



Emmanuel Bible College
In Alliance with Nazarene Bible College
PAS1023: Spiritual Formation

COURSE GENERAL INFORMATION:

Dates: Course Schedule – 15 weeks plus one week of finals

Credit Hours: 3

Prerequisites: There are no prerequisites for this course.

COURSE INSTRUCTOR:

EBC Faculty

Instructor: EBC Faculty

Address: Online Curriculum

Phone: Home

Office

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COURSE DESCRIPTION:

A course integrating fundamental Christian doctrine with personal experience in the journey toward wholeness in Christ emphasizing scripture, discipline, and community as essential Wesleyan patterns of devotion.

COURSE INTENDED LEARNING OUTCOMES:

The following intended learning outcomes will be achieved by this course:

1. Understand the nature of spiritual formation - what it is and how it happens.
2. Understand fundamental truths from Scripture about God, man, and salvation.
3. Identify and explore classical and individual spiritual disciplines which can be used to express our faith, receive God's grace, and transform us into the image of Christ.
4. Explore Wesleyan paradigms and practices of devotional living, particularly the instituted and prudential means of grace.
5. Examine the corporate and social dimensions of holistic spiritual formation - the impact on others within and beyond the body of Christ.
6. Identify cultural attitudes and norms that inhibit spiritual formation.
7. Develop the discipline of spiritual journaling and discover patterns that are most appropriate for one's unique personality and growth.
8. Engage in intentional nurture of individual spiritual growth.

The following are Competencies for Ministry as outlined in the *Sourcebook on Ordination USA* that will be addressed in this course:

Spiritual Formation

CH4 Ability to pursue holy character (Christlikeness) by practicing faith formation and the classic Christian disciplines as means of grace.

CH5 Ability to locate, understand, and use resources for individual and corporate spiritual formation.

Person of the Minister

CH6 Ability to articulate his or her call from God to ministry as affirmed by the Church.

CH7 Ability to demonstrate a realistic self-understanding including personal strengths, gifts, weaknesses, and areas of needed growth.

CH8 Ability to practice holistic stewardship (mutual submission in gender relationships, sexual purity, marriage and family, personal finance, professional conduct, practicing Sabbath, etc.).

COURSE TEXTBOOKS:

Barton, Ruth Haley. *Life Together in Christ: Experiencing Transformation in Community*. IVP Books, 2014.

ISBN: 9780830835867

Calhoun, Adele A. *Spiritual Disciplines Handbook: Practices That Transform Us*. Rev. ed., InterVarsity Press, 2015.

ISBN: 9780830846054

Mulholland, M. Robert, Jr. *Invitation to a Journey: A Roadmap for Spiritual Formation*. Expanded ed, InterVarsity Press, 2016.

ISBN: 9780830846177

NOTE: Students are responsible to have the required textbooks prior to the first day of class. Students are also encouraged to begin reading the books in preparation for the class as soon as possible.

COURSE RESOURCES:

Bibliography

A Pastor's Guide to Spiritual Formation. Kansas City: Beacon Hill Press of Kansas City, 2005.

Augustine, Saint. *The Confessions of Saint Augustine*. London: Oxford Press, 1998.

Bangley, Bernard. *Spiritual Treasure: Paraphrases of Spiritual Classics*. Mawah: Paulist Press 1985.

Benson, Bob. *See You at the House*. Nashville: Thomas Nelson, 1989.

Benson, Bob and Michael Benson. *Disciplines for the Inner Life*. Waco: Word Books, 1985.

Bilezikian, Gilbert. *Community 101: Reclaiming the Local Church as Community of Oneness*. Grand Rapids: Zondervan, 1997.

Boa, Kenneth. *Conformed to His Image: Biblical and Practical Approaches to Spiritual Formation*. Grand Rapids, MI: Zondervan, 2001.

Bonhoeffer, Dietrich. *The Cost of Discipleship*. New York: Simon and Schuster, 1995.

Bonhoeffer, Dietrich. *Life Together*. San Francisco: Harper and Row, 1954.

Broyles, Anne. *Journaling: A Spiritual Journey*. Nashville: The Upper Room, 1999.

Buechner, Frederick. *A Room Called Remember*. New York: HarperCollins, 1992.

Dunnam, Maxie. *Alive in Christ*. Nashville: Abingdon, 1987.

Foster, Richard. *Celebration of Discipline: The Path to Spiritual Growth*. San Francisco: Harper, 2003.

---. *Prayer: Finding the Heart's True Home*. New York: HarperSanFrancisco, 1992.

Harper, Steve. *Devotional Life in the Wesleyan Tradition*. Nashville: The Upper Room, 1983.

---. *Embrace the Spirit: An Invitation to Friendship with God*. Wheaton: Victor Books, 1987.

Hernandez, Wil. *Henri Nouwen and Soul Care: A Ministry of Integration*. New York: Paulist Press, 2008.

Job, Rueben. *A Guide to Prayer for Ministers and Other Servants*. Nashville: The Upper Room, 1983.

à Kempis, Thomas. *The Imitation of Christ*. San Francisco: Harper, 2000.

Klug, Ronald. *How to Keep a Spiritual Journal*, Rev. Ed. Minneapolis: Augsburg, 2002.

Leclerc, Diane and Mark A. Maddix, eds. *Spiritual Formation: A Wesleyan Paradigm*. Kansas City: Beacon Hill Press of Kansas City, 2011.

LeRoy, Matt and Jeremy Summers. *Awakening Grace: Spiritual Practices to Transform Your Soul*. Indianapolis: Wesleyan Publishing House, 2012.

Mulholland, M. Robert., Jr. *Invitation to a Journey*. Downers Grove: InterVarsity, 1993.

---. *Shaped by the Word: The Power of Scripture in Spiritual Formation*. Nashville: The Upper Room, 1985.

Nouwen, Henri J.M. *Making All Things New*. San Francisco: Harper and Row, 1981.

Roller, Julia L., ed. *25 Books Every Christian Should Read: A Guide to the Essential Spiritual Classics*. New York: HarperOne, 2011.

Shaw, Luci. *Life Path*. Vancouver, BC: Regent College Publishing, 2004.

Tracy, Wesley D. *Reflecting God Workbook*. Kansas City: Beacon Hill Press of Kansas City, 2000.

---. *The Upward Call: Spiritual Formation and the Holy Life*. Kansas City: Beacon Hill Press of Kansas City, 1990.

Warren, Rick. *The Purpose-Driven Life*. Grand Rapids: Zondervan, 2002.

Watson, David Lowes. *Accountable Discipleship*, Rev. Ed. Nashville: Discipleship Resources, 1984.

Welch, Reuben. *We Really Do Need Each Other*. Nashville: Impact Books, 1973.

