

MAS 624 Writing for the Ministry (2 cr hr or 3 ceu)  
Online Spring, 2009

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E-Mail	<a href="mailto:ccounty@unityonline.org">ccounty@unityonline.org</a>  When you send an attachment, please send it in <i>rich text format</i> . If I cannot open the document, I will give you my home email. Do not send it to both. It gets confusing.
Required Texts	None
Other Required Reading	There will be downloads and research on the web.
Recommended Reading	Strunk, W., & White, E.B. (1999). <i>The Elements of Style</i> (4 <sup>th</sup> ed.). New York: Macmillan.

### Course Description

MAS 624 Writing for the Ministry (2 cr hr or 3 ceu)

This course explores the various written communications that are expected of ministers, from informational e-mails to letters of condolence. Styles, models and written exercises are emphasized.

### Learning Objectives

Upon completion of this course, students will be able to:

1. Distinguish between basic writing, pastoral writing and imaginative writing.
2. Write clear, concise examples of basic, pastoral and imaginative writing in the form of newsletters, bulletins, flyers, letters, articles and personal essays.
3. Demonstrate the ability to write in varying styles - inspirational, comforting, informational, business, and creative - as called for in the ministry.

The above learning objectives partially fulfill the following program outcomes for the Master of Divinity:

MD-2. Describe and integrate administrative and leadership abilities to create a productive and growing ministry.

MD-4. Demonstrate appropriate knowledge needed for ministry.

The above learning objectives partially fulfill the following program outcomes for the Certificate in Unity Ministry:

C-2. Describe and integrate administrative and leadership abilities to create a productive and growing ministry.

C-4. Demonstrate appropriate knowledge needed for ministry.

Class Schedule: This material is embellished in the Learning Guides.

Week of	Topic	Assignment/ Activity
1 Feb 9	<p>Read the Welcome to MAS 624 Read syllabus &amp; note due dates for assignments. Read Hi, I'm Claudell - introduction And Learning Guide for Week 1.</p> <p>Download: Minister's First Year Out Handbook index and explanation. Read this and set up a notebook – either online or hard copy, preferably both.</p> <p>Download and read instructions for writing a resume. 1.2</p> <p>Begin collecting examples of church writings from local churches, your home church, and online for use during this class.</p>	<p>Post a self introduction in the Discussion Forum.</p> <p>Write your resume following instructions, looking at examples, and researching additional resume writing styles online. Save in Rich Text File.</p> <p>Resume due to Claudell (only) Feb 16 at the latest.</p> <p>(If graduating June 2009 your corrected and polished, resume will be due to Joann Landreth, Feb 20. Send to Claudell first to see if it can be improved.)</p>
2 Feb 16	<p>Read Learning Guide for Week 2 Download and read instructions for writing a biography, newspaper press release and newsletter article.</p>	<p>Post a description of your virtual minister's office in the Discussion Forum. What does it look like?</p> <p>Write From Section ONE – Personal 1.3, 1.4, 1.5.</p> <p>This assignment should be sent in one file, as one attachment, by Feb 23.</p>
3 Feb 23	<p>Read Learning Guide for Week 3 Pastoral Writing:</p>	<p>Write 3.1, 3.2,</p> <p>This assignment should be sent in one file, as one attachment, by Mar 2.</p>
4 Mar 2	<p>Read Learning Guide for Week 4 More Pastoral Letters</p>	<p>Write 3.4, 3.5, 3.7</p> <p>This assignment should be sent in one file, as one attachment, by March 9.</p>
5 Mar 9	<p>Read Learning Guide for Week 5 Holiday Letters</p>	<p>Write 3.10, 3.11, 3.12</p> <p>This assignment should be sent in one file, as one attachment, by March 16.</p>
6 Mar 16	<p>Read Learning Guide for Week 6 Annual Letters</p>	<p>Write 3.13, 3.14, 3.15</p> <p>This assignment should be sent in one file, as one attachment, by March 23.</p>

Week of	Topic	Assignment/ Activity
7 Mar 23	Read Learning Guide for Week 7 The Pamphlet  Wedding Brochure with information insert. Funeral Brochure with information insert.	Write 4.3, 4.4  This assignment should be sent in one file, as one attachment, by March 30.
8 Mar 30	Read Learning Guide for Week 8 Press Release about workshop and flier for workshop. I will give you the raw data.	Write 2.6, 2.7 This assignment should be sent in one file, as one attachment, by April 5.
9 Apr 5	Investigate the Internet Sites for at least 10 Unity Churches and 10 other churches	Post two sites on the Discussion Forum.  Send in assignment as one list by April 12 <sup>th</sup> .
10 Apr 12 Last Day April 16	Write a manuscript of 350-400 words explaining a Unity principle or discussing an idea for inclusion in your newsletter or website. This is not biographical. It is a teaching topic.  I will give you some websites to get the idea.	Last day for turning this in is April 16.

