



Helping Relationships Syllabus

Online Syllabus plus Seminars

Lecturing Professor: Ed Welch, Ph.D., M.Div., CCEF Faculty & Counselor

Recitation Instructor: You will be assigned a Recitation Instructor (RI) from Biblical Counselling UK who will grade your assignments and field questions about the assignments.

You can contact your RI through your Canvas in-box.

Tutor: Your course tutor will lead the fortnightly seminars and help guide you through the material presented by Dr. Welch and address questions and concerns.

You can contact your Tutor through your Canvas in-box.

Administration For queries about the administration of the course (including queries about course access, passwords, withdrawals, requests to take final exams early, and extensions over 7 days) please contact Biblical Counselling UK Course Administration – courses@biblicalcounselling.org.uk.

To help us respond to your query, please always state the module you are taking, your course venue and the name of your RI.

Technical Queries If you experience **technical problems** when using the Canvas platform, you should contact CCEF Student Services at student.services@ccef.org. Your email will be triaged to the appropriate party and your question answered within 2 working days. If CCEF aren't able to answer your technical question, they may ask you to submit a support ticket using the Report a Problem link within Canvas.

For more details and help on common problems, please see “How to Ask for Help and Technical Troubleshooting” within the *Student Orientation* material available to you on your Canvas dashboard.

RI “Office Hours”/availability Your Recitation Instructor will contact you at the start of term to let you know the days during the week where he or she will be available to respond to you.

Class Procedure: You are expected to watch the assigned video(s) each week (approximately 2 to 3 hours), and complete and submit your assignments as listed in this course syllabus.

The Community Group discussions will take place during the six fortnightly seminars and are integral to the module. Attendance is very important not only to you but to the others in your Community Group. You are permitted to miss only one seminar during the course of the term.

Canvas:

Canvas is an online learning platform that hosts your course materials (videos, audio files, course documents) and enables you to communicate with your tutor, RI, and the other students in your class. Assignments should always be submitted electronically through Canvas.

If you experience an error uploading your file, you should contact CCEF Student Services (see Technical Queries, above) and notify your RI of the problem before the deadline for the assignment.

Details of the computer technical requirements of Canvas are available from:
Operating System: <https://community.canvaslms.com/docs/DOC-10721>
Browser: <https://community.canvaslms.com/docs/DOC-10720-67952720329>

**Course Materials –
Sharing and Copyright
Permissions:**

As a reminder, all materials provided to you for this course through Canvas are copyrighted by CCEF or other publishers, to whom CCEF pays a fee for their use. These materials include the course syllabus, assignments, articles, and video/audio lectures. You may not reproduce or share any of these materials without the prior permission of CCEF.

CCEF have made an exception to this policy to allow students to share up to 10 copies of *Journal of Biblical Counseling (JBC)* articles from the course for use in their personal ministry. Examples of this would include sharing an article with a counsellee, spouse, friend or small group. This is strictly limited to *JBC* articles. If you wish to share a *JBC* resource with more than 10 people, you will need to make an application via the [permissions page](#) on the CCEF website.

Course Description

Let's say you have a basic and growing understanding of biblical counselling. You know the key ideas and have been able to apply them to yourself. Now comes the hard part: How do you apply this understanding in your everyday relationships? This module will take the content you already know and get specific about how you can actually deliver the content. Case studies, lectures, and group discussions will help you grow in your ability to listen well, know people, interpret another person's story from a biblical perspective, and offer biblically-based truth that will motivate others in their growth in Christ.

Course Objectives

This course will enable students to love others, using words, with increasing skill. Specifically:

1. To locate the seed of all counselling ministry in two people praying together,
2. To develop an attractive, adaptable, flexible and transferable ministry method, and
3. To identify and practice the basic methodological principles that are emerging in biblical counselling.

Reading List

Required Textbooks

Side by Side by Ed Welch

The Heart of a Servant Leader by C. John Miller

The Gift of Therapy by Irvin Yalom

“X-Ray Questions” by David Powlison, (JBC, 18:1, 1999, pp. 2-9) (available in Canvas)

Lecture & Assignment Schedule

Please refer to the “Expectations for Assignments” and Grading Rubrics for a more thorough description of assignments and to the “Required Readings/Course Materials” for the complete reading list.

Further information for Response Papers and Community Group meetings are in Canvas.

Due dates for assignments are listed in Canvas and are due by 11:55 PM on the due date.