Whitney, Donald S. *Spiritual Disciplines for the Christian Life*. Colorado Springs: NavPress, 1991.

Willard, Dallas. *The Spirit of the Disciplines: Understanding How God Changes Lives*. San Francisco: Harper Collins, 1988.

Wiseman, Neil B. *Hunger for the Holy*. Grand Rapids: Revell, 1996.

Wonch, Mike, ed. *Sacred Life: Spiritual Practices for Everyday Living*. Kansas City, MO: Barefoot Ministries, 2008.

Woodbridge, Barry A. *A Guidebook for Spiritual Friends*. Nashville: Upper Room Books, 1985.

COURSE REQUIREMENTS:

1. Reading

Students are expected to complete the assigned reading so that the reading may inform the student's contribution to the class discussion.

2. Reading Report

Each session, the student will submit a 250-word reading report summarizing two key issues discovered in the readings. Parenthetical references should be used when citing passages.

3. Discussion Questions

One or more discussion questions will be provided each session. Answers should be complete, demonstrate a clear comprehension of the subject, adhere to instructions provided, reflect a

significant investment of thought, and include specific reference to assigned reading with proper MLA citation. The response to each question should be at least 250 words.

4. **Spiritual Friendship**

Each student will develop a "**spiritual friend**" or a "**mentoring partner**" relationship with someone for the duration of the course. The main purpose will be to establish a pattern of life-on-life exchanges that promote mutual growth. The "ideal" would be to select someone

- within your community, but not your household,
- with whom you already have a relationship established,
- who has a mutual desire for spiritual growth and accountability,
- who is "like-minded" and has a "kindred spirit,"
- who will commit to meeting with you face to face at least once each session,
- who is of the same gender,
- who will demonstrate honesty, sensitivity, and authenticity,
- who will stimulate discernment and dependence on God and His Word,
- who will provide continual prayer support,
- who will maintain confidentiality.

Some variations of these ideals are inevitable, negotiable, and acceptable. For example, if there does not seem to be anyone available in your locale, you may choose to initiate a spiritual friendship with someone in this class and that might be someone you have never met before. This is perfectly fine. It can be meaningful. Although it may not have the same "jump-start," the relationship can progress and even accelerate with devoted attention. Refer to the "**Spiritual Friendships**" guidelines in **Addendum One** for details related to this requirement. This friendship is to begin the first day of class and continue throughout the duration of the course. PLEASE NOTE, the spiritual friend or mentoring partner should be someone other than your spouse.

At the end of each session, you will account for your contact and assign value to your involvement in the friendship. This means you will evaluate the significance of the interaction, particularly your investment. See the "**Session Account Form**" in **Addendum Two** for details.

In Session Four, you will submit a report of written observations (400-500 words) assessing the development of the relationship and how well the purpose and expectations for this dimension of the course have been accomplished.

5. **Spiritual Journal**

As a regular discipline, each student is expected to maintain a spiritual journal of reflections during the term. Your entries should be based on the "options" provided in each session's schedule to receive credit. Any spiritual journaling unrelated to those options is permissible, even encouraged, but will not count toward the required number of days. Entries must go beyond reporting; they should have a "process" orientation – demonstrate application and integration. Give priority to consistency, honesty, discovery, clarification and growth. The following questions will assist you in achieving significant reflection:

- How does this challenge or affirm my past knowledge and experience?
- How has the Holy Spirit confronted me or led me to admit a deep spiritual need?
- Does this session's focus introduce a spiritual turning point for me?
- In what ways have I been challenged to higher levels of obedience?
- How will I apply what I've learned in my present and future ministries?
- Is there a discipline here to which I am willing to make a personal commitment as a part of a plan for spiritual growth?

A variety of formats (e.g. *spiral or three-ring notebooks, blank books*) and approaches (e.g. *prayers, lists, poetry, conversation, prose*) are acceptable. Dated entries must be made on a minimum of three days per session to receive full credit. You are encouraged to occasionally share from your journal with your spiritual friend.

At the end of each session, you will account for your involvement in the Spiritual Journal. See the “**Session Account Form**” in **Addendum Two** for details.

For session six, you will submit a 350- to 500-word report describing your journaling activity. It should include these items:

- A brief review of your approach.
- One sample entry. (*This will be in addition to the total word limit.*)
- Miscellaneous observations. Consider these questions when writing your report:
 - What purposes of spiritual journaling have been accomplished in my writing?
 - How has this affected my relationship to God?
 - What have I learned about myself?
 - What patterns (if any) emerged over the sessions of the course?
 - At what point did I find difficulty?
 - Which parts brought a sense of fulfillment?
 - Where do I go from here in this discipline?

6. Feature Experiences

Designed activities will be assigned to illustrate, augment, or experience the subject we are studying. For example, you will be required to engage in Scripture meditation. You may be encouraged to experience various spiritual disciplines as a part of your daily quiet time with God. You might be asked to interview someone, or locate or develop a resource others can use. Instructions will be provided.

7. Spiritual Autobiography

To strengthen your awareness of the dynamic, transforming power of God throughout your life, write a 5-7-page double-spaced essay (approximately 250 words per page) in which you recall significant "intersections" God has used to enable you to mature toward Christlikeness. The requirements for this assignment are listed in Appendix Two.

8. Spiritual Retreat

Each student enrolled in the class will designate a period of concentrated time during the first five sessions of the course to withdraw from normal routine to be alone with God. It would be ideal to schedule a 24-hour period for this; however, the minimum required time will be four consecutive hours. The requirements for this assignment are listed in Appendix Three.

9. Session Reflection

Submit a 500-word (minimum) referenced reflection on the key items addressed during the session and how they apply to your education, life, or ministry. The written reflection is to address the following questions:

- What is the most significant thing you learned?
- What previous experiences relate to what you read and learned?
- How has what you learned changed your thinking about this topic(s)?
- How will you use the knowledge gained in your life or ministry?

- [Optional] What additional information would you like concerning this topic(s)?

To score well, the reflection assignment must:

- cite references for the learning experiences
- include suggested real-world applications of the course material

COURSE EVALUATION:

Grading Points

Assignments	
	Points
Assignments:	
Session Reading Report	25
Discussion Questions	25
Spiritual Friendship	15
Journaling	15
Participation	20
<i>TOTAL EACH SESSION</i>	<i>100</i>
Course Level Assignments:	
Spiritual Highlight Reel	20
Silence/Solitude Experience	30
Scripture Meditation Experience	30
Spiritual Friend Report (Session Four)	30
Spiritual Autobiography	50
Spiritual Retreat	50
Journal Report	50
Reflection (Sessions 1-5)	100
Final Reflection	40
<i>TOTAL COURSE ASSIGNMENTS:</i>	<i>400</i>
<i>TOTAL ALL ASSIGNMENTS</i>	<i>1000</i>

Grade Scale

Standard Grade Scale Based on Percentage of Points Earned				
A	B	C	D	F
A 93	B+ 87	C+ 77	D+ 67	F 59 or less
A- 90	B 83	C 73	D 63	
	B- 80	C- 70	D- 60	

Note: Ministerial students who are completing courses in preparation for ordination are expected to demonstrate at least a moderate level of understanding of the course materials. Individual Studies Boards may choose not to accept any class for which a student scores a final grade below a "C."

