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| Course ID: | Course Title: | Fall 2022 |
| ED 626 | Volunteer Ministry | Prerequisite: |
| | | Credits: 3 |

| Class Information | | Instructor Information | | Important Dates | |
|---------------------------|---------------|------------------------|-------------------|--|---------|
| Days: | Mondays | Instructor: | Alice Kung, MA | First day of classes: | Sept 12 |
| Time: | 5:30-8:30pm | Email: | akung@ambrose.edu | Last day to add/drop, or change to audit: | Sept 18 |
| Room: | L2100 | Phone: | 410-2000 ext 6941 | Last day to request revised final exam: | Nov 21 |
| Lab/ Tutorial: | n/a | Office: | L2060 | Last day to withdraw from course: | Nov 21 |
| | | Office Hours: | Wednesdays | Last day to apply for coursework extension: | Nov 23 |
| Final Exam: | No Final Exam | | | Last day of classes: | Dec 12 |

Course Description

Designed to help the leader of volunteers increase their effectiveness in the local church and other non-profit organizations. Develops a theological rationale for ministry by non-professionals and examines voluntarism's contemporary contexts. Equips the learner to identify, recruit, place, train, equip, motivate, and support volunteers.

Expected Learning Outcomes

The student will:

- Be familiar with selected Biblical principles of lay ministry and spiritual gifts.
- Have a basic understanding of the primary forces influencing contemporary organizational structure relevant to volunteers.
- Will have a well-developed and theologically informed strategy for volunteer identification and placement.
- Will be able to motivate volunteers.
- Will be able to recruit volunteers.
- Will be able to conceptualize the dynamics of change and strategy in the volunteer organization.
- Understand the primary issues related to volunteer training.
- Will have improved research ability.
- Will have awareness of publications and resources related to volunteer ministry research

Textbooks

Denhart, Josh. Ministry Insights. Four River Media, 2020

Frank, Ryan. The Volunteer Code: How to Recruit and Care for Volunteers. Four Rivers Design, 2016

Kizer, Darren, etc. The Volunteer Project. 181 Publishing. 2015

Young, Jason & Malm, Jonathan. The Volunteer Effect. Baker Books, 2020

Course Schedule

| <u>DATE</u> | <u>TOPICS</u> | <u>ASSIGNMENT DUE</u> |
|-------------|---|--|
| Sept 12 | What is Volunteer Ministry? | |
| Sept 19 | What do you believe about volunteers? | Reading: Article – Renegotiating Faith |
| Sept 26 | Volunteer Careers/Job Descriptions | |
| Oct 3 | Recruit like Jesus recruit | Reading: The Volunteer Effect |
| Oct 17 | Interview and placement | |
| Oct 24 | Plan to Protect | |
| Oct 31 | Non-profit Panel: BBBS, Camp, Samaritan Purse | |
| Nov 7 | No Class – Reading Week | Assignment due: Reflection Paper #1 |
| Nov 14 | Church Ministry Panel | Assignment due: Future Volunteer |
| Nov 21 | Church ministry Panel | Assignment due: Reflection Paper #2 |
| Nov 28 | 4 Strategies on Retaining Volunteers | Assignment due: Reflection Paper #3 Reading: Ministry Insight |
| Dec 5 | Individual/Group Presentation | Assignment due: Research Paper |
| Dec 12 | Volunteerism Conclusion | Assignment due: Volunteer Handbook |

Requirements:

1. Reflection Paper – 30% Due Nov 7, Nov 21, Nov 28

There will be three reflection papers from panelist discussion class. Each paper needs to include the big ideas you have gathered from each panelist, pros & cons of their methods in volunteer ministry and how you will incorporate your big ideas you have gathered from them. Paper length must be 3-5 pages. Each paper is worth 10%.

2. Research paper – 25% Due: Dec 5 (15% paper & 10% presentation)

Complete a research paper on some aspect of volunteer ministry. Recommended areas of research include: theology of volunteer ministry, motivation, training evaluation and placement. Be careful to deliberately integrate relevant biblical integration principles. Take advantage of what you learned through your Bible study, readings and reviews where applicable. All of the standard principles of designing a research paper are applicable, including formal style (APA or

Turabian). The paper should be about 10-15 pages long. You can also do this in the form of a group project. You will make an informal presentation in class.

3. Volunteer Handbook – 25% Due: Dec 12

Create your ideal volunteer handbook for your ministry or non-profit organization. You may use a current handbook you have; however, you must obtain permission to use it. You also need to write 3-5 pages on the improvements that you have made and why.

4. Future of volunteerism report – 10% Due Nov 14

Student must write a report based on the article “Renegotiating Faith” to see how this article reflect the future of the volunteerism in church/non-profit environment. Students can draw information from the in-class panelists and reading. This report must be 5-7 pages in length.

Attendance:

Participation & reading – 10%

All students are expected to come alert, having read the required chapter of the texts (and assigned readings) ahead of class, and prepared to participate in class discussion.