Course Schedule	Reading & Assignments
Week 1	<p>Watch Lecture 1: Introduction (1hr 4min) Lecture 2: Essential Skills for Everyday Conversation (56 min)</p> <p>Read Welch, <i>Side by Side</i>, chap 1-6</p> <p>Submit Introduce Yourself assignment Response Paper #1</p> <p>Complete Secure Extended Conversation partner</p>
Week 2	<p>Watch Lecture 3: Essential Skills for Everyday Conversations, Part 2: You Give Help (1hr 24min)</p> <p>Read Welch, <i>Side by Side</i>, Chaps 7 to Conclusion</p> <p>Submit Response Paper #2</p> <p>Complete Extended Conversation</p>
Week 3	<p>Watch Lecture 4: Skills for Longer Walks (58min) Lecture 5: Know People, Part 1 (31min) Lecture 6: Specific Struggles (17min)</p>

Course Schedule	Reading & Assignments
	<p><u>Read</u> 1. Powlison, "X-Ray Questions" 2. At ccef.org, read 6 blogs, watch 2 videos, and listen to 1 podcast</p> <p><u>Submit</u> Response Paper #3</p> <p><u>Complete</u> Extended Conversation</p>
Week 4	<p><u>Watch</u> Lecture 7: Skills for Longer Walks: Know People, Part 2 (49min) Student Interview, Part 1 (15min) Student Interview, Part 2 (17min)</p> <p><u>Read</u> 1. Miller, <i>The Heart of a Servant Leader</i>, pp. 11-33 2. Yalom, <i>The Gift of Therapy</i>, Intro and chapters 1-8</p> <p><u>Submit</u> Response Paper #4</p> <p><u>Complete</u> Extended Conversation</p>
Week 5	<p><u>Watch</u> Lecture 8: Tell the Story (50min) Lecture 9: Know People, Part 3 (47min)</p> <p><u>Read</u> 1. Miller, <i>The Heart of a Servant Leader</i>, pp 35-51, 272-305, 307-316 2. Yalom, <i>The Gift of Therapy</i>, chapters 9-16</p> <p><u>Submit</u> Response Paper #5</p> <p><u>Complete</u> Extended Conversation</p>

Course Schedule	Reading & Assignments
<p>Week 6</p>	<p><u>Watch</u> Lecture 10 (48min) Lecture 11: Know Scripture, Part 1 (53min)</p> <p><u>Read</u> 1. Miller, <i>The Heart of a Servant Leader</i>, pp 51-95 2. Yalom, <i>The Gift of Therapy</i>, chapters 17-24</p> <p><u>Submit</u> Response Paper #6</p> <p><u>Complete</u> Extended Conversation</p>
<p>Week 7</p>	<p><u>Watch</u> Lecture 12: Know Scripture, Part 2 (52min) Lecture 13: Case Study 1: Helping Someone Who Is Stuck (53min)</p> <p><u>Read</u> 1. Miller, <i>The Heart of a Servant Leader</i>, pp 96-146 2. Yalom, <i>The Gift of Therapy</i>, chapters 25-32 3. Three blogs about counselling method at ccef.org</p> <p><u>Submit</u> Response Paper #7</p> <p><u>Complete</u> Extended Conversation</p>
<p>Week 8</p>	<p><u>Watch</u> Lecture 14: Case Study 2: Helping a Struggling Friend (59min) Lecture 15: Know Scripture, Part 3 (46min)</p> <p><u>Read</u> 1. Miller, <i>The Heart of a Servant Leader</i>, pp 147-207 2. Yalom, <i>The Gift of Therapy</i>, chapters 33-40.</p> <p><u>Submit</u> Response Paper #8</p> <p><u>Complete</u> Extended Conversation</p>
<p>Week 9</p> <p>Lecture 16</p>	<p><u>Watch</u> Lecture 16: Case Study 3: Situation That Is Hard to Approach (55min)</p> <p><u>Read</u> 1. Miller, <i>The Heart of a Servant Leader</i>, pp 208-240 (Part 3, Section 2, Letters 12-16) 2. Yalom, <i>The Gift of Therapy</i>, chapters 41-48</p>

Course Schedule	Reading & Assignments
	<p>3. CCEF blogs “What Not to Say to Those Who are Suffering” and “More Things Not to Say to Those Who are Suffering” (links in Canvas)</p> <p>Submit Response Paper #9</p> <p>Complete Extended Conversation</p>
Week 10	<p>Watch Lecture 17 (1hr 4min) Lecture 18: Know Scripture, Part 4 (51min)</p> <p>Read 1. Miller, <i>The Heart of a Servant Leader</i>, pp 241-271 2. Yalom, <i>The Gift of Therapy</i>, chapters 49-56</p> <p>Submit Response Paper #10</p> <p>Complete Extended Conversation</p>
Week 11	<p>Watch Lecture 19: Student Interactions and Reading Reflections (1hr 1min) Lecture 20: Accumulate Wisdom (42min)</p> <p>Read Yalom, <i>The Gift of Therapy</i>, chapters 57-85</p> <p>Submit Response Paper #11</p>
Week 12	<p>Review Review Final Exam Study Guide</p> <p>Submit Final Exam Feedback</p>

Expectations for Assignments

1. Participation (10%)

Seminars and Community Group discussions (10%)

You will be assigned to a community group that will meet during the seminars through the term. There will be rotating conveners for each group, but each person in the group should take

ownership for the time together. You will self-report your participation in community groups at the end of the course.

Participation in the group discussions is very important not only to you but to the others in your Community Group. Please therefore make every effort to join the seminars for this module.

You are permitted to miss only one community group meeting during the course of the term. If this happens, please proceed as follows:

- Meet with someone in your own community and share with them what you are learning in the module. This meeting should be about one hour. Please follow any social distancing restrictions that are in place, or arrange to meet virtually via a video call platform.
- Type up a summary of your meeting and email it to your RI via Canvas. Please indicate at the top of your paper that this is your one excused absence.
- Let your seminar tutor know that you will be absent in advance.

