

ACTS

SEMINARIES

Associated Canadian Theological Schools CHP 640: Ethics & Leadership Issues in Chaplaincy

Gloria Woodland, DMin

3 credit hours

E-mail: Gloria.Woodland@twu.ca

Phone: 604-513-2044 x3837

Course Dates: January 8- April 5, 2019

Modular Class days and times:

Tues. February 19 – Fri. February 24, 2019

8:30 a.m. – 12:30 p.m.

I. Course Description

This course examines issues of personal and professional ethics and leadership that arise in the context of professional chaplaincy ministry. Special attention is given to matters of accountability to clients and professional associations, and to appropriate personal conduct for a Christian chaplain whose moral decision-making should be guided by a biblical/Christian ethic. Students will exercise the process of strategic planning for the development of spiritual care programs. The course seeks to foster an effective connection between theory and praxis through lectures, case discussions, and shared reflections.

II. Objectives

By the end of this course, each student should:

- 1) Be able to discuss with understanding the dynamics of leadership in Christian Chaplaincy, including matters of scope, method, possibilities and impact of chaplaincy ministry.
- 2) Be able to apply the process of strategic planning for spiritual care programs/departments in their field of ministry.
- 3) Be able to summarize and analyze ethical concerns related to the ministry of chaplaincy.
- 4) Demonstrate familiarity with basic ethical systems utilized in the Christian tradition, applying insights and relevant principles from these systems to contemporary ethical problems faced by chaplains.
- 5) Recruit, screen, train and supervise Spiritual Care Volunteers.

III. Course Textbooks

Roberts, Stephen B., *Professional Spiritual & Pastoral Care: A Practical Clergy and Chaplain's Handbook* (2012) Vermont: SkyLight Paths Publishing

Fedler, Kyle D., *Exploring Christian Ethics: Biblical Foundations for Morality* (2006) Kentucky: Westminster John Knox Press

IV. Course Assignments

Pre-Class Assignments:

1. Read the Fedler text, *Exploring Christian Ethics* and prepare a reading response that clearly states three points of learning you have made in the readings. Discuss how the points of learning will impact your current/future ministry. Be prepared to discuss this in class. (5 pages minimum) 20% of grade. Due: February 19, 2019
2. In the text *Professional Spiritual & Pastoral Care* contributing author Dr. Nancy Berlinger makes the following comment on page 179:

“The word ‘ethics’ can be used in various ways, whether in everyday speech or in different specialized contexts. Three ways (among others) in which ethics can be invoked in the healthcare setting are as the search for good, as rules to live by, and as the critical analysis of morality.”

Following your reading of Chapter 13 in the text please write an 8 page (10 pg. maximum) paper that discusses how ethics can be invoked in your current/future ministry context (healthcare, corrections, social services, workplace ...). Be sure to include your thoughts on the personal and professional impact of integrating ethics into your ministry practice. 20% of grade. Due: February 19, 2019

In-Class Assignment:

Participate in the Ethics Decision making session. Hand in all worksheets, class notes and a personal reflection on the process. Handouts for Ethics group work and presentation will be provided in class. – 25% of grade. Due: Friday, February 22, 2019

Final Assignment: Due: April 5, 2019 – 35% of total grade

For the final assignment you are to choose one of the following options. In making your choice please consider which will create a personal learning to strengthen your ministry.

1- Strategic Planning

Create a strategic plan for a spiritual care department/program following the instruction and guidelines given in class. This will include the writing of a Vision and Mission Statement as well as specific objectives for the implementation of a professional spiritual care ministry. – 35% of grade. Due: April 5, 2019

OR

2- Volunteer Assignments.

Write a 12 page paper outlining the process you would follow to create a spiritual care volunteer training program for your chosen field of ministry? Please also include the outline of the training program. - 35% of grade.
Due: April 5, 2019

OR

3- Ethical Leadership

As a leader in spiritual care, present a scenario that could arise in your ministry setting which would require an ethical team decision. Outline clearly your considerations of the issues, the people, the options and how you as a spiritual care practitioner will maintain integrity in the decision making process. Be sure to present the guiding principals and the process of decision making through to the final recommendation. Include answers to the following:

- 1) How will you as a member of the ethics team document and communicate the recommendation?
- 2) How will you during the ethical decision making process maintain the provision of spiritual care & support to the client (&family) as well as staff and members of the ethics team.
- 3) How does the ministry and leadership of a chaplain impact the process and all involved?

This paper should be a minimum of 12 pages and maximum of 15 pages. (35%)

PLEASE SUBMIT YOUR FINAL ASSIGNMENT ON OR BEFORE APRIL 5, 2019 TO
Gloria.Woodland@twu.ca

Grading Scale

Letter Grade	Percentage	Grade Point
A+	97-100	4.30
A	93-96	4.00
A-	90-92	3.70
B+	87-89	3.30
B	83-86	3.00
B-	80-82	2.70
C+	77-79	2.30
C	73-76	2.00
C-	70-72	1.70
F	Below 70	0.00

Supplement: Important Academic Notes from ACTS

Web Support – Student Portal <https://students.twu.ca>

All students at TWU have a TWUPass username and password. This is determined at the time of an online application or can be managed through the computing services help desk or the link on the student portal. Your student email account is also available through this student portal and is vital for communication about grades, account statements, lost passwords, sign-up instructions, etc. If you do not know your account or password, there is a link at the login area called “I forgot my password.” When you click on that link, you will be walked through the process of retrieving your account information.