Grade Summary:

The available letters for course grades are as follows:

| <u>Letter Grade</u> | <u>Description</u> |
|---------------------|--------------------|
| A+ | |
| A | Excellent |
| A- | |
| B+ | |
| B | Good |
| B- | |
| C+ | |
| C | Satisfactory |
| C- | |
| D+ | |
| D | Minimal Pass |
| F | Failure |

Because of the nature of the Alpha 4.00 system, there can be no uniform University-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor’s assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

Ambrose University Important Information:

Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions.

Exam Scheduling

Students who find a conflict in their exam schedule must submit a *Revised Final Exam Time Application* to the Office of the Registrar by the deadline noted in the Academic Calendar. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; or 2) the scheduled final examination slot results in three consecutive examination periods. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

Standards of Behaviour in the Classroom Setting

Learning is an active and interactive process, a joint venture between student and instructor and between student and student. Some topics covered within a class may lead to strong reactions and opinions. It is important that Students understand that they are entitled to hold contradictory beliefs and that they should be encouraged to engage with these topics in a critical manner. Committing to this type of "active learning" significantly increases the learning experience for both teacher and student, and reflects the Christian imperative to pursue truth, which lies at the heart of the Ambrose educational experience. However, active discussion of controversial topics will be undertaken with respect and empathy, which are the foundations of civil discourse in the Classroom Setting. Primary responsibility for managing the classroom rests with the instructor. The instructor may direct a student to leave the class if the student engages in any behaviour that disrupts the classroom setting. If necessary, Ambrose security will be contacted to escort the student from class. Please refer to your professor regarding their electronic etiquette expectations.

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. The academic calendar can be found at <https://ambrose.edu/academics/academic-calendar>

Privacy

Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Coursework Extensions

Should a request for a time extension on coursework exceed the end of the term, a *Coursework Extension Application* must be completed and submitted to the Office of the Registrar. The extension (if granted) will be recorded on the student record. Extensions are granted at the discretion of the instructor and registrar. Normally, Course Extension Applications will be considered only when all of the following conditions are met:

- the quality of prior course work has been satisfactory;
- circumstances beyond your control, such as an extended illness or death of a family member, make it impossible for you to complete the course work on time; and
- you submit *Coursework Extension Application* to the Office of the Registrar on or before the deadline specified in the Academic Schedule.

If granted, time extensions do not excuse you from a final examination where one has been scheduled for the course. A temporary grade of TX will be assigned until a final grade is submitted in accordance with the new deadline. A final grade of F will apply to:

- all course work submitted after the end of the semester unless a coursework extension has been granted; and all course work submitted after the revised due date provided by an approved extension to coursework.

Academic Success and Supports

Accessibility Services

Academic accommodation is provided to Ambrose students with disabilities in accordance with the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms. Provision of academic accommodation does not lower the academic standards of the university nor remove the need for evaluation and the need to meet essential learning outcomes. Reasonable accommodations are tailored to the individual student, are flexible, and are determined by considering the barriers within the unique environment of a postsecondary institution. It can take time to organize academic accommodations and funding for disability-related services. Students with a disability who wish to have an academic accommodation are encouraged to contact Accessibility Services as early as possible to ensure appropriate planning for any needs that

may include accommodations. Staff can then meet with students to determine areas to facilitate success, and if accommodations are required, ensure those accommodations are put in place by working with faculty.

Note: Students are strongly advised to retain this syllabus for their records.

Ambrose Writing Services

Ambrose Writing services provides academic support in the four foundational literacy skills—listening, speaking, reading, and writing. It also assists students with critical thinking and the research process. Throughout the academic year, students can meet with a writing tutor for personalized support, or they can attend a variety of workshops offered by Academic Success. These services are free to students enrolled at Ambrose University. Academic Success serves all students in all disciplines and at all levels, from history to biology and from theatre to theology. To learn more, please visit <https://ambrose.edu/sas/writing-services>

Ambrose Tutoring Services

Ambrose Tutoring Services provides support in specific disciplinary knowledge, especially in high-demand areas such as chemistry, philosophy, math and statistics, and religious studies. These tutors also coach students in general study skills, including listening and note-taking. During the academic year, Ambrose Tutoring Services offers drop-in tutoring for courses with high demand; for other courses, students can book a one-to-one appointment with a tutor in their discipline. These services are free to students enrolled at Ambrose University. To learn more, please visit <https://ambrose.edu/tutoring>.

Mental Health Support

All of us need a support system. We encourage students to build mental health supports and to reach out when help is needed.

On Campus:

- Counselling Services: ambrose.edu/counselling
- Peer Supportive Listening: One-to-one support in Student Life office. Hours posted at ambrose.edu/wellness.
- For immediate crisis support, there are staff on campus who are trained in Suicide Intervention and Mental Health First Aid. See <https://ambrose.edu/student-life/crisissupport> for a list of staff members.

Off Campus:

- Distress Centre - 403-266-4357
- Sheldon Chumir Health Care Centre - 403-955-6200
- Emergency - 911

Sexual Violence Support

All staff, faculty, and Residence student leaders have received *Sexual Violence Response to Disclosure* training. We will support you and help you find the resources you need. There is a website with on and off campus supports – ambrose.edu/sexual-violence-response-and-awareness.

Off Campus:

- Clinic: Sheldon Chumir Health Centre - 403-955-6200
- Calgary Communities Against Sexual Abuse - 403-237-5888