



Expanding Your Women's Ministry Through Writing CEWM 5179

**New Orleans Baptist Theological Seminary
Discipleship and Ministry Leadership Division
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Mission Statement

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.

Core Value Focus

The seminary has five core values: Doctrinal Integrity, Spiritual Vitality, Mission Focus, Characteristic Excellence, and Servant Leadership. The core value focus for this academic year is Servant Leadership: We follow the model of Jesus and exert leadership and influence through the nurture and encouragement of those around us.

Curriculum Competencies

All graduates of NOBTS are expected to have at least a minimum level of competency in each of the following areas: Biblical Exposition, Christian Theological Heritage, Disciple Making, Interpersonal Skills, Servant Leadership, Spiritual and Character Formation, and Worship Leadership. The curriculum competencies addressed in this course are: Biblical Exposition, Christian Theological Heritage, Disciple Making, and Spiritual and Character Formation.

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.

Student Learning Outcomes

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

1. Explore areas of opportunity for writing, both in one's churches and in the publishing world. (*Cognitive*)
2. Learn the basics of article and book proposal submission. (*Cognitive*)
3. Examine the relationship between teaching, speaking, leading, and writing and how one can enhance the other. (*Psychomotor*)
4. Value the opportunities for expanding one's ministry through the written word. (*Affective*)

Textbooks

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

Ellison, Edna and Linda Gilden. *Called to Write: Seven Principles to Become a Writer on Mission*. Birmingham, AL: New Hope Publishers, 2014. ISBN: 978-1-59669-398-2

Herr, Ethel. *Introduction to Christian Writing (2nd ed.)*. Phoenix, AR: ACW Press, 1999. ISBN: 978-1-89252-516-1

Course Teaching Methodology

The course will involve the following methodologies: lecture and interactive discovery-learning and will be offered on the main campus during a three-day academic workshop.

Units of Study. Topics will include:

1. The Basics of Writing from Spiritual Growth
2. The Basics of Writing from Scripture Study
3. The Basics of Writing from a Christian Worldview
4. The Basics of Relationships in Writing
5. The Basics of Communicating to Reach Out to Others
6. The Basics of Writing for Ministry
7. Writing Opportunities: Local Church, Articles, Books
8. The Basics of Writing for Christian Leadership
9. Submitting Your Work for Publication

Course Requirements

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. Students will participate in class. Students should contribute to the learning process through comments and questions.
3. Students will read the assigned textbooks and write a one-page review for each text. The reviews should include basic bibliographic information, brief summary of each book, and comments related to the book's application to the student's writing experience and future. These are due four weeks after class.
4. Students will complete a writing project. The project will include defining a topic of interest to each individual student (and brainstorming the subject in class); developing an outline by which to write an article for consideration for the NOBTS Gatekeeper (or similar publication); and writing the article. The completed article must be 750-1200 words and include a query letter targeted to the editor of the Gatekeeper. This paper will be due four weeks after class.
5. Students will complete a take-home final exam due four weeks after class.

The book reviews, writing project, and final exam should be emailed to jjackson@nobts.edu **four weeks after the end of class**. 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 Book Reviews
C = 77-84	1/4 = Writing Project
D = 70-76	1/4 = Take-Home Final
F = Below 70	

Course Schedule

First Day

Wednesday, 1:00-4:00 p.m.	Welcome/Orientation/Registration The Basics of Writing from Spiritual Growth The Basics of Writing from Scripture Study
Wednesday, 6:00-9:00 p.m.	The Basics of Writing from a Christian Worldview The Basics of Relationships in Writing

Second Day

Thursday, 9:00 a.m.-12:00 p.m.	The Basics of Communicating to Reach Out The Basics of Writing for Ministry
Thursday, 1:00-4:00 p.m.	Writing Opportunities -- Local Church, Articles, Books The Basics of Writing for Christian Leadership

Third Day

Friday, 9:00 a.m. -12:00 p.m.	Project Idea Forum: Brainstorming and Direction Submitting Your Work for Publication/ Where Do I Go From Here?
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Technical Assistance

For assistance regarding technology, consult ITC (504.816.8180) or the following websites:

1. Selfserve@nobts.edu - Email for technical questions/support request with the Selfserve.nobts.edu site (Access to online registration, financial account, online transcript, etc.)
2. BlackboardHelpDesk@nobts.edu - Email for technical questions/support requests with the NOBTS Blackboard Learning Management System NOBTS.Blackboard.com.
3. ITCSupport@nobts.edu – Email for general technical questions/support requests.

