |   |
|----|--------|--|--|---|
| 5  | Sep 16 | Sep 17                                     | <ul style="list-style-type: none"> <li>▪ Prayer</li> <li>▪ The Enneagram as a tool for Transformation (Guest: George Gordon)</li> <li>▪ Small Groups</li> </ul>              | <ul style="list-style-type: none"> <li>▪ Read: Schwanz 5; remainder of Cron &amp; Stabile before Sep 17 class</li> <li>▪ Assessment Journal 1 (Schwanz 1-5) due Sep 17</li> <li>▪ Reading Report 1 (Hirsh &amp; Kise, Cron &amp; Stabile, Bradberry &amp; Greaves) due Sep 21</li> <li>▪ Meet with Counselor as scheduled</li> </ul>  |
| 6  | Sep 23 | NO CLASS on Sep 24 (Preacher's Conference) |  | <ul style="list-style-type: none"> <li>▪ Read: Schwanz 6-7</li> <li>▪ Spiritual Mentor Selection Form due Sep 27</li> <li>▪ Meet with Counselor as scheduled</li> </ul>   |
| 7  | Sep 30 | Oct 1                                      | <ul style="list-style-type: none"> <li>▪ Prayer</li> <li>▪ The Church and Spiritual Formation</li> <li>▪ Discussion: Bonhoeffer/Rolheiser</li> <li>▪ Small Groups</li> </ul> | <ul style="list-style-type: none"> <li>▪ Read: Bonhoeffer; Rolheiser 1-5 before Oct 1 class</li> <li>▪ Schedule Meeting with Spiritual Mentor by October 4</li> <li>▪ Counselor Meetings to be completed by Oct 5</li> </ul>  |
| 8  | Oct 7  | NO CLASS on Oct 8 (Convene/Modules)        |  | <ul style="list-style-type: none"> <li>▪ Read: Schwanz 8-9; Rolheiser 6-10</li> <li>▪ Reading Report 2 (Bonhoeffer, Rolheiser) due Oct 20</li> <li>▪ Meet with Spiritual Mentor and post brief report in Moodle Forum by Oct 21</li> </ul>  |
| 9  | Oct 14 | NO CLASS on Oct 15 (Fall Break/Modules)    |  |   |
| 10 | Oct 21 | Oct 22                                     | <ul style="list-style-type: none"> <li>▪ Prayer</li> <li>▪ Academics &amp; Spiritual Formation</li> <li>▪ Small Groups</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Read: Simone Weil article (in Moodle) before Oct 22 class</li> <li>▪ Assessment Journal 2 (Schwanz 6-11) due Oct 22</li> </ul>   |
| 11 | Oct 28 | Oct. 29                                    | <ul style="list-style-type: none"> <li>▪ Prayer</li> <li>▪ Sabbath &amp; Self-Care</li> <li>▪ Small Groups</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Read: Schwanz 10-12; Purves intro-3; Peterson intro-9 before Oct 29 class</li> <li>▪ Rule of Life Draft to Mentor/Spouse by Nov 1</li> </ul>   |
| 12 | Nov 4  | Nov 5                                      | <ul style="list-style-type: none"> <li>▪ Prayer</li> <li>▪ Neuroscience &amp; Faith Formation (Guest: LeeAnn Couts)</li> <li>▪ Small Groups</li> </ul>                       | <ul style="list-style-type: none"> <li>▪ Read: Purves 4-epilogue; Peterson 10-25 before Nov 5 class</li> <li>▪ Schedule Professor Meeting in Moodle</li> </ul>  |
| 13 | Nov 11 | Nov 12                                     | <ul style="list-style-type: none"> <li>▪ Prayer</li> <li>▪ Pastoral Theology &amp; Ministry</li> <li>▪ Small Groups</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Read: Peterson 26-afterward before Nov 12 class</li> <li>▪ Reading Report 3 (Purves &amp; Peterson) due Nov 16</li> <li>▪ Complete and submit "Professor Meeting Credentials &amp; Church Data" form by Nov 17</li> <li>▪ Solicit &amp; incorporate Rule of Life Feedback from Mentor/Spouse; post brief report by Nov 19</li> <li>▪ Schedule Professor Meeting in Moodle</li> </ul> |