COURSE SCHEDULE:

1. *Session One - The Nature of Spiritual Formation (Toward His Image)*

We will give attention to the nature of spiritual formation. We will encounter significant questions that dominate humankind's search for meaning and ultimately for "the one who is the true Light, that gives light to everyone" (*John 1:9 NLT*). We will examine what is involved in our movement toward His image - how that transformation is possible in our lives. We will consider how the process of finding and living our spiritual potential goes against the grain of our post-modern culture.

We will sense the compelling invitation to cooperate with God in finding and living our spiritual potential.

We will also spend some time getting acquainted.

The following Intended Learning Outcomes for this week support the Learning Outcomes for the course:

- To understand the nature of spiritual formation-what it is and how it happens.
- Engage in the intentional nurture of individual spiritual growth.

Reading

- *Invitation to a Journey* (Prologue and Part I, Chapters 1-4)
- *Life Together in Christ* (Introduction and Chapter 1)

Reading Report – 250 words summarizing two key issues from the reading.

Discussion Questions

- In the four chapters of Part I, Mulholland develops his definition of spiritual formation as a "move against the grain of our culture."
 - The Process vs. Instant Gratification
 - Being Conformed vs. Do-It-Yourself
 - Image of Christ vs. Self-actualization
 - For the Sake of Others vs. Privatized, Individualized Religion

Choose one of these dichotomies that you believe is the most significant issue of spiritual growth in your life or the people to whom you minister. Spin off of any statement the author makes to explain why.

- Henri Nouwen uses the term "downward mobility" to describe the pattern Christ gave to us who want to bear his image. Explain what this term means. Contrast it to "upward mobility," the spirit of our present age.

Journaling

As we get started, establish a pattern of regular entries in your spiritual journal. Perhaps you will want to make journaling a part of your normal quiet time with God for the duration of this course.

Entries must be made on a minimum of three days this week to receive full credit. Any spiritual journaling you do this week unrelated to these listed options is permissible and encouraged, but will not count toward the required number of days.

Give yourself freedom to experiment with a variety of approaches. As stated in the syllabus, "give priority to . . . honesty . . . discovery, reflection, clarification . . ." There is no set word count requirement for the journaling assignment.

You may select from any of the ideas listed below. There is no order of preference intended. Before you start, browse through the list to discover which options might stimulate strong reflection for you.

- Based on *Spiritual Disciplines Handbook: Spiritual Growth Planner* - Follow the directions in Appendix 1 of *Spiritual Disciplines Handbook* (293-300) to take inventory of your present spiritual journey - to identify where God is at work, your longings and desires, and intentional motivations. (Make a note to revisit this during the last session of the course.)
- Based on chapters 1-4 in *Invitation to a Journey*, what does Mulholland say in chapters 1-4 that demands the greatest soul-searching for you? Explain.

Spiritual Friendship

Each student will develop a "spiritual friend" or a "mentoring partner" relationship with someone for the duration of the course. The main purpose will be to establish a pattern of life-on-life exchanges that promote mutual growth. The "ideal" would be to select someone:

- within your community, but not your household,
- with whom you already have a relationship established,
- who has a mutual desire for spiritual growth and accountability,
- who is "like-minded" – has a "kindred spirit,"
- who will commit to meeting with you face to face at least once each week,
- who is of the same gender,
- who will demonstrate honesty, sensitivity, and authenticity,
- who will stimulate discernment and dependence on God and His Word,
- who will provide continual prayer support,
- who will maintain confidentiality.

Some variations of these ideals are inevitable, negotiable and acceptable. For example, if there does not seem to be anyone available in your locale, you may choose to initiate a spiritual friendship with someone in this class and that might be someone you have never met before. This is perfectly fine. It can be meaningful. Although it may not have the same "jump-start," the relationship can progress and even accelerate with devoted attention. Refer to the Guidelines summary (Appendix One) for weekly expectations related to this requirement. This friendship is to begin the first day of class and continue throughout the duration of the course. PLEASE NOTE, the spiritual friend or mentoring partner should be someone other than your spouse.

Session Account Form

At the end of each session, you will account for your contact and assign value to your involvement in the friendship during that week. This means you will evaluate the significance of the interaction, particularly your investment. This will be reported to the professor on the Session Account Form,

so to receive credit for your interaction with your spiritual friend during this week, you will need to complete **“Session Account Form” in Addendum Two.**

Due by Day Seven (7)

Session Reflection

2. Session Two - Amazing Grace: The Classical Christian Pilgrimage

We will study and celebrate the **amazing grace** of God - His atoning, prevenient, justifying, sanctifying, refining/perfecting and glorifying grace! It permeates our lifelong pilgrimage "that begins when we awaken to God's call to wholeness and 'ends' in an eternal life in relationship with God." (Mulholland, *Invitation* 94) We will review significant Scriptures that open our understanding to the Truth and confirm what we know in our hearts about sin, a Holy God, Jesus Christ, salvation, sanctification, and the leadership of the Holy Spirit.

The following Intended Learning Outcomes for this week support the Learning Outcomes for the course:

- To gain a better understanding of God's grace in our lives
- To learn more about the nature of sin
- To learn more about the stages of faith and their relationship to spiritual formation

Reading

- *Invitation to a Journey* (Chapter 8)
- *Life Together in Christ* (Chapters 2-4)
- *Spiritual Disciplines Handbook* "Confession and Self Examination" (101-104)

Reading Report – 250 words summarizing two key issues from the reading.

Discussion Questions

- *Listening communities* - Using the disciples' experience on the Emmaus Road, Ruth Haley Barton describes listening as a necessary spiritual practice. How can listening transform relationships and spur Christian formation? How would you rate yourself as a listener? Identify potential areas of growth. (chapter 3, *Life Together in Christ*)
- *Four Stages* - You have been asked to explain the 4 stages of the classical Christian pilgrimage. Identify a significant statement (or more if necessary) that best describes/defines each stage toward wholeness in Christ. (chapter 8, *Invitation*)

Spiritual Journal

- You may select from any of the ideas listed below. There is no order of preference intended. Before you start, browse through the list to discover which options might stimulate strong reflection for you. Please notice that some sources have multiple options.
- Based on reading in *Invitation to a Journey, The Classical Christian Pilgrimage* (Ch. 8)
 - Review the 4 stages of the classical pilgrimage toward wholeness in Christ. Stop at each one to reflect on how it is happening in your life, either your life as a whole, or some specific area "right now". Allow God to bring anything to your mind. Engage in a powerful response of confession, or thanksgiving, or submission, or petition.
- Based on *Spiritual Disciplines Handbook* (Each question/exercise is a separate journal entry.)

