

**ADVANCE Ministry Preparation**  
Sponsored by Gateway Seminary  
CLP 2131 Ministry of Supervision 督導理論與實踐  
Fall 2022

Zoom Classroom  
Instructor: Dr. Terry Fung 教授: 馮嘉樂牧師  
Email 電郵 Terry.Fung@TruthSeminary.org

Tuesday class: 7:30-10pm (Cantonese) 週二班: 晚上 7:30-10 (粵語)  
9/13/2022 – 12/6/2022 (12 Sessions)  
15 hours of online video and exercises 15 小時在線視頻和練習

### **COURSE DESCRIPTION 課程簡介**

A study of the principles and dynamics of supervision as they relate to ministry staff and volunteers. The course focuses on supervision as ministry and investigates models of supervision, stages and systems in supervision, authority and accountability, guidance and direction, motivation, and conflict in the process of supervision.

本課程探討和研究督導理論與實踐的原則和動態,特別是在教會的教牧同工和志願工作人員的範圍,本課程以教會事工督導為重點,探討督導的模式、督導的階段和製度、督導的權力和責任、指導、激勵、和督導過程中的衝突。

### **COURSE OBJECTIVES 課程目標**

Upon completion of this course, the student will demonstrate: 成功完成本課程後,學生應該能夠更好地:

1. Develop a working definition of supervision/leadership as it relates to ministry 制定督導(監察/領導)的定義。
2. Develop skills for effective leadership and supervision 建立有效的督導技巧。
3. Understand similarities and differences in leading volunteers and staff 了解督導受薪的教牧同工和志願者工作人員的異同。
4. Understand the basics of conflict within leadership and supervision systems. 了解督導角色與督導系統內部衝突的根本原因。

These objectives will be measured by class discussion, written exams, and writing. 這些目標將通過課堂討論、筆試、和寫作來衡量。

### **REQUIRED TEXTBOOK 必備課本:**

McCarty, Doran C. *Supervision: Developing and Directing People in Ministry (Second Edition)*. St. Augustine, FL: McCarty Services, Inc., 2001.

Hughes, Kent and Barbara Hughes. *Liberating Ministry from the Success Syndrome*. Wheaton, IL: Tyndale House, 1987.

肯德休斯夫婦著; 白陳毓華譯 白陳毓華 走出「成功」的陰影; 臺北市: 校園書房出版社, 1991.

## SELECTED BIBLIOGRAPHY 精選參考書目

Blackaby, Henry T. and Henry Brandt. *The Power of the Call: As the True Head of His Church, God Himself Will Lead Your Ministry as You Yield Fully to Him*. Nashville: Broadman & Holman, 1997.

Blackaby, Richard, Royall, Bob, *Spiritual Leadership Coaching : Connecting People to God's Heart and Purposes*, La Vergne : Blackaby Ministries International, 2018, eBook

Clinton, J. Robert. *The Making of a Leader: Recognizing the Lessons and Stages of Leadership Development*. Colorado Springs: Navpress, 1992.

Covey, Stephen R., A. Roger Merrill, and Rebecca R. Merrill. *First Things First: To Live, to Love, to Learn, to Leave a Legacy*. New York: Simon & Schuster, 1994.

要事第一 Yao shi di yi; First things first. Chinese

**Authors** 史蒂芬·柯维, 罗杰·梅里尔, 丽贝卡·梅里儿著; [刘宗亚, 王丙飞, 陈允明译]. Stephen R Covey A Roger Merrill Rebecca R Merrill 刘宗亚 王丙飞 陈允明 Zongya. Liu Bingfei. Wang Yunming. Chen; eBook 2010 Di 3 ban; 北京: 中国青年出版社, 2010.

Covey, Stephen R. *Seven Habits of Highly Effective People*. New York: Simon & Schuster, 1990.

Creswell, Jane. *Christ-Centered Coaching: Seven Benefits for Ministry Leaders*. St. Louis: Lake Hickory Resources, 2006.

Finzel, Hans. *The Top Ten Mistakes Leaders Make*. Wheaton, IL: Victor Books, 1994.

