Expanding Your Women’s Ministry through Writing
CEWM 5179
New Orleans Baptist Theological Seminary
Christian Education Division
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The mission of New Orleans Baptist Theological Seminary is to equip leaders to fulfill the Great Commission and the Great Commandments through the local church and its ministries.

Purpose of the Course
The purpose of this course is to provide specialized training in the area of writing for women’s ministry leaders.

Core Value Focus
Doctrinal Integrity – Knowing that the Bible is the Word of God, we believe it, teach it, proclaim it, and submit to it. The doctrinal statements used in our evaluations are our Articles of Religious Belief and the Baptist Faith and Message Statement.
Spiritual Vitality – We are a worshipping community, with both personal spirituality and gathering together as a Seminary for the praise and adoration of God and instruction in His Word.
Mission Focus – We are not here merely to get an education or to give one. We are here to change the world by fulfilling the Great Commission and the Great Commandments through the local church and its ministries.
Characteristic Excellence – What we do, we do to the utmost of our abilities and resources as a testimony to the glory of our Lord and Savior Jesus Christ.
Servant Leadership – We follow the model of Jesus and exert leadership and influence through the nurture and encouragement of those around us.
Annually, the President will designate a core value that will become the focus of pedagogy for the year. For 2013-2014 academic year that Core Value is Doctrinal Integrity.

Curriculum Competencies Addressed
This course will address the following curriculum competencies:

1. Disciple Making: To train others by sharing spiritual lessons learned through personal research, study, and life experience.
2. **Interpersonal Skills:** To use writing as a way to build relationships with women of different ages and levels of spiritual maturity.

3. **Spiritual and character formation:** To develop spiritual maturity through ongoing written expression of personal study and life experience.

**Course Description**

This course is designed to provide the basic knowledge of writing for publication as an extension of ministry. Specific skills will be taught to enhance writing of various publications including articles, books, church newsletters, and devotionals.

**Learning Objectives**

By completion of this course, each student should be able to accomplish the following:

1. Explore the possibilities for expanding their ministries through the written word.
2. Examine the relationship between teaching, speaking, leading, and writing and how one can enhance the other.
3. Explore areas of opportunity for writing, both in their churches and in the publishing world.
4. Learn the basics of article and book proposal submission.

**Required Readings**

The following texts and resources are required reading for class discussions and are to be read in their entirety unless otherwise specified.


**Course Teaching Methodology**

**Units of Study**

- Expanding Your Ministry Through Writing – Why?
- Expanding Your Ministry Through Writing – When?
- Expanding Your Ministry Through Writing – How?
- Writing Opportunities – Local Church
- Writing Opportunities - Articles
- Writing Opportunities – Books
- Submitting Your Work for Publication – Finding a Market
- Formatting Your Work for Publication
- Project Idea Forum: Brainstorming and Direction
- Moving Along – Where Do I Go From Here?
1. Lectures
2. Power Point presentations
3. Small group discussion
4. Individual study

Teaching Method. This course will utilize lecture and interactive discovery-learning and will be team-taught. It will be delivered in a workshop format.

Assignments and Evaluation Criteria

1. Students will attend class. Seminary policy states that a student may not miss any class due to the short length of the workshop.
2. Participate in class discussion including one separate session for graduate students. Students should contribute to the learning process through comments and questions.
3. Students will read the assigned textbooks and write an annotated bibliography for each text. The annotated bibliographies should be 1-2 paragraphs containing basic bibliographic information and a brief summary of the book. These are due four weeks after class.
4. Students will complete a writing project due four weeks after class:
   Project:
   The project will include defining a topic of interest to each individual student, developing an outline by which to write an article or book or contribute to a church newsletter. The project will include brainstorming the subject in class, and, if applicable, defining a women’s market for the work. The completed article must be 750-1200 words and include a query letter targeted to a specific market or publisher or if written for a church newsletter, details of that publication.
5. Students will complete a take home final exam due four weeks after class.

The annotated bibliographies, writing project, and final exam should be mailed to Dr. Rhonda Kelley, 3939 Gentilly Blvd., New Orleans, LA 70126 or emailed to rkelley@nobts.edu. Requirements must be received by the end of each semester or the student will receive a course grade of an “F”. Students may request an incomplete in the course in case of emergency.

Course Evaluation
This course will follow the grading system for the Graduate School.

A = 93-100 1/4 = Class Attendance/Participation
B = 85-92 1/4 = Two Annotated Bibliographies
C = 77-84 1/4 = Writing Project
D = 70-76 1/4 = Take–Home Final
F = Below 70
Course Policies

The student will be expected to have access to online resources to download teaching and presentation documents in the Seminary’s BlackBoard system.

Students who choose to present assignments via electronic mediums need to present those documents in a Microsoft Word (.doc or .docx) format. WordPerfect and PDF files will not be accepted for grade via electronic format.

The absence policy of the Seminary will be strictly enforced. For a one-hour workshop, the student may miss no more than one class session of instruction during the two-and-half-day format.

Netiquette: Appropriate Online Behavior. Each student is expected to demonstrate appropriate Christian behavior when working online on Discussion Boards or whenever interaction occurs through web, digital, or other electronic medium. The student is expected to interact with other students in a fashion that will promote learning and respect for the opinions of others in the course. A spirit of Christian charity is expected at all times in the online environment.

Academic Honesty Policy

All graduate and undergraduate NOBTS students, whether on-campus, internet, or extension center students, are expected to adhere to the highest Christian standard of honesty and integrity when completing academic assignments for all courses in every delivery system format. The Bible provides our standard for academic integrity and honesty. This standard applies whether a student is taking tests, quizzes, exams, writing papers, completing Discussion Boards, or any other course requirement.