- "Confession and Self-Examination" (Calhoun)
 - Respond to any of the reflection questions on p. 103.
 - Choose from any of these Spiritual Exercises (1, 6, 7, 8) on pp. 103-104
- "Detachment" (Calhoun) - Respond to Spiritual Exercise #5 on p. 108
- Based on YouTube video: "Cardboard Testimonies" - Journal responses to these items: <https://www.youtube.com/watch?v=RvDDc5RB6FQ>
 - What did you discover about grace by watching this video clip?
 - What words would you write on both sides of the cardboard if you were participating in this event?
 - In a couple paragraphs, describe who you were before Christ entered your life and then describe your "new you."
 - Write a prayer of thanksgiving to God for His transformation in your life. Invite Him to continue shaping you into the person He wants you to be.

Spiritual Friendship

- Report how much time you spent in meaningful interaction with your spiritual friend. See the **"Session Account Form" in Addendum Two** for details.

Session Reflection

3. Session Three - The Nature of Spiritual Disciplines

We will focus our attention on the nature and inner dynamics of spiritual disciplines as a means of opening ourselves to the shaping power of Christ as we grow into His likeness. We will examine several matters:

- The distinctions between classical and personal disciplines,
- The interface between corporate and individual participation in the disciplines, and
- The relationship between our engagement in the disciplines and God's transforming grace.

We will briefly consider worship, daily office, study, fasting and retreat as specific elements of the classical spiritual discipline identified as "liturgy". We will explore the personal disciplines of silence, solitude, and journaling.

Reading:

- *Invitation to a Journey* Chapters 9-11)
- *Life Together in Christ* (Chapters 5 & 6)
- *Spiritual Disciplines Handbook*.
 - "Silence"(121-124)
 - "Solitude"(128-131)

Reading Report – 250 words summarizing two key issues from the reading.

Discussion Questions

- Silence and Solitude - We usually associate silence and solitude with specific behaviors or practices. Mulholland says they carry a far deeper significance. He challenges us to view each as an "inner posture of being." Write a clear paragraph about each that describes this inner dynamic.

- Relationships in Community - A number of important issues are raised in *Life Together in Christ* (chapter 5) regarding the role of women in ministry, sexuality in the church, and healthy male/female relations. Write a one paragraph reaction. What did you learn from the author? Consider how Christian men and women can move toward mutual Christ-like expressions of love in community and not conform to cultural distortions and stereotypes.

Feature Experience: Silence and Solitude

Prior to completing the assignment, spend 30 minutes alone and simply listen, without reading or participating in planned meditation or prayer.

Choose one (1) of the following exercises for your project. Write a response paper of 250-500 words. Was this experience easy/difficult for you to do? Why/Why not? Was there anything unique, unusual, or special about your solitude? How did God's Spirit meet with you? What is your response to this as a spiritual discipline?

- **Exercise 1:**
 - Make yourself comfortable wherever you are. Spend some time collecting and relaxing yourself in God's presence
 - Pray for the grace of a deep-felt appreciation of how the Lord has been present in your life.
 - Take time to remember your own personal history. This remembering is an awareness of the exterior events in your life and your interior responses to them. Memory makes them present. Let one memory touch off another. Make a list of these events and experiences. (I suggest not more than 10.)
 - As you remember these events/experiences in your life-history, try to notice all the gifts you have received. As Paul writes: "What do you have that you did not receive" (1 Cor 4:7).
 - Ask God to show you how he has been present in these experiences and events. Sometimes reading a psalm like Ps 139 can deepen your awareness of his presence in your personal history.
 - After you have been in touch with these special moments when you have experienced the Lord's presence, repeat the trip down "memory lane." However, now seek to notice how the Lord has been constantly with you in a more dynamic way, not only in isolated moments, but continuously as companion, friend, guide, lover ...
 - From time to time through the exercise, express your feelings and thoughts to the Lord, asking him for a deep-felt appreciation of how he has been present in your life.
 - Think of one word or phrase which would describe God's presence in your life; take that phrase with you into your day so that it is always near you; draw on it from time to time.

Or you may choose . . .

- **Exercise 2:**

Follow Gordon MacDonald's model. Deliberately practice the discipline of listening. Withdraw to a solitary place in your home or elsewhere. Remove outward distractions. Sit down with your journal. Quiet your mind and heart. Breathe a prayer of expectancy. With

pen in hand, record anything God is whispering into your attention. This should flow out of Scripture and the meditations of your own heart. Let him speak about the things that concern you this day. Listen for words of reassurance, caution, instruction, rebuke, admonishment, and commendation. Before you leave these sacred moments, write your thanksgiving for the reality of His presence.

Spiritual Journal

- You may select from any of the ideas listed below. There is no order of preference intended. Before you start, browse through the list to discover which options might stimulate strong reflection for you. Please notice that one source has multiple options.
 - Based on *Invitation to a Journey*, Ch. 10
 - Search for "deadness"
 - Use the author's suggestion on page 149. As you read Mulholland's explanation of the "dead body", allow the Holy Spirit to search your own life to see if there is any present area of deadness. Explore what personal spiritual discipline(s) you can offer to God.
 - Based on *Spiritual Disciplines Handbook*
 - (Each question/exercise is a separate journal entry.) "Silence" (Calhoun)
 - Silence in My Life – Record your answers to any of these Reflection Questions (2-6) on page 123.
 - Solitude in My Life – Record your answers to any of these Reflection Questions (1-6) on page 130.
 - Based on the article, "Discipline and Means of Grace"

"Wesley described and recommended a number of 'instituted means of grace' - prayer, Scripture, the Lord's Supper, fasting, and Christian conference (pp 108-110). Describe something of your own practice of each of these" (113). What is your satisfaction level with each of these in your life right now?
 - Based on *Invitation to a Journey*, Ch. 9
 - Practice: A Spiritual Inventory
 - Use the author's suggestion on pp. 137-138 to take inventory of the classical disciplines you have in place in your life and how you are practicing them. (This resembles the journaling you would do in the previous option. Choose this one or that one, but not both.)

Spiritual Friendship Report how much time you spent in meaningful interaction with your spiritual friend. See the **"Session Account Form" in Addendum Two** for details.

