



15800 Calvary Rd. Kansas  
City, MO 64147

# Syllabus

**Course:** CO342D and N-D Developing & Establishing a Biblical Counseling Center  
**Credit:** 3 semester credit hours  
**Semester:** Fall 2025 Session 1  
**Time:** 1:00pm – 3:50pm Tuesday, Aug. 18 – Oct. 10, E Ed 120  
**Instructor:** Dr. James Clark, President Emeritus  
[james.clark@calvary.edu](mailto:james.clark@calvary.edu)

## I. DESCRIPTION

This course will include all aspects of establishing a biblical counseling center from the ground up. Consideration will be given to a financial operating budget, creating specific forms, becoming aware of legal implications, and be familiar with the day-to-day operations of a biblical counseling center in a local church. Perspective will be given to working independently or with a local church or para-church organization. (Prerequisite: CO244)

*\* This course is offered in two formats: in-person and online. Students registered for inperson attend the classes in person, online students attend the classes via the online classroom. For both in-person and online students, assignments and interaction outside of the class period are done in the learning management system.*

## II. OBJECTIVES

### A. General competencies to be achieved. The student will:

1. Demonstrate an understanding of the nature of the local church as it relates to the counseling role within the local body of Christ. (PLO 1,4,5).
2. Identify an organizational model where the church leaders and lay leaders are motivated to be involved in a care-giving ministry. (PLO 1,4,5).
3. Identify some basic legal aspects of a counseling ministry in a local church. (PLO 1,4,5,6).
4. Investigate procedures used in interviewing, screening, and recruiting by lay leaders for a care-giving ministry. (PLO 1,4,5).

Our Mission: To Prepare Christians to Live and Serve in the Church and in the World  
According to the Biblical Worldview.

**B. Specific competencies to be achieved. The student will:**

1. Demonstrate how to make a one year plan to establishing a biblical counseling center in a local church or community. (PLO 1,4,5).
2. Examine specific concerns in establishing a biblical counseling center in a local church, such as how to determine and arrange office space for a counseling center, financial consideration, insurance, security issues, etc. (PLO 1,4,5).
3. Demonstrate how to develop and organize a biblical counseling center in terms of specific forms, writing job descriptions, and the day-to-day oversight of the center. (PLO 1,4,5).
4. Demonstrate how to equip lay counselors in the church for biblical counseling. (PLO 1,4,5,6).
5. Demonstrate how to write counseling notes from counseling sessions. (PLO 1,4,5,6).
6. Explain and employ to securely keep confidential counseling files in a counseling office. (PLO 1,4,5).
7. Organize biblical counseling homework assignments to be used as part of a counseling session. (PLO 1,4,5).

**III. REQUIREMENTS****A. Written Assignments**

1. Answer the following questions from, *Counseling One Another*, by Tautges, *The Counsel of Heaven on Earth*, by Jones. Summarize the chapters from, *A Counseling Guide for the Church and Community*, by Clark (Note: all answer pages and chapter summaries are to be one page each, typed. **Please indicate on the page that you have read each chapter(s) in its entirety.**) (GC 1,2,3,4; SC 1,2,3,4,5,6,7).

**August 19** – No assignments

**August 26**

- a. Tautges- chapter 1-question 2, p. 21, chapter 7-question 1, p. 155
- b. Clark-chapter 1, 2, summary
- c. Jones-chapter 1-questions 1,2 p.10. Chapter 2, question 2, p. 28

**September 2**

- a. Tautges-from chapter 2-question 1, p. 39
- b. Clark-chapters 3, 4, summary
- c. Jones-chapter 3, question 4, p. 55 Chapter 4 – question 3, p.69

**September 9**

- a. Tautges-chapter 3-question 2, p. 65
- b. Clark-chapters 5, 6, summary

- c. Jones-chapter 5 - questions 2, p.91. Chapter 6 – question 1, p. 121

**September 16**

- a. Tautges-chapter 4-question 1, p. 96
- b. Clark-chapters 7, 8, summary
- c. Jones-chapter 7-questions 1 p. 137

**September 23**

- a. Tautges-chapter 5-question 2, p. 110
- b. Clark-chapters 9, 10, summary
- c. Jones-chapter 8 – no question, share an item that you appreciated from the chapter. Chapter – 9 – question 5, p. 177

**September 30**

- a. Tautges-chapter 6, question 1, p. 131
- b. Clark-chapters 11, 12, summary
- c. Jones-chapter 10 - questions 2 p.155

**October 7**

- a. Tautges-chapter 8, question 1, p. 176
- b. Clark-chapters 13, 14, summary
- c. Jones-chapter 11-questions 3, p.232

**2. In addition to each week’s reading assignment the student shall include one or two ideas from the class lecture that will be helpful to the student in the future for ministry. This shall be a half page typed.**

**B. Project One-due September 16. Topical Paper. 12 pages.**

The paper shall reflect class lectures and reading material. Use Scripture to support the topic. (GC 1,2,3,4; SC 1,2,3,4,5,6,7).