Campus Closure

In the event of deteriorating weather conditions or other emergency situations, every effort will be made to communicate information regarding the cancellation of classes to the following radio stations CKNW (980 AM), CKWX (1130 AM), STAR FM (107.1 FM), PRAISE (106.5 FM) and KARI (550 AM). As well, an announcement will be placed on the University’s campus closure notification message box (604.513.2147) and on the front page of the University’s website (<http://www.twu.ca> – also see <http://www.twu.ca/conditions> for more details).

An initial announcement regarding the status of the campus and cancellation of classes is made at 6:00 AM and covers all classes beginning before 1:00PM. A second announcement is made at 11:00AM that covers all classes which begin between 1:00PM and 5:00PM. A third announcement is made at 3:00PM and covers those classes which begin after 5:00PM.

Paper Formatting

Students need to adhere to Turabian Notes (Bibliography) format except for in counselling courses, for which APA format is used and for CanIL courses.

Students are strongly encouraged to use RefWorks (available through the library home page www.twu.ca/library) as their bibliographical manager and as a tool for formatting bibliographies. They will need to be aware of the need to “clean up” most bibliographies generated by this program. Students are encouraged to view the documents on the following websites for format samples: http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html or www.dianahacker.com/resdoc/. Note that in RefWorks the available formatting styles are those of Turabian (Notes), 7th edition, and APA – American Psychological Association, 6th edition. For Turabian, note that there are two formats – Notes (or Bibliography Style) and Reference List (a short format citation style). ACTS uses the Notes (Bibliography) format, not Reference List.

Counselling students are expected to purchase the APA Publications Manual. More information found at the following website. <http://www.apastyle.org/pubmanual.html>.

For free online programs that will enable you to create properly formatted bibliography citations, go to <http://www.calvin.edu/library/knightcite/> ("Chicago stands for "Turabian") or <http://www.sourceaid.com/citationbuilder/>

CANIL students can locate this on the CANIL intranet, under the "student" side. A hard copy is given to incoming students in the fall.

Please check with your professor to see which one he/she recommends you use!!

Course Evaluations

Course evaluations are an important aspect of improving teaching outcomes and for students and faculty professional development. Therefore, completion of course evaluations are considered a course expectation. Professors will schedule time to fill out the online course evaluation (20-30 minutes) during their last scheduled class of the semester, for students to complete on their personal laptop or a collegium computer. Students who are absent or otherwise unable to complete the online course evaluation in the last class, will be expected to make every effort to do so by the last day of exams. Information about how to access online evaluation forms will be provided to the faculty and students prior to the last week of classes by the ACTS Administration.

Research Ethics

Please note that all research projects involving human participants undertaken by members of the TWU university community (including projects done by ACTS students to satisfy course or degree requirements) **MUST** be approved by the Trinity Western University Research Ethics Board. Information and forms may be found at <http://www.twu.ca/academics/research/ethics/> Those needing additional clarification may contact the ACTS Academic Dean's office. Please allow at least three (3) weeks from the date of submission for a review of the application.

Academic Integrity and Avoiding Plagiarism at TWU

As Christian scholars pursuing higher education, academic integrity is a core value of the entire TWU community. Students are invited into this scholarly culture and required to abide by the principles of sound academic scholarship at TWU. This includes, but is not limited to, avoiding all forms of plagiarism and cheating in scholarly work. TWU has a strict policy on plagiarism (see academic calendar 2008-09, pp. 37-38). Further details on this subject are contained in the ACTS Student Handbook in section 4.12. The handbook is available online on the ACTS webpage (www.acts.twu.ca) at the following link: <http://acts.twu.ca/community/student-handbook-2011-12.pdf>.

Learning what constitutes plagiarism and avoiding it is the student's responsibility. An excellent resource describing plagiarism and how to avoid it has been prepared by TWU Librarian William Badke and is freely available for download (PPT file) or used as flash (self-running) tutorials of varying lengths from:

<http://acts.twu.ca/library/plagiarism.ppt>

<http://acts.twu.ca/library/Plagiarism.swf> (14 minute flash tutorial)

http://acts.twu.ca/library/Plagiarism_Short.swf (8 minute flash tutorial)

Equity of Access

It is the responsibility of a student with a learning disability to inform the ACTS Director of Student Life of that fact before the beginning of a course so that necessary arrangements may be made to facilitate the student's learning experience. We are unable to accommodate any student who informs the Director of Student Life of a disability after the beginning of class.