Session Reflection

4. Session Four - Spiritual Disciplines - Part II

We will focus our attention on the classical spiritual disciplines of Scripture reading, prayer, and worship as means of grace that enable us to grow in intimacy with God. We will concentrate on the formational value of SCRIPTURE especially through an examination of the ancient practice of

spiritual reading (*lectio divina*). We will explore PRAYER as a primarily relational discipline rather than a functional one, enhanced by our ability to listen. We will emphasize the centrality of God in WORSHIP, whether in corporate or individual expression. The essentials of Christian worship shared by the body of Christ become the core of spiritual formation.

Reading:

- Review or re-read *Invitation to a Journey* (Chapter 9, Pages 122-133)
- *Life Together in Christ* (Chapter 7)
- *Spiritual Disciplines Handbook*
 - "Breath Prayer" (232-234)
 - "Worship" (49-51)

Reading Report – 250 words summarizing two key issues from the reading.

Discussion Questions

- Scripture
 - Information vs. Formation - Define and compare the informational and formational approaches to Scripture. Briefly explain their relationship to each other. Use material from *Invitation to Journey* Ch. 9 & *Life Together in Christ* Ch. 7 to articulate a one paragraph response.
- Worship
 - In this session's reading assignments on Worship:
 - What was a new discovery for you (expanded your understanding)?
 - What challenged your perspective on worship? Explain.
 - What will change your personal approach to corporate worship?
 - What issue made its way into your journaling?
 - What statement did you believe so fully that you wish you had written it? Quote and comment.

Feature Experience: Scripture Meditation

- A designed experience in Scripture meditation is required. Each student will engage in spiritual reading of Scripture (*lectio divina*) to experience the formational purpose of the Word. You should allow 30 minutes to an hour for this. It may count as one of your journal entries. Follow these instructions:
 - Spiritual reading is not casual. The goal is not information, but formation and transformation. The approach is slow, thoughtful, prayerful dialogue with the passage. We lay our lives open before the Word of God to experience cleansing, renewing, and deepening. The truth must master us - intrude our hearts - affect our lives.
 - Preparation:
 - Choose ONE of the following Scriptures: Luke 10:38-42, Mark 6:45-52, Mark 14:3-9, Matt. 7:7-12, 2 Peter 1:3-11
 - Focus your attention on God. (Let go of issues/agendas that occupy your thoughts.)
 - Ask God to speak through the Word you are about to read. (Prayer for illumination.)
 - Step One Reading/Listening (*Lectio*)
 - Read (aloud) in an unhurried, systematic way.
 - Listen for words/phrases that speak to you.
 - What is the Spirit drawing your attention to?

- Step Two Meditation (*Meditatio*)
 - Let your imagination embrace the passage. Consider the following questions:
 - What is God saying to me in this word/phrase?
 - How does this truth touch my life?
 - A promise to claim? - A warning of something to avoid?
 - A principle to apply to my life? - An affirmation/commendation?
 - How can I begin to put this into practice in my life?
 - Spend adequate time here.
 - Record any decisions or resolutions.
 - Step Three Prayer (*Oratio*)
 - What is God leading you to pray?
 - Take the thoughts God has given you and offer them back to Him.
 - Give thanks ... Ask for guidance ... Ask for forgiveness ... Rest in God's love.
 - Step Four - Contemplation (*Contemplatio*)
 - Engage in stillness. Simply rest in God's presence - wait.
 - Stay open to God. Listen to God. Delight in being with Him.
- After you have completed the experience, write a 300- to 400-word summary. Use any of the following questions that apply:
 - What words or phrases of your Scripture passage had the greatest impact on you? Why? (Be sure to include the reference you used.)
 - What did the Lord communicate to you in this lesson (general or specific)? What do you need to do about it?
 - What struggles, if any, did you experience?
 - What was the most comforting thing about this experience?
 - Are there any thoughts you journaled that you want to share? If so, include them.
 - How did this experience compare with other Scripture meditation you have done at other times in the past?

Spiritual Journal

Based on *Spiritual Disciplines Handbook* (Calhoun): (Each question/exercise is a separate journal entry.)

- **Praying Scripture:** Choose one or more of the "spiritual exercises" on page 279-280.
- **Meditation:** Choose one or more of the "spiritual exercises" on pages 193.
- **Breath Prayer:** Engage in "spiritual exercises" #2 or #3 on page 234.
- **Worship:** Respond to "reflection question" # 3 on page 51. Engage in "spiritual exercises" #1 or #4 on page 51.

Based on all of your reading about prayer this week: Inventory of My Prayer Life

Respond to any or all of these questions:

- Does my prayer life need an "overhaul?" Why? Why not?
- What element(s) of my established prayer patterns should change?
- What did I read this week that I should adopt to revise my habits of prayer?

Spiritual Friendship

- Report how much time you spent in meaningful interaction with your spiritual friend. See the **“Session Account Form” in Addendum Two** for details.
- Prepare written observations (400-500 words) assessing the development of your Spiritual Friendship. Include the following:
 - A description of the relationship that has developed.
 - Comments on how the purpose is being accomplished and expectations realized. (Refer to the description in the syllabus.)

Session Reflection

5. Session Five - Community of Faith: Companions on the Way

We will shift our attention from the more personal aspects of spiritual formation to the corporate context. We will focus on the community of faith - how brothers and sisters in the body of Christ serve as "agents" of God's grace in our journey toward wholeness. We will consider "acts of belonging" that build community, how John Wesley's paradigm for Christian discipleship fits the contemporary church, and the historical Quaker "clearness committee" model.

Reading:

- *Invitation to a Journey* (Chapter 12 and Pages 165-166)
- *Life Together in Christ* (Chapter 8)
- *Spiritual Disciplines Handbook* – “Community” (150-152)

Reading Report – 250 words summarizing two key issues from the reading.

Discussion Questions

- Corporate Spirituality - Choose one of the following quotations from *Invitation to a Journey* (ch.12) and explain what the author means:
 - "Corporate spirituality is costly" (171)
 - "Corporate spirituality is essential, because privatization always fashions a spirituality that in some way allows us to maintain control of God." (173-174)
 - "When we are in control of our relationship with God ... we have to maintain a defensive posture toward others." (179)
- Discernment - According to Ruth Haley Barton, discernment is a spiritual practice we engage in both personally and corporately when we want to know the will of God regarding a specific decision we are facing (*Together in Christ*, pg. 140). Briefly describe the role of discernment in your spiritual life. What expressions of discernment are present within your faith community? What role could discernment play going forward? How might it be nurtured?
 - For a closer look at the role of discernment in community, review Parker J. Palmer's article on the clearness committee (CC) which has its historical roots among the Quakers.