The student shall write a twelve-page paper on the topic of: A Philosophy and Methodology of a Biblical Counseling ministry in a Local Church. This shall include the role of the pastor and leadership in identifying, recruiting, and training lay counselors for a care giving ministry, etc.

**C. Project Two-due October 10. Topical Paper. 12 pages.**

This paper shall reflect class lectures and reading material. Use Scripture to support the topic, this paper shall describe a biblical counseling approach that brings about change in the counselee. This shall include the role of the Holy Spirit, Scriptures, homework, heart, and behavior change, etc. (GC 1,2,3,4; SC 1,2,3,4,5,6,7).

**IV. METHODS**

A. Reading and writing assignments. (Textbooks, lectures)	100%
B. Project One-Twelve-page topical paper	100%
Project Two-Twelve-page topical paper	<u>100%</u>
Total pts.	300%

**V. MATERIALS****A. Bible**

The Bible is a required textbook in every course at Calvary University. To facilitate academic level study, students are required to use for assignments and research an English translation or version of the Bible based on formal equivalence (*meaning that the translation is generally word-for-word from the original languages*), including any of the following: New American Standard (NASB, English Standard Version (ESV), New King James (NKJV), or King James (KJV). Other translations and versions based on dynamic equivalence (*paraphrases and thought-for-thought translations like NLT and NIV*) may be used as supplement sources. Please ask the professor if you have questions about a particular translation or version.

**B. Required Textbooks**

Clark, James L. *A Counseling Guide for the Church and Community*: Larkspur, CO. Grace Acres Press. 2020 ISBN 978-1-60265-066-4 E-book ISBN 978-1-60265-067-1. Purchase either in Calvary's coffee shop for \$15.00 or on Amazon.

Jones, Ian F. *The Counsel of Heaven on Earth*. Nashville, TN. B&H Publishing Group. 2006 ISBN 080544343-6 Price \$24.36 through amazon. There are used copies and other servers as well.

Tautges, Paul. 2015. *Counseling One Another*. Wapwallopen, Shepherd Press: Pennsylvania ISBN 978-1-63342-094-6 eBook: Counseling One another [www.shepherdpress.com/ebooks](http://www.shepherdpress.com/ebooks) Retail price \$14.95

**Note:** It is your responsibility as a student at Calvary University to have your textbooks *before* class begins. Please make sure that you have all your assigned textbooks prior to the start of class. Failure to have your assigned textbooks at the time of assignments the class will result in receiving a zero for every assignment due.

## VI. CLASS POLICIES

### Academic Dishonesty

Plagiarism is defined as copying any content without identifying the source. This also includes taking another person's or AI entity's ideas or constructs and presenting them as your own. The use of AI generated content in student work is prohibited (even if cited) as it does not represent original work created by the student and is an unreliable aggregate of ideas from other sources. Plagiarism of any kind will not be tolerated.

### Late Work

Papers, projects, etc. are due at the class period assigned. Late work will be accepted up to three days after the assignment is due. HOWEVER, there is a 1 letter grade reduction for each day the work is late. No late work will be accepted after the three days following the due date.

### Writing Style

All class papers must follow the APA style according to *APA Publication Manual 7<sup>th</sup> edition*.

### Disabilities

Students with disabilities have the responsibility of informing the Accommodations Support Coordinator ([aso@calvary.edu](mailto:aso@calvary.edu)) of any disabling condition that may require support.

### Learning Center

The Clark Academic Center ([learning@calvary.edu](mailto:learning@calvary.edu)), located in the library building, is dedicated to providing free academic assistance for all students. Student tutors aid with all facets of the writing process, tutor in various subject areas, prepare students for exams and facilitate tests. Please take advantage of this service.

## VII. TENTATIVE CLASS SCHEDULE

Week / Date	Class Topics	Assignments (due no later than 11:59 on due date)
Week One August 19	Introduction to class Review syllabus The Church-Approaches and organizational structure. Sufficiency of the Scriptures	No assignments

Week Two August 26	Secular Invasion Types of counseling Networking the people of God One another	Reading questions and summary from textbooks and lecture summary.
Week Three Sept. 2	Philosophy of ministry and mission statement Role of pastor, hospitality, counseling in local church	Reading questions and summary from textbooks and lecture summary.
Week Four Sept. 9	Counseling center & organizational requirements Four approaches/church/community	Reading questions and summary from textbooks and lecture summary.
Week Five Sept. 16	Legal issues and requirements for a counseling ministry Types of people from Scripture	Reading questions and summary from textbooks & lecture summary. Project 1 Topical paper due.
Week Six Sept. 23	Counseling homework Role of the Holy Spirit in Counseling Counseling and change, Counseling agencies and certifications	Reading questions and summary from textbooks & lecture summary.
Week Seven Sept. 30	Counseling Guidelines in using God's word Counseling Considerations	Reading questions and summary from textbooks & lecture summary.
Week Eight Oct. 7	Characteristics of a counselor Common mistakes in counseling, TAB Q&A	Reading Questions and summary from textbooks & lecture summary. <b>Final paper due.</b> Project 2 Oct. 10