Guinness, Os. *The Call: Finding and Fulfilling the Central Purpose of Your Life*. Dallas: Word Publishing, 1998.

Hughes, Kent and Barbara Hughes. *Liberating Ministry from the Success Syndrome*. Wheaton, IL: Tyndale House, 1987.

肯德休斯夫婦著; 白陳毓華譯 白陳毓華 走出「成功」的陰影; 臺北市: 校園書房出版社, 1991.

Lencioni, Patrick. *The Five Dysfunctions of a Team*. San Francisco: Jossey-Bass, 2002.

Malphurs, Aubrey. *Maximizing Your Effectiveness*. Grand Rapids, MI: Baker Books, 2006.

Oswald, Roy M and Otto Kroeger. *Personality Type and Religious Leadership*. Washington, D.C.:The Alban Institute, 1988.

Pohly, Kenneth. *Transforming the Rough Places: The Ministry of Supervision*. Dayton, OH: Whaleprints, 1993. (There is a 2001 edition.)

Poirer, Alfred. *The Peace Making Pastor*. Grand Rapids, MI: Baker Books, 2006.

Pue, Carson. *Mentoring Leaders: Wisdom for Developing Character, Calling, and Competency*. Grand Rapids, MI: Baker Books, 2005.

Savage, John. *Listening and Caring Skills*. Nashville: Abingdon Press, 1996.

Shrock-Shenk, Carolyn, Ressler, Lawrence, *Making Peace with Conflict : Practical Skills for Conflict Transformation*, eBook©1999; Scottsdale, Pa. : Herald Press, Scottsdale, Pa. : Herald Press

Trull, Joe E. and J. E. Carter. *Ministerial Ethics*. Nashville: Broadman & Holman, 1993.

Wilkes, C. Gene, *Jesus on Leadership*. Wheaton, IL: Tyndale House, 1998.

## **GRADING AND ASSIGNMENTS 評分和作業**

Over the course of the semester, the following evaluation exercises will be used to determine the level of mastery of course content achieved by each class participant: 在本學期的課程中，將使用以下評估練習來確定每個班級參與者對課程內容的掌握程度：

### **1. Class attendance and participation 課堂出勤率和參與 (10%)**

Each student is expected to attend class faithfully. Attendance is considered vitally important. If a student must be absent, he or she must get class notes from another student. One absence will be excused. Two absences will reduce the final grade, and more than two will result in failing the course. 每個學生都應該忠實地上課。出席被認為是至關重要的。如果一個學生必須缺席，他或她必須從另一個學生那裡得到課堂筆記。缺席一次將被原諒。兩次缺席將降低最終成績，兩次以上將導致課程不及格。

### **2. Reading 閱讀 (10%)**

Read the required textbook. After reading each assigned reading, write a short reading report of no more than 300 words. 讀完每期課本閱讀之後，寫一個不超於 300 字的簡短讀後報告。

**3. Weekly quizzes 每週測驗 (15%)**

A quiz will be given at the beginning of each class. Quizzes will focus on lectures and reading from the previous week. The two lowest quiz grades will be dropped. 每節課開始時都會進行測驗。測驗將集中在前一周的講座和閱讀上。兩個最低的測驗成績將被刪除。

**4. Reflection Paper 反思論文 (10%)**

Students will write a 2-page reflection on the ministry in supervision they have learned and how they will implement them in their ministries. 學生將就他們所學的督導原則以及他們將如何在他們的事工中實施這些原則寫一篇 2 頁的反思。

**5. Ministry of Supervision Program 督導事工程序 (15%)**

Students will develop a program of ministry of supervision for both paid ministry staff and lay leaders. Students will write a 2-page paper outlining the plan, strategy, goals, and organization elements of the program. 學生將為受薪的教牧同工和平信徒領袖建立一個督導的程序。學生將撰寫一份 2 頁的論文，概述該計劃、戰略、目標和組織要素。

**6. Mid-Term Exam 期中考試 (20%)**

The mid-term exam will cover materials from sessions 1-5. 期中考試將涵蓋第 1-5 課的材料。

**7. Final Exam 期末考試 (20%)**

The final exam will cover materials from sessions 6-11. 期末考試將涵蓋第 6-11 節課的材料。

**Semester Grades**

Participation 參與	10%
Reading 閱讀	10%
Quizzes 測驗	15%
Reflection 反思	10%
Ministry of Supervision Program 督導事工程序	15%
Mid-term Exam 期中考試	20%