Spiritual Autobiography

Write an essay in which you present and reflect upon the major events, persons, and experiences of your personal spiritual pilgrimage.

The following series of possible subjects are suggestions only and are designed to help you recall content you may wish to include. It is not necessary for you to answer all the following questions, but only those relevant to your own spiritual life. Feel free to include any other information about your spiritual growth and development that you wish.

- Describe the religious bearing (beliefs and practices) of the home into which you were born.
- Recall your earliest spiritual awareness (questions, yearnings, experiences.)
- Trace God's prevenient grace in your life. (Your first sensitivity to God's call, His seeking you, His will; your first awareness of conviction; your first wish to please God) How did you respond to this prevenient grace?
- Describe the critical encounter with Christ in which your sins were forgiven.
- Describe the critical encounter with Christ in which the power of sin was destroyed.
- Name and describe briefly any person(s), event(s) important to you at specific points in your spiritual pilgrimage.
- What decisions, commitments, and Christian service activities have significantly impacted who and where you are today?
- What have been some of the ups and downs of your spiritual life since you came to faith?
- How has the church nurtured your spiritual development?
- What religious truth seems most important to you now?
- How do you describe your present relationship(s) to God, fellow Christians, others?
- What gives you the greatest joy/concern in your journey?

Reflections on Personal Spiritual Retreat (Choose one)

- Write a thoughtful essay (400-500 words) reflecting on your personal spiritual retreat. Include a description of your approach (environment, when, length), what happened, insights you gained, satisfactions/frustrations, and how the purpose of this experience was accomplished. Submit the completed essay "Retreat Reflection" assignment to Projects.
- Create a 12-15 slide PowerPoint presentation (ppt) that serves as a visual narrative of your retreat. Include signs, symbols and images that enriched your experience. Use the slide note section to give a detailed account of spiritual insights gained. Visually describe your retreat journey with God. Submit the completed PowerPoint "Retreat Reflection" assignment to Projects.

Spiritual Journal

Write at least three entries in your spiritual journal. Entries should especially reflect what you are reading in the texts and articles. Entries should be based on the ideas provided in this list to receive credit. Any spiritual journaling you do unrelated to these listed options is permissible and encouraged, but will not count toward the required number of days.

- Based on *Spiritual Disciplines Handbook*
 - Community
 - Respond to any of these "reflection questions" (4, 5, 6) on page 151.
 - Engage in "spiritual exercises" 5 or 6 on page 151.
 - Spiritual Friendship
 - Respond to either of these "reflection questions" (3 or 4) on page 176.

- Engage in "spiritual exercise" 2 on page 176.

Spiritual Friendship – Follow the guidelines and expectations for engaging in this experience of spiritual accountability. Share issues and concerns that are most relevant to you.

Session Reflection

6. Session Six - Spiritual Health & Growth - Service

Our study for this closing session focuses on the integration and balance of personal holiness and social holiness. Our commitment in spiritual formation is to be "conformed to the image of Christ for the sake of others."

We will consider the normal rhythms of life as fertile soil for growth and how disciplined living enables us to keep God's standards for conduct. Our daily choices for Christ lead us to everlasting citizenship in heaven.

We will explore what it means to go beyond ourselves, to take holiness to the streets, to make a difference in our world as agents of grace through evangelism and service.

Reading:

- *Invitation to a Journey* (Chapter 13)
- *Life Together in Christ* (Chapter 9 & Appendix A & B)
- *Spiritual Disciplines Handbook*
 - "Sabbath" (42-45)
 - "Fasting" (245-249)

Reading Report – 250 words summarizing two key issues from the reading.

Discussion Questions

Telling the story of transformation. Only one for the final session. Write a one paragraph response to the ideas presented in *Invitation to Journey* ch. 13 and *Together in Christ* ch. 9. The following question prompts may be helpful in formulating your response:

- How does spiritual transformation support missional activity?
- What happens when we bifurcate social responsibility and personal holiness? Consider a balanced approach to these two commitments.
- Pastor "A" claims his/her greatest challenge is convincing his/her congregation that evangelism is essential to faithfulness. How might Pastor A's congregation be helped with the ideas presented in the assigned reading? Based on insights gained from this course, what advice would you give?

Spiritual Journal

This journaling assignment is in two parts:

- Submit a 350- to 500-word report to the class discussion under the thread "Journaling." Describe your journaling activity that should include the items listed below.

- A brief review of your approach.
- One sample entry. (This will be in addition to the total word limit.)
- Miscellaneous observations. Consider these questions when writing your report:
 - What purposes of spiritual journaling have been accomplished in my writing?
 - How has this affected my relationship to God?
 - What have I learned about myself?
 - What patterns (if any) emerged over the course?
 - At what point did I find difficulty?
 - Which parts brought a sense of fulfillment?
 - Where do I go from here in this discipline?
- Write at least three entries in your spiritual journal. Entries should especially reflect what you are reading in the texts and articles. Entries should be based on the ideas provided in this list to receive credit. Any spiritual journaling you do unrelated to these listed options is permissible and encouraged, but will not count toward the required number of days.
 - You may select from any of the ideas listed below. There is no order of preference intended. Before you start, browse through the list to discover which options might stimulate strong reflection for you. Please notice that one source has multiple options.
 - Based on *Spiritual Disciplines Handbook*
 - "Fasting" (Calhoun)
 - Respond to any of these "reflection questions" (4, 5, 6) on page 248.
 - Engage in any of these "spiritual exercises" (2, 3, 4, 5, 6) on page 248.
 - Spiritual Growth Planner - Appendix 1 (293-300)
 - Return to this planner and review the scores you gave yourself at the beginning of the course. What shifts have you made since then? Record your observations and reactions.

Spiritual Friendship

- Follow the guidelines and expectations for engaging in this experience of spiritual accountability. Share issues and concerns that are most relevant to you. You will want to engage in some dialog about what you have experienced in this friendship during this course.
- Closure/Continuation - Especially if your spiritual friend for this project has been someone where you live, and depending upon what seems appropriate, you will either bring meaningful closure to the relationship OR discuss the possibility of its continuation and the "shape" that would have. It would not be appropriate to place any expectation on him/her to continue. Definitely express your gratitude for the willingness to share in your journey.

Final Session Reflection

This reflection will have a much broader focus than the current material. The maximum point value has been increased. Your reflection must be at least 500 words. The goal is to synthesize. First, identify the most significant pieces of the course experience (what you've learned and what difference it has made), then think about how that relates to future days in your journey. How are

you motivated to respond in the weeks and months beyond this course? With the knowledge gained and a heart that is "strangely warmed," what will you do to insure a more productive, intentional, and meaningful journey ahead?