4. www.NOBTS.edu/itc/ - General NOBTS technical help information is provided on this website.

Reading Assignments

Students are responsible for completing all reading assignments.

Classroom Parameters

Utilize laptops and other technology for class purposes.

Respect the professor and other members of the class.

Maintain confidentiality when someone shares personal information.

Participate in class and group discussions.

Academic Policies

Academic policies related to absences, grading scale, final examination schedules, and other topics can be found in the current online catalog: [New Orleans Baptist Theological Seminary Graduate Catalog](#).

Policy for Graduating Seniors

Graduating Seniors are responsible for alerting the professor of your intention to graduate. All of your assignments must be completed by noon (12:00 PM) on the Wednesday prior to commencement exercises.

Netiquette

Netiquette refers to appropriate online behavior in Blackboard or other online discussions. 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.

Help for Writing Papers at "The Write Stuff"

NOBTS maintains a Writing Center designed to improve English writing at the graduate level. Students can receive writing tips, and valuable information to help in become a better writer.

Plagiarism on Written Assignments

NOBTS has a no tolerance policy for plagiarism. Plagiarism in certain cases may result in expulsion from the seminary. See the NOBTS Student Handbook for definition, penalties and policies associated with plagiarism are clearly defined.

Selected Bibliography

- Bagnull, Marlene. *Write His Answer*. Phoenix, AR: ACW Press, 1999.
- Beach, Mark. *Editing Your Newsletter*. Cincinnati, OH: Writer's Digest Books, 1995.
- Cook, Claire Kehrwald. *Line By Line: How to Edit Your Own Writing*. Boston, MA: Modern Language Association, 1985.
- Ellison, Edna and Linda Gilden. *Called to Write: Seven Principles to Become a Writer on Mission*. Birmingham, AL: New Hope Publishers, 2014.
- Fessenden, David E. *Writing the Christian Nonfiction Book: Concept to Contract*. Galax, VA: Sonfire Media, 2011.
- Flesch, Rudolf. *The Classic Guide to Better Writing: Step-by-Step Techniques and Exercises to Write Simply, Clearly, and Correctly*. New York, NY: Harper Collins, 1996.
- Goss, Leonard G. and Carolyn Stanford Goss. *The Little Style Guide to Great Christian Writing and Publishing*. Nashville, TN: Broadman Holman, 2004.
- Hensley, Dennis and Miller, Holly. *Write on Target*. Boston, MA: The Writer, Inc. 1995.
- Hensley, Dennis. *How to Write What You Love*. Colorado Springs, CO: Shaw Waterbrook Press, 2000.
- Herr, Ethel. *Introduction to Christian Writing*. Phoenix, AZ: ACW Press, 1999.
- Hudson, Bob and Shelley Townsend. *A Christian Writer's Manual of Style*. Grand Rapids, MI: Zondervan Publishing, 1988.
- Jenkins, Jerry. *The Christian Writer's Market Guide 2014: Your Comprehensive Resource for Getting Published*. Carol Stream, IL: Tyndale House Publishers, 2014.
- LaRoque, Paula. *The Book on Writing: The Ultimate Guide to Writing Well*. Grey and Guvnor Press, 2013.
- Leighton, Jan and Hallie Leighton. *Rare Words: And Ways to Master Their Meaning*. Delray Beach, FL: Levenger Press, 2003.
- Lerner, Betsy. *The Forest for the Trees: An Editor's Advice to Writers*. New York, NY: Riverhead Book, 2000.
- Miller, Holly. *How to Earn More Than Pennies for Your Thoughts – A Christian Writer's Guidebook*. Anderson, IN: Warner Press, Inc. 1990.