|    |        |        |  |  |
|----|--------|--------|--|--|
| 14 | Nov 18 | Nov 19 | <ul style="list-style-type: none"> <li>▪ Prayer</li> <li>▪ The Contemplative Tradition</li> <li>▪ Celebrating What's Right with the World</li> <li>▪ Small Groups</li> </ul> | <ul style="list-style-type: none"> <li>▪ Post brief report of Draft Rule of Life</li> <li>▪ Feedback from Mentor/Spouse by Nov 19</li> </ul>   |
| 15 | Nov 25 | Nov 26 | <ul style="list-style-type: none"> <li>▪ Prayer</li> <li>▪ Spirituality of Stewardship (Guest: Keith Schwanz)</li> <li>▪ Small Groups</li> </ul>                             | <ul style="list-style-type: none"> <li>▪ Complete Course Evaluation</li> <li>▪ Final Rule of Life due Nov 26 (send copies to Mentor/Spouse)</li> <li>▪ Meet with Professor</li> </ul>                    |
| 16 | Dec 2  | Dec 3  | <ul style="list-style-type: none"> <li>▪ Prayer</li> <li>▪ Course Retrospective</li> <li>▪ Small Groups</li> <li>▪ Covenant Service</li> </ul>                               | <ul style="list-style-type: none"> <li>▪ Spiritual Mentor Assessment/ Spouse Acknowledgement Email(s) due Dec 3</li> <li>▪ Meet with Professor (Professor Meeting must be completed by Dec 5)</li> </ul> |

### Class Attendance

Attendance at class sessions is essential for realizing the maximum benefit of your education. If you must be absent because of extenuating circumstances, contact the professor as soon as possible to discuss the situation. If a student is absent more than two weeks (including missed online substantive interaction) of the semester, the final grade will be negatively affected. The professor may automatically fail the student after four weeks of absence.

Daily attendance records must be reported for those obtaining Department of Veterans Affairs and Department of Education benefits. Students must make the professor aware if their attendance must be recorded.

Should inclement weather in Kansas City prompt a campus-wide closure, any arranged class meetings will be conducted via Zoom at the scheduled time. See the NTS Snow Closure Policy for more details.

### Course Evaluation

An anonymous course evaluation will be made available in Moodle in the final weeks of the semester. The evaluation may be linked to a course assignment when available by the Office of the Dean of the Faculty. Please take the time to complete it as the data collected will be used to improve the course. The professor will never see your individual evaluation. Your serious participation is expected and appreciated.

### Accommodations

In accordance with the provisions of the Rehabilitation Act of 1973, NTS is committed to providing students with disabilities the opportunity to participate and benefit from its programs and activities. Accordingly, NTS will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. Students needing accommodations should contact the Registrar. They also should contact the instructor no later than the end of the first class session to discuss learning needs and adaptive strategies that have been beneficial for the student in the past.

### Inclusive Language

NTS is committed to the equality of women and men. Recognizing that people have often used the English language in ways that imply the exclusion or inferiority of women, NTS urges students, faculty,



and staff to avoid sexist language in public discourse, in classroom discussions, and in their writings. All written work presented to meet course requirements must use gender inclusive language.

Beyond gender equality, this understanding would apply to all persons. Labels to describe people based on ethnicity, phenotype, socio-economic status, educational level, sexual orientation, origin, etc. are often a form of marginalizing others. All written and verbal work for courses and course discussions must be inclusive and should not use descriptive terms in a derogatory manner.

## Recordings, Transcripts, and Copies

In order to foster a safe learning environment in which various viewpoints are respected, audio or video recordings or transcripts thereof by student, as well as copies of online forum discussions, is prohibited without the permission of the faculty member in charge of the course. If permission is granted, redistribution of these recordings, transcripts, or copies outside the scope of the course is prohibited.

Students enrolling in videoconferencing courses or participating in certain synchronous Moodle activities should be aware that their images and voices will be transmitted digitally through the videoconferencing equipment and may be recorded. Continued enrollment in these courses constitutes willingness to participate in the class with these conditions. If you have privacy concerns, please discuss your enrollment with the Registrar.

## Bibliography

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Rubin, Gretchen. *Better Than Before: Mastering the Habits of Our Everyday Lives*. Crown/Random House, 2015.

### Theology of Church & Pastoral Ministry

Mahan, Jeffrey H., Barbara B. Troxell, and Carol J. Allen. *Shared Wisdom: A Guide to Case Study Reflection in Ministry*. Abingdon, 1993.

Peterson, Eugene H. *The Contemplative Pastor: Returning to the Art of Spiritual Direction*. Eerdmans, 1989.

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Wilson, Jonathan R. *Why Church Matters: Worship, Ministry, and Mission in Practice*. Grand Rapids: Brazos, 2006.

## Spiritual Formation

Ackerman, John. *Listening to God: Spiritual Formation in Congregations*. The Alban Institute, 2001.

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