Questions to Consider: Choose any that seem appropriate:

- Looking Backward with Appreciation
 - What was the greatest "aha" moment for you?
 - At what point did the Spirit confront you and lead you to admit a deep spiritual need?
 - What did you learn about the heritage of Wesleyan spirituality that contributed to your knowledge and growth?
 - At what point did you reach an upward spiritual turning point?
 - In what ways did your reading for the course help you to raise your consecration and obedience to higher levels?
 - What stories, examples, principles, patterns, or experiences have you used in your own teaching, preaching, witnessing, family worship, or writing?
- Leaning Forward with Anticipation
 - What Christian disciplines do you intend to initiate, explore or develop? Why? How? When?
 - What specific resources do you intend to buy, read, encounter, share?
 - What changes need to occur in your ministry roles, responsibilities, and priorities?

COURSE POLICIES:

Student Learning Information

- **Accessibility**

As applicable to student requests

- **Academic Honesty:**

Honesty in all academic endeavors is vital as an expression of the Christian life. It is expected that *your school here's* students will not participate in cheating, fraud, plagiarism*, or other forms of academic dishonesty, nor encourage or condone such behavior by permitting it and/or allowing it to go unreported. *(Plagiarism is presenting another's words or ideas as one's own without properly crediting the original source.)

Academic dishonesty is a serious violation of moral and academic integrity. The minimum penalty for academic dishonesty will be a failing grade for the respective assignment. More stringent measures may include failure of the course, disciplinary probation, or disciplinary suspension, depending on the severity of the offense.

- **Time Expectations:**

As discussed during first class meeting

- **Attendance:**

Students are expected to attend each session. Excused absences are at the discretion of the instructor. Every two sessions of unexcused absence will result in a one letter grade reduction in the student's final earned grade.

- **Change of Enrollment:**

Add/drop period will be explained during the first class session

- **MLA/APA Style:**

Students are expected to follow the MLA style for written works.

- **School Information:**

Student information as provided through the student's academic portal at ebcministry.edu

ADDENDUM ONE

Spiritual Friendships Assignment Guidelines and Expectations

A Spiritual Friendship within the Class:

If you decide to have a person in the class as a "twin soul" (Wesley's description), at the beginning of week one, after reading the personal introductions of everyone enrolled in the class, you will be given an opportunity to indicate your preference to the professor who will facilitate that designation.

Your relationship will develop primarily through messages exchanged by e-mail and/or phone calls. At least two meaningful contacts per week will be considered appropriate.

A Spiritual Friendship outside the Class:

If you decide to maintain a spiritual friendship with someone outside the class, it should be someone that you can meet with face to face by appointment. A total of at least one hour of meaningful interaction (dialog and prayer) each week will be considered standard. Since you will be meeting in person, you may want to exercise creativity in your time and location. It does not have to be the same each week. Consider unusual, but conducive, environments that might fit your personality. It will be important to intentionally design your time together while remaining open to the Spirit's direction.

Any variations to the above expectations should be discussed with the professor.

ADDENDUM TWO

Session Account Form

NAME:

EMAIL:

Respond to each of these statements:

JOURNALING

Number of days I made entries in my journal this week, specifically based on the options provided:

_____.

If you did additional journaling, please comment:

SPIRITUAL FRIENDSHIP

If your spiritual friend is someone with whom you meet face to face respond to the following:

Amount of time I spent in meaningful interaction with my spiritual friend this week:

None: _____ 15 minutes: _____ 30 minutes: _____ 1 hour: _____ 1 hour plus: _____

If your spiritual friend is someone you meet with online respond to following:

Number of meaningful contacts I have made with my spiritual friend this week:

None: _____ One: _____ Two: _____ Three or more: _____

Point value I would give to the significance of our interaction, particularly *my* investment in the friendship during this week based on the expectations for this course requirement.

(0 = none; 7 = highest): _____

ADDENDUM THREE

Spiritual Autobiography Suggestions for Writing

Write an essay in which you present and reflect upon the major events, persons, and experiences of your personal spiritual pilgrimage.

The following series of possible subjects are suggestions only and are designed to help you recall content you may wish to include. It is not necessary for you to answer all the following questions, but only those relevant to your own spiritual life. Feel free to include any other information about your spiritual growth and development that you wish.

- Describe the religious bearing (beliefs and practices) of the home into which you were born.
- Recall your earliest spiritual awareness (questions, yearnings, experiences.)
- Trace God's prevenient grace in your life. (Your first sensitivity to God's call, His seeking you, His will; your first awareness of conviction; your first wish to please God) How did you respond to this prevenient grace?
- Describe the critical encounter with Christ in which your sins were forgiven.
- Describe the critical encounter with Christ in which the power of sin was destroyed.
- Name and describe briefly any person(s), event(s) important to you at specific points in your spiritual pilgrimage.
- What decisions, commitments, and Christian service activities have significantly impacted who and where you are today?
- What have been some of the ups and downs of your spiritual life since you came to faith?
- How has the church nurtured your spiritual development?
- What religious truth seems most important to you now?
- How do you describe your present relationship(s) to God, fellow Christians, others?
- What gives you the greatest joy/concern in your journey?

ADDENDUM FOUR

Personal Spiritual Retreat Guidelines

OBJECTIVE

To intentionally create significant space in my schedule that is wholly attentive to God

- time that cultivates an awareness of Him, and
- demonstrates an openness to respond to His initiatives

Each student enrolled in the class will designate a period of concentrated time during the first five weeks of the course to withdraw from normal routine to be alone with God. It would be ideal to schedule a 24-hour period for this, however, the minimum required time will be four consecutive hours. You should print this file for reference and planning.

Observations about your experience will be shared with the class in a 400-500-word essay during week five. Or, a visual narrative using PowerPoint (ppt) containing 12-15 slides. You will briefly describe your approach, what happened, insights gained, satisfactions/frustrations, and how the purpose of the experience was accomplished. The visual narrative will feature images, signs, symbols or spiritual metaphors relevant to your experience. This is considered a major written assignment and is to be submitted in appropriate and complete MLA style.

Visual narrative sample: Create a 12-15 slide PowerPoint presentation (ppt) that serves as a visual narrative of your retreat. Include signs, symbols and images that enriched your experience. Use the slide note section to give a detailed account of spiritual insights gained. Visually describe your retreat journey with God. Submit the completed PowerPoint "Retreat Reflection" assignment to Projects. See the embedded sample for some ideas.

ASSIGNMENT DETAILS

Length: Students must observe a minimum of four uninterrupted hours of silence and solitude. A 24-hour retreat is desirable though not required.

When: No later than the middle of Session Five. (Report is due on Day 7.)

