

MAS 647 Ministering to Self
2 hours credit/3 units CEUs
Thursday, 1:00 – 4:00 a.m., Summer Term

Instructor Name	Rev. Claudell Hefner County M.A.
Office Hours	By appointment; Tuesdays 8-9am; Thursday 4-5 pm
Telephone	Office:816-251-3535 x 2160
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Required Texts	Armstrong, R. (2005). <i>Help! I'm a pastor: A guide to parish ministry</i> . Louisville, KY: Westminster John Knox Press. Killinger, J. (2006). <i>Seven things they don't teach you in seminary</i> . New York: The Crossroad Publishing Company.
Other Required Reading	White papers, and downloads:
Recommended Reading	Oswald, R. (1995). <i>Clergy self-care: Finding a balance for effective ministry</i> . Herndon, VA: The Alban Institute. Oswald, R. (not known) <i>Running through the thistles</i> . Alban Institute Oswald, R. (not known) <i>Crossing the boundaries between seminary & parish</i> . Alban Institute Oswald, R. (unknown) <i>New Beginnings: A pastorate start up workbook</i> . Alban Institute. Oswald, R. (1975, 2001) <i>The pastor as newcomer</i> . Alban Institute White, Ed, (1990, 1996) <i>Saying Good-bye</i> . Alban Institute. Alban Institute

Course Description

This class will illustrate the principles, practices, and necessity of self-care in a caring profession. It will expose the tendency of certain personality-styles to be more prone to stress and burnout, and offer strategies for self-care. Time management, boundary setting, and sabbatical planning will be explored from a biblical, theological, and psychological perspective.

Learning Objectives

The student will be able to:

1. Identify personal characteristics that can lead to burnout.
2. Discover and chart current self-care level.
3. Design and begin a self-care, time-management workable plan.
4. Explore and define personal boundaries.
5. Design a potential plan for a 3 to 6 month sabbatical.
6. (Analyze best practices for entering & leaving a ministry, while ministering to self.)

The above objectives partially fulfill the following outcomes for the Master of Divinity and Certificate programs:

Discern the need for appropriate personal and professional boundaries.
 Identify and practice healthy outlets for physical, emotional, and spiritual self-care.
 Participate in regular prayer and meditation, which might include creating a silent retreat.

Class Schedule

Students are expected to complete the assigned reading before each class.

Week	Date	Topic, Objective and Strategy	Reading Assignment	Paper/Exam/Activity
	July 17 Thursday	Introduction to Self-Care in Ministry The ministry's unique need for self-care. Discuss the many "hats" the minister wears and the potential for burn-out. Biblical references of examples of self-care. The perfect minister Self measure stress & burnout potentials.	HIP- chpt 1,2,3 Self care handouts Areas Stress Relieving Strategies overview 7T – chpt 1,2	In the next week track your time 24 hrs a day for at least 3 days. How much drive time, sleep time, TV, visiting, email and games, reading, writing, working, exercise, praying etc. Bring to class for next week discussion Self – assessment – if we don't do it in class, take home and bring next week.
2.	July 24	Discoveries from time chart – Discoveries from Burnout prone assessment Causes of Stress <ul style="list-style-type: none"> Identify life arenas and satisfaction with stress management Look at <i>standard stress scale</i> and find recent stressors. Acknowledging: interruptions, criticism, doubts, stress, weaknesses Entering a Ministry: Discussion	HIP Chapters 4,5 7T Chapter 4 Download paper on Self Care when entering a ministry Claudell County Strategies Entering a ministry handout	Begin to create an ideal self care plan that you can implement now: Include a strategy plan for current interruptions, criticism, doubts, weaknesses. See pie chart and time line.
3.	July 31	Discoveries from self care plan Personal life ideas Preaching Finances - issues	HIP Chapters 6,7 7T chapter 5 Time Management; 4 quadrants, abc, 7 habits (handout)	Write strategies in plan for finances and personal life.
4.	August 7	Read the chapter on spiritual discipline. Come to class at 1:00 to receive labyrinth assignment. You will have meditations to do at each turn of the labyrinth. Attendance will be taken. In case of rain	HIP Chapter 8 Labyrinth handout.	Write 3-4 page reflection on labyrinth experience. Due Week 5

Week	Date	Topic, Objective and Strategy	Reading Assignment	Paper/Exam/Activity
		use time for self care and do labyrinth at another time before next class.		
5	August 14	Reports of experience at Labyrinth.	HIP: chapters 9, 10 7T chapter 6	Write strategies in self care plan.
		Relationships Fitness: physical, emotional, intellectual	Family Systems handout Sabbatical handout	
6.	August 21	Work habits	HIP: chapters 11, 12, 13	
		Other ministers – code of ethics	AUCI Cod of ethics, download from website	
		Legal issues (also covered in MAS 542) Leaving a ministry	Leaving a ministry handout.	
7.	August 28	Staff relationships	HIP 14, 15, 16 7T: 3	
		Running a church Committees		
8.	Sept 4	New Members	HIP 17, 18	
		Church Finances (also covered in MAS 542)		
9.	Sept 11	Conflict	HIP 19, 20 7T Seven	
		Other roles The Call Transcends		
10.	Sept 18	Reflections on Self Care	Guest speaker	

Students Note: Please read assigned chapters before class.