**Final Grade Determination:**

90-100% = A

80-89% = B

70-79% = C

60-69% = D

Assignments for the Masters of Divinity & Certificate in Unity Ministry will have the same assignments because they are both for the purpose of serving a ministry:

**Grading**

Week	Assignment	Due Date	Possible Points	Meets Learning Objective
1	Biography Post in DF	Feb 9 - 16	4	MD -2,4; C - 2,4
1	Resume 1.2	Feb 16	4	MD -2,4; C - 2,4
2	Minister's Office in DF	Feb 16-23	4	MD -2,4; C - 2,4
2	Personal 1.3 bio paragraph	Feb 23	4	MD -2,4; C - 2,4
2	Personal 1.4 press release		4	MD -2,4; C - 2,4
2	Personal 1.5 newsletter article		4	MD -2,4; C - 2,4
3	Pastoral Writing 3.1 thank you	March 2	4	MD -2,4; C - 2,4
3	Pastoral Writing 3.2 welcome letter		4	MD -2,4; C - 2,4
4	Pastoral Writing 3.4 healing	March 9	4	MD -2,4; C - 2,4
4	Pastoral Writing 3.5 prosperity		4	MD -2,4; C - 2,4
4	Pastoral Writing 3.6 condolence		4	MD -2,4; C - 2,4
5	Holiday Letter 3.10 Thanksgiving	March 16	4	MD -2,4; C - 2,4
5	Holiday Letter 3.11 Christmas		4	MD -2,4; C - 2,4

5	Holiday Letter 3.12 Easter		4	MD -2,4; C - 2,4
6	Annual Letter 3.13 asking for tithes	March 23	4	MD -2,4; C - 2,4
6	Annual Letter 3.14 annual meeting		4	MD -2,4; C - 2,4
6	Annual Letter 3.15 Jan 31, annual record		4	MD -2,4; C - 2,4
7	Wedding brochure 4.3	March 30	4	MD -2,4; C - 2,4
7	Funeral brochure 4.4		4	MD -2,4; C - 2,4
8	Press release about a workshop	April 5	4	MD -2,4; C - 2,4
8	Flier for a workshop		4	MD -2,4; C - 2,4
9	List of good websites with minister's letters	April 12	4	MD -2,4; C - 2,4
10	Unity teaching article	April 16	12	MD -2,4; C - 2,4
	Total Points		100	

### Expectations of Students

Students are expected to do the weekly assignments on time. To read through the online material once a week. To participate in Discussion Forum at least once a week, or when noted. To ask questions when needed, from the instructor.

### Late Assignment Policy

If there is a special need to turn in an assignment late, please talk with the instructor immediately.

### Academic Honesty

Unity Institute assumes that all students desire to pursue their academic and transformational work with honesty and scholarly integrity. Cheating, plagiarism, facilitating academic dishonesty and misrepresentation of self or other students are prohibited. Students may seek the assistance from others as long as the student submitting the assignment is actually doing the work.

*This is very important in the writing class. You may be inspired by another's work, but you must create your own!*

If a faculty member discovers a student violating academic honesty the following penalty may be applied, depending upon the severity of the infraction:

1. A reduced grade for the assignment.
2. A grade of zero for the assignment.
3. An "F" for the course.
4. Remand the decision to the full faculty.

A report will be sent to the faculty, the Dean, as well as kept in the student's permanent file.

For further information about academic honesty, students are directed to review the Unity Institute Catalog and Unity Institute Student Handbook.

### Special Concerns

If students have any special concerns and/or challenges that may affect their performance in this course, they are encouraged to speak with the instructor immediately so that any accommodations, if necessary, may be made.

Selected Bibliography

Ballenger, B., & Lane, B. (1989). *Discovering the Writer Within: 40 Days to More Imaginative Writing*. Cincinnati, Writer's Digest Books.

Bender, S. (1995). *Writing Personal Essays: How to Shape Your Life Experiences for the Page*. Cincinnati: Writer's Digest Books.

Cameron, J. (1992). *The Artist's Way: A Spiritual Path to Higher Creativity*. New York: Tarcher/Putnam.

Flesch, R. F. (1972) *Say What You Mean*.

Goldberg, N. (1986). *Writing Down the Bones: Freeing the Writer Within*. Boston: Shambhala.

Gunning, R. *The Techniques of Clear Writing*.

O'Connor, P. (2004). *Woe Is I: The Grammarphobe's Guide to Better English in Plain English* (2nd ed.).

Perry, S. (1999). *Writing in Flow: Keys to Enhanced Creativity*. Cincinnati: Writer's Digest Books.

Ueland, B. (1997). *If You Want to Write: A Book About Art, Independence and Spirit*. Graywolf Press See "Recommended Reading" on page one