Where: Select a venue that facilitates silence and solitude. Avoid conducting your retreat within the confines of your own home or local church. The temptation to assume a responsibility is too great. Securing overnight accommodations is ideal. A private location works best and not a commercialized venue. Consider a retreat center, cabin, or guest house. If you need special accommodations and must remain home due to inclement weather, a physical disability or special circumstances, please communicate with your instructor. Otherwise, it will be assumed students will locate an appropriate venue to conduct the retreat experience as described in the syllabus.

Other thoughts and recommendations: Don't expect a Damascus Road experience. Do expect mild withdrawal symptoms from the normal pace of life. Simply acknowledge it and proceed with your plans while reaching for those protracted moments of "being still" in the Lord's presence. Have a plan, but don't force your agenda, there is great wisdom in coming to the retreat experience with openness of mind and heart. During your retreat, take short nature walks and enjoy God's creation. Read the Bible and other devotional material, but don't over-do-it. A modest amount of journaling is recommended, but overly ambitious writing agendas are not. Be sure to notify family members of your whereabouts. Resist

the urge to phone them or text during the retreat itself. Protect your time alone with God and be glad for sacred moments!

Retreat Essentials

- Bible, journal, comfortable clothing, worship music, healthy snacks and plenty of water.
- Ensure comfort: wear appropriate, comfortable clothing
- Be physically rested
- Condition your spirit: invite God's leadership; pledge your openness
- Let someone know your general location.

Further Preparations for Your Spiritual Retreat

- Have some general plan in mind that allows for variety. There should be some rhythm of the elements of prayer (adoration, confession, thanksgiving, petition/intercession), silence, writing, and meditation on the Word.
- Guard against an inflexible or crowded agenda that hinders the freedom of the Spirit. Anticipate your own needs for structure along with the probability that time will pass quicker than you realize.
- Reserve some time before you conclude to reflect on the experience. You might journal what has happened on your retreat, some insights you have gained, things you need to do, your praise to God for His faithful presence and direction.

Grading Rubric: The following Rubric will help you to understand how your Spiritual Retreat will be evaluated and graded:

50 pts. Full credit
<ul style="list-style-type: none">• Student submits report on-time under "projects" tab.• Visual narrative in PowerPoint (ppt) contains 12-15 slides featuring relevant images and spiritual metaphors.• Written report presented in Word contains 400-500 words concisely describing the retreat experience.• Reflections are present including spiritual insights gained, frustrations, satisfactions, etc.• A brief, but accurate description of retreat environment, method, and length of retreat are present.• A minimum of four hours of uninterrupted silence and solitude are observed.
35-49 pts. Good
<ul style="list-style-type: none">• Student is day(s) late submitting report under "projects" tab.• Visual narrative in PowerPoint (ppt) contains less than 12 slides featuring relevant images and spiritual metaphors.• Written report presented in Word contains less than 400 words and mostly describes the retreat experience.• Reflections are present, but spiritual insights, frustrations and satisfactions need additional clarity.• Some details are missing regarding the retreat environment, method of retreat and length.• A minimum of four hours of uninterrupted silence and solitude are observed.
0-34 pts. Unsatisfactory
<ul style="list-style-type: none">• Student is day(s) late submitting report under "projects" tab.• Visual narrative in PowerPoint (ppt) contains less than 12 slides. Images and metaphors need clarity.• Written report presented in Word contains less than 400 words and does not fully describe the retreat experience.• Reflections are present, but spiritual insights, frustrations and satisfactions are vaguely described.• Several details are missing regarding the retreat environment, method of retreat, and length.• Less than four hours of uninterrupted silence and solitude are observed.

APPENDIX ONE

A Student's Guide to the Student Academic Portfolio (for those interested in NBC transfer credit)

The *Student Academic Portfolio* program at Nazarene Bible College is a way by which a student may be granted college credit for learning completed at an Alliance District Training Center. This guide sheet will define the *Student Academic Portfolio* and explain the process for compiling and submitting a portfolio for academic credit.

- The *Student Academic Portfolio* is a well-organized compilation of course materials (exams, papers, projects, class notes, etc.) that demonstrates academic work was college level quality and the content and extent of learning was enough to be acceptable as college credit.
- The purpose of the *Student Academic Portfolio* is to persuade college officials to grant college credit for the work you completed and the learning you gained.
- Students who enroll in and successfully complete at least one 3-credit-hour course at NBC will be eligible to submit a portfolio for evaluation.

Getting started is easy! Set up a binder at the beginning of each class and build your *Portfolio* as you go! Your instructors are available to offer help and advice, and the following check list will guide you through the process.

HOW TO BUILD A PORTFOLIO

- Purchase binder large enough to hold all course materials.
 - Set up the following 5 sections/tabs:
 - 1. **FINAL GRADE**
The instructor will give you a grade sheet at the end of class that verifies your final grade and number of course credits
 - 2. **COURSE SYLLABUS** (which must provide the following)
 - a. Instructor qualifications
 - b. The course title and description
 - c. The course purpose and objectives
 - d. A list of textbooks and other curricular material used in appropriate bibliographical form
 - e. The course requirements and some idea of the instructor's criteria for assigning grades
 - f. Seat time – the number of periods the class met and the length of each period
 - 3. **ASSIGNMENTS**
Research papers, reports, projects, etc. (appropriately titled and dated) produced by the student (original and graded).
Arrange in chronological order according to the class schedule in the syllabus.
 - 4. **EXAMS/TESTS/QUIZZES** – original and graded
 - 5. **CLASS NOTES** – the student's class notes and any handouts received in class
 - Include a contents page at the beginning of the binder
- Remember, the more complete your Portfolio, the more likely it is that you will receive the credit. It should be organized in a neat and professional manner. This will help convince the evaluator that the contents are valuable and worth attention.**

HOW TO SUBMIT A PORTFOLIO

- Become an NBC student. To get started, complete an Admission Application Form at www.nbc.edu.
- Enroll in and successfully complete (with a grade of "C" or higher) at least one 3-credit-hour course online.
- After successfully completing the course, submit your *Student Academic Portfolio* to the address below. It is strongly suggested that you send it by a delivery method that can be tracked (FedEx, UPS, etc.).
Mrs. Cheryl Graves
Nazarene Bible College
Alliance for Ministry Education
17001 Prairie Star Parkway Suite 300
Lenexa, KS 66220
- Include a cover letter asking that your portfolio be evaluated for the granting of college credit.
- Include payment of the \$40 evaluation fee for each *Portfolio* submitted.
- Your Portfolio will be evaluated by an NBC professor, and you will be advised of the result of that evaluation.
- If accepted for college credit, send the \$20 posting fee and credit will be placed on an official NBC transcript with a notation that credit was granted by "portfolio evaluation." All credit granted through this process will be honored toward a degree at NBC.