Final 期末考試	20%
Total 合計	100%

### GRADING SCALE 評分

<b>A 94-100</b>	<b>B+ 87-89</b>	<b>C+ 77-79</b>	<b>D 65-69</b>
<b>A- 90-93</b>	<b>B 83-86</b>	<b>C 73-76</b>	<b>F 0-64</b>
	<b>B- 80-82</b>	<b>C- 70-72</b>	

### LECTURES AND READING ASSIGNMENTS 講座和閱讀作業

Date	Session # 會議 #	Lectures & Assignments 講座和作業	Readings 課本閱讀	Assignments due 到期作業
9/13	1	Introduction to Course 課程介紹 Overview of Ministry of Supervision 督導事工概述	McCarty (chapter 1) 麥 1 章	
9/20	2	Models and styles of Supervision in the Ministry: understand and evaluate 督導事工的模式和風格：理解與評價	McCarty (chapter 2) 麥 2 章	McCarty (chapter 1 & 2) book report 提交麥1-2章閱讀報告
9/27	3	Process and Strategies for ministry supervision 督導的進程和策略	McCarty (chapter 3) 麥 3 章	McCarty (chapter 3) book report 提交麥3章閱讀報告
10/4	4	Ministry Supervision Case Study 1 督導個案研究 1	McCarty (chapter 4) 麥 4 章	McCarty (chapter 4) 提交麥4章閱讀報告
10/11	5	Tools for conducting effective supervision in ministry: The Use of covenants in ministry supervision	McCarty (chapter 5) 麥 5 章	McCarty (chapter 5) 提交麥5章閱讀報告

		督導工具: 在督導事工中使用契約		
10/15		Online Video & Exercise 線視頻和練習 Success elements for God's servants 上帝僕人的成功要素		
10/18	6	Covenant Workshop 督導約章工作坊	McCarty (chapter 6) 麥 6 章	McCarty (chapter 6) book report  First open book examination at home to be due on 10/18  #1 開卷考試:在 10/18 提交
10/22		Online Video & Exercise 線視頻和練習  Similarities and differences in supervising paid and volunteer staff 督導受薪同工和志願工作人員的異同		
10/25	7	Tools for conducting effective supervision in ministry: Supervision Meeting 督導工具: 督導會議	McCarty (chapter 7) 麥 7 章	McCarty (chapter 7) book report 提交麥 7 章閱讀報告
10/29		Online Video & Exercise 線視頻和練習  Where To Get Encouragements in Ministry? 在哪裡得到鼓勵?		

11/1	8	The tool of 360° feedbacks 360 度回饋工具	McCarty (chapter 8) 麥 8 章	McCarty (chapter 8) book report 提交麥 8 章閱讀報告
11/8	9	Ministry Supervision Case Study 2 督導個案研究 2	McCarty (chapter 9) 麥 9 章	McCarty (chapter 9) book report 提交麥 9 章閱讀報告
11/15	10	Role of supervisor 督導者的角色	McCarty (chapter 10) 麥 10 章	McCarty (chapter 10) book report 提交麥 10 章閱讀報告
11/19		Online Video & Exercise 線視頻和練習  Conflicts in Supervision and Supervision Systems 監管與監管制度的衝突		
11/29	11	Understand the dynamics in ministry supervision 督導動態 Conduct and evaluate supervision meetings 召開和評估督導會議； Understand and appreciate diversity in ministry supervision— ethnic, personalities and temperaments, theological, 理解和欣賞督導事工的多樣性——種族、個性和氣質、神學、領導風格	McCarty (chapter 11) 麥 11 章	McCarty (chapter 11) book report 提交麥 11 章閱讀報告

12/6	12	How to supervise in ministry successfully? 如何成功地督導事工？		Reflection Paper DUE 反思論文到期 Ministry of Supervision Program DUE 督導事工程序到期 Final Exam DUE 期末考試到期
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