- Neff, Jack and Glenda and Prues, Don. *Formatting and Submitting Your Manuscript*. Cincinnati, OH: Writer's Digest Books, 2000.
- Osborn, Susan Titus. *A Complete Guide to Writing for Publication*. Phoenix, AZ: ACW Press, 1999.
- _____. *Just Write!* Phoenix, AR: Write Now Publications, 2000.
- Palms, Roger. *Effective Magazine Writing*. Colorado Springs, CO: Waterbrook Press, 2000.
- Provost, Gary. *100 Ways to Improve Your Writing (Mentor)*. New York, NY: New American Library, 1985.
- Ross-Larson, Bruce. *Stunning Sentences (The Effective Writing Series)*. New York, NY: W.W. Norton and Company, 1999.
- _____. *Powerful Paragraphs (The Effective Writing Series)*. New York, NY: W.W. Norton and Company, 1999.
- Stilman, Anne. *Grammatically Correct: The Writer's Essential Guide to Punctuation, Spelling, Style, Usage and Grammar*. Cincinnati, OH: F & W Publishers, 1997.
- Thoene, Bodie and Brock. *Writer to Writer*. Minneapolis, MN: Bethany House Publishers, 1990.
- Truss, Lynne. *Eats, Shoots, and Leaves: The Zero Tolerance Approach to Punctuation*. New York, NY: Gotham Books, 2003.
- Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 8th Edition. Chicago, IL: University of Chicago Press, 2013.
- Wallraff, Barbara. *Your Own Words*. New York, NY: Counterpoint, 2004.
- Walsh, Bill. *The Elephants of Style*. Chicago, IL: McGraw-Hill, 2004.
- Zinsser, William. *On Writing Well*. New York, NY: Harper Resource, 2001.

Student Services

This is a partial list of NOBTS student services available to all students, no matter your delivery system or location. If you have questions or do not see what you need here, please refer to www.nobts.edu/student-services, email us at studentservices@nobts.edu, or call the Dean of Students office at 800-662-8701, ext. 3283. We are glad to assist you!

Need	Email	Phone	Web Page
Advising – Graduate Program	studentservices@nobts.edu	504.282.4455 x3312	www.nobts.edu/registrar/default.html#advising
Advising – Undergraduate Program	lcadminasst@nobts.edu	504.816.8590	www.nobts.edu/LeavellCollege
Church Minister Relations (for ministry jobs)	cmr@nobts.edu	504.282.4455 x3291	www.nobts.edu/CMR
Financial Aid	financialaid@nobts.edu	504.282.4455 x3348	www.nobts.edu/financialaid
PREP (help to avoid student debt)	Prepassistant1@nobts.edu	504.816.8091	www.nobts.edu/prep
Gatekeeper NOBTS news	pr@nobts.edu	504.816.8003	nobtsgatekeeper.wordpress.com
Information Technology Center	itcsupport@nobts.edu	504.816.8180	selfserve.nobts.edu
Help with Blackboard	blackboardhelpdesk@nobts.edu	504.816.8180	nobts.blackboard.com
Library	library@nobts.edu	504.816.8018	www.nobts.edu/Library
Online library resources	library@nobts.edu	504.816.8018	http://www.nobts.edu/research-links/default.html
Writing and Turabian style help	library@nobts.edu	504.816.8018	http://www.nobts.edu/writing/default.html
Guest Housing (Providence Guest House)	ph@nobts.edu	504.282.4455 x4455	www.provhouse.com
Student Counseling	lmccc@nobts.edu	504.816.8004	www.nobts.edu/student-services/counseling-services.html
Women’s Programs	womensacademic@nobts.edu	504.282.4455 x3334	www.nobts.edu/women

For additional library resources in your state, check <http://www.nobts.edu/library/interlibrary-loan.html>

- GALILEO for Georgia students
- LALINC for Louisiana students
- Florida Virtual Library (<http://www.flelibrary.org/>) for Florida students
- Interact with us online at –



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