Assignments for the Master of Divinity program:

1. Due week 2 Time Track for 3 days – simply log what you are doing every ½ hour during any 3 day period in the week. It might be good to have a typical school day and a typical weekend day within those 3 day. Bring this class along with one or two paragraphs describing what you have learned about yourself.

2. Due week 5 Labyrinth Reflection paper is as long as you need to make it. Take the instruction sheet and make notes along the labyrinth as you answer your questions. The reflections paper is about the insights and thoughts you had on the labyrinth journey.

3. Due week 7 Create a Self-Care plan. This should include all of the areas on the charts or lists, given in class, that are included in your life. and may have additional areas, special to each student. Make a chart that includes daily activities and schedule them in. Then do a weekly, monthly, quarterly, and annual. Perhaps you'll want to do a check sheet for yourself to be sure you are on target. Perhaps this will be an extended calendar or just lists. Make it useable. Include appointments with yourself for reviewing your self care plan. Notice where you are scheduling too much and not enough time. What do you need to do about this? This activity will be helpful when you get into the ministry – for self care. It will also help you look at daily, weekly, monthly, quarterly, and annual schedules for the church.

4. Due week 8 As you read the Seven Things book, think of self caring activities or other strategies that might help you deal with what is described in the book. What can you do in advance to keep this from happening? If it happens, what can you now do to right it and to take care of yourself? What additional resources do you need? Write down a strategy for each chapter. A page per strategy ought to cover the material. 5-7 pages.

5. Due week 9. The Reflection paper: This paper should include self-awareness and self-management strategies from the written, discussed, and reflected upon material in both books. It should contain ideas from both books as they apply to yourself. This paper is a personal reflection of surprises, realizations, epiphanies, and appraisals of how the material has and is changing you and your self-care ideas. As all classes, this class should transform you in some ways. Share this in your paper. (You might want to keep a section in your notebook and log these realizations as they happen. If quotes are used, students must use APA style of reporting references. The paper should be 8-10 pages in length excluding cover sheet and reference sheet.. Use 12 point font, double spacing, 1 inch wide margins and annotations as prescribed in APA manual.

Grading

Assignment	Due date	Possible Points	Meets Learning Objective
3 day time track for self awareness	Week 2	10	MD-3
Labyrinth reflection	Week 5	10	MD-3
Action plan for self care	Week 7	20	MD-3
Strategies paper for 7T book	Week 8	20	MD-3
Reflection paper 8-10 pages	Week 9	30	MD-3
Class “presence”	Et al	10	MD-3
Excessive absence		-10	

Final Grade Determination:

- 90-100 points = A
- 80-89 points = B
- 70-79 points = C
- Below 70 is failing

Assignments for the Certificate program:

For 2008 Certificate students write the same assignments with two exceptions. The reflection paper can be 4-5 pages in length. And the strategies for 7T paper can be just one paragraph per chapter.

Grading

Assignment	Due date	Possible Points	Meets Learning Objective
3 day time track for self awareness	Week 2	10	MD-3
Labyrinth reflection	Week 5	10	MD-3
Action plan for self care	Week 7	20	MD-3
Strategies paper for 7T book	Week 8	20	MD-3
Reflection paper 8-10 pages	Week 9	30	MD-3
Class "presence"	Et al	10	MD-3
Excessive absence		-10	

Final Grade Determination

Same Grading scale as above

Assignments for the Master of Arts in Religious Studies program:

See instructor for details

Grading

Assignment	Possible Points	Meets Learning Objective

Final Grade Determination

See instructor

Expectations of Students

Students are expected to come to class having read the assigned material and be prepared to discuss it. In addition, students are expected to work to their best quality. My assignments are designed to be immediately applicable to you. Make them real.

Classroom Protocol

To maintain an atmosphere of learning, please be on time, respect each other's ideas, balance speaking and listening, share the center stage, prepare for each class, return from breaks on time, take adult breaks if needed, and take everything to prayer. Remember the Golden Rule.

Late Assignment Policy

Late assignments will not be accepted without approval from the instructor.

Attendance Policy

There will be a lot of activities done in class. Please be there. Excessive absence will be noted and points deducted.

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.

If the 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. Please call, email, or talk to me before you go to anyone else.

Selected Bibliography

(This bibliography is a very rudimentary book list. Please see The Alban Institute, Cokesbury, Zondervan, and Amazon.com for many other good books.)

Berkley, J. (1987). *Making the most of mistakes*. Carol Stream, IL: Christianity Today.

Booth, L. (1991). *When God becomes a drug: Breaking the chains of religious addiction & abuse*. Los Angeles: Jeremy Tarcher, Inc.

Hawkins, D., Minirth, F., Meier, P., Thurman, C. (1990). *Before burnout: Balanced living for busy people*. Chicago: Moody

Maxwell, J., (1996). *Partners in prayer: God's hand moves when we pray together*, Nashville: Thomas Nelson Publishers.

Rassieur C. (1982). *Stress management for ministers*. Philadelphia: The Westminster Press.

Roll, S. (1996). *Holy burnout*. Tulsa: Virgil Hensley Publishing.

Sanford, J., (1982). *Ministry burnout*. New York: Paulist Press.