Course Schedule

Session One
   Welcome/Orientation/Registration
   Expanding Your Ministry Through Writing – Why?
Session Two
   Expanding Your Ministry Through Writing – When?
Session Three
   Expanding Your Ministry Through Writing – How?
Session Four
   Writing Opportunities – Local Church
Session Five
   Writing Opportunities - Articles
Session Six
   Writing Opportunities – Books
Session Seven
   Submitting Your Work for Publication – Finding a Market
Session Eight
   Formatting Your Work for Publication
Session Nine
   Project Idea Forum: Brainstorming and Direction
Session Ten
  Moving Along – Where Do I Go From Here?

**Selected Bibliography**


Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations.* Chicago, IL: University of Chicago Press, 1982.


Christian Education Division Syllabus Assessment

COURSE NUMBER  CEWM5179    COURSE TITLE  Expanding Your Women’s Ministry Through Writing

LEAD PROFESSOR  Dr. Judi Jackson

DATE APPROVED BY CHRISTIAN EDUCATION DIVISION FACULTY  2003

The purpose of this assessment is to determine to what extent the course syllabus reflects evidence of intentional and clear attention to ATS/SACS Standards and whether the identified New Orleans Baptist Theological Seminary curriculum competencies and Christian Education degree goals and objectives are met.

EVALUATION OF SYLLABUS COMPONENTS

<table>
<thead>
<tr>
<th>Component</th>
<th>Evaluation</th>
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<tbody>
<tr>
<td>Does the course title and number correspond to the catalog</td>
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<td>Is the faculty identified</td>
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<td>Is the mission statement of the Seminary evident</td>
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<td>Is the general statement of purpose of the course succinct and clear</td>
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<tr>
<td>Is the current academic year Core Value Focus as stated by the President</td>
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<tr>
<td>Are Seminary Curriculum Competencies stated – see evaluation in the next</td>
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<td>Does the Course Description mirror that which is given in the current</td>
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<tr>
<td>Do Learning Objectives reflect outcome objectives in the three learning</td>
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<tr>
<td>Are required texts those that have been approved by the CE Division</td>
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<tr>
<td>Are Units of Study identified in the Teaching Methodology section</td>
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<tr>
<td>Is the Teaching Method appropriate to the venue in which the course is</td>
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<td>Are Assignments clearly stated.</td>
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<tr>
<td>Is the scheme for Course Evaluation consistent with the Learning Goals</td>
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<tr>
<td>Are Course Policies reasonable, clearly stated, and define how the</td>
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<tr>
<td>Is there a detailed Course Schedule that ensures students know when the</td>
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<tr>
<td>Does the Selected Bibliography reflect a reasonable number of additional</td>
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EVALUATION OF SYLLABUS WITH REGARD TO NOBTS CURRICULUM COMPETENCIES

<table>
<thead>
<tr>
<th>Competency</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Biblical Exposition</td>
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<td>Theological and Historical</td>
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<td>Effective Servant Leadership</td>
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<td>Interpersonal Relationships</td>
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<td>Disciple Making</td>
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Rate course according to the following scale:
1 = Course does not address competency
2 = Course vaguely addresses the competency
3 = Course contributes to the attainment of the competency
4 = Course focuses teaching toward attainment of this competency
<table>
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<tr>
<th>Worship Leadership</th>
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<tr>
<td>Spiritual and Character Formation</td>
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## EVALUATION OF SYLLABUS WITH REGARD TO CE DEGREE OUTCOMES

Rate course according to the following scale:
1 = Course does not address outcome  
2 = Course vaguely addresses the outcome  
3 = Course contributes to the attainment of the outcome  
4 = Course focuses teaching toward attainment of this outcome

<table>
<thead>
<tr>
<th>Biblical Exposition*</th>
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<tr>
<td>Christian Theological Heritage*</td>
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<tr>
<td>Disciple Making*</td>
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<tr>
<td>Interpersonal Skills*</td>
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<tr>
<td>Christian Education*</td>
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*See the document Christian Education Division Degree Outcomes for details of the expectations

### EVALUATION OF SYLLABUS WITH REGARD TO CE CORE COURSE OUTCOMES

Have the elements of learning outcomes that relate to the cognitive domain been adequately addressed and included as goals and objectives*

<table>
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<tr>
<th>Is there at least one learning outcome evaluation activity that will test for acquisition of knowledge and understanding of the discipline</th>
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<td>Have the elements of learning outcome that relate to the affective domain been addressed and included as goals and objectives*</td>
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<tr>
<td>Is there at least one learning outcome evaluation activity that will test for internalization of the value and appreciation of the discipline</td>
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<tr>
<td>Have the elements of learning outcome that relate to skill development been addressed and included as goals and objectives*</td>
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<tr>
<td>Is there at least one learning outcome evaluation activity that will test for the ability of the learner to synthesize material and make application of the discipline</td>
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*See the document Christian Education Division Course Objectives

Imbedded learning outcome that will appear in each syllabus and that will be evaluated on an annual basis

### FOR USE BY THE CHRISTIAN EDUCATION DIVISION OFFICE

<table>
<thead>
<tr>
<th>Dates Reviewed</th>
<th>Syllabus Format on File</th>
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<td>Hybrid 6</td>
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THE DIVISION OFFICE WILL MAINTAIN A FILE OF THE LATEST VERSIONS OF THE TAUGHT SYLLABUS FOR A THREE-YEAR PERIOD