Faculty Town Halls (Optional/Ungraded)

CCEF offer live “town hall Q&A’s” in *most* courses, at least once during the term. This is a time for CCEF faculty to connect with students and to answer questions submitted by students prior to the town hall, or live, during the town hall meeting. All town hall meetings will be held via Zoom and require reliable internet access. Your town hall (if offered) will be scheduled and announced to you early in the term. CCEF realise the timing of these meetings may not be convenient for students living outside the USA. Thus, students unable to attend are still eligible to submit a question ahead of time, and the town hall will be recorded and sent afterwards to all students invited to attend. Prior to the town hall, you will fill out a form, letting CCEF know if you plan to attend. You will be able to submit a question for the professor on this form, whether you are attending or not. If you plan to attend the town hall, ***please come ready to participate.***

2. Weekly Response Papers (50%)

Each week you will complete a response paper. Response papers are usually made up of three components: a **journal entry** (30%), **reading reflections** (20%) and **an action item**. (There are a few exceptions.)

Your response papers should show that you are *thoughtful* (by connecting elements from the lectures, the readings, and your own experiences) and show how you are *personally* and specifically applying the material.

a. Journal (300-400 words)

This will track your progress in your extended conversation as well as allow you to answer questions about other course elements. Questions might cover your extended conversation partner, everyday conversations, class lectures, or self-assessments.

Extended conversation partner:

- You will meet with someone for extended conversations throughout the module. This “extended conversation partner” should be an adult from your church. This is to ensure that you have a structure in place for accountability and safeguarding. If you wish to meet with someone outside of your church, you will need the written approval of your course tutor. We ask you not to meet with a member of your immediate family.

You could choose to meet with someone that you are already meeting with, but if so, do make sure you let the person know you are taking this course and that you would like their permission to write about your conversations as part of the course assignments. You will want their feedback as you bring some of the features of the course to your meetings with them.

If you are not currently involved in any suitable one-to-one pastoral meetings, then you will need to pursue someone who you think would be willing to meet with you to talk about places where they struggle or feel stuck. You could ask them something like this: “I am taking a course with Biblical Counselling UK which is about helping people in one to one conversations. The course asks us to meet up with someone regularly throughout the 10 weeks of the course to help us grow in the things the course is teaching. Would you be willing to get together each week, at least for the next ten weeks, to talk about how your Christian life is going and any issues you might be interested in thinking through together. The idea would be that we work together as I try to implement some of the ideas from the course.”

You will be writing about this particular relationship in some of your journaling assignments throughout the course.

- Please note: it is your responsibility to secure a conversation partner who can meet weekly. When securing this opportunity, you will want to ask them if they are able to commit to meeting with you throughout the duration of the module. We understand there are situations that arise that may hinder your weekly meetings, but these should be rare exceptions. If your conversation partner cancels your weekly time together, you are still expected to submit the required assignment regarding your time that week. You may use another intentional conversation as a substitute. This substitution is permitted only twice during the term. If your conversation partner continues to cancel, then you need to find a new person who can meet weekly.
- Action Items: We are asking you to practice the skills that you are learning in the context of your extended conversation, or in other conversations that you have with friends, classmates, family or church members in an everyday manner. This will give you the opportunity to grow in your practice of moving toward people, coming to know them better, and helping them to know God and his promises for them. You will experience how the Lord uses you with your unique strengths and weaknesses to care for people; you will be able to share those experiences with one another and apply the methods

highlighted in the lectures and readings. Some weeks, you will be asked to answer a simple “Yes” or “No” to say if you completed these tasks as assigned that particular week.

b. Reading Reflections (200-300 words per weekly response)

Another component of your response papers will be to reflect on what engaged your thinking in your assigned reading. “Engaged” means, what caught your attention and occupied your thinking? In these reflections, you want to show that you did the reading, but don’t write a mere summary. Reading responses might address some of the following questions:

- Have you identified one thing in the reading that grabbed your attention?
- Does your response show that you grasp the core of what the author is trying to communicate.?
- Are you interacting personally?
- Is your writing humble and respectful if you disagree with that author?

c. Action Item (Give a Yes or No response - did you do it?)

You will be asked to engage in a particular type of conversation, or evaluate how you are doing on a scale of 1 to 10. Your response will simply be Yes or No, or the number you choose. You do not need to elaborate on your answer.

3. Final Exam (40%)

You will have three hours for your final exam. It will consist of short answer and essay questions, covering the important themes and concepts of the module. A study guide will be provided before the end of the term, along with instructions on taking the exam.

You will have one full week to complete this assignment, from when the exam is made available to the due date given.

If you need to sit the final exam early (eg because of holiday arrangements), please contact courses@biblicalcounseling.org.uk to request early access to the exam. Your revised due date will be one week after you are given access to the exam.

Grading Rubrics

Journal and Weekly Response Papers

The goal of the weekly journal and response papers for this module is for students to be personal and thoughtful in applying the lectures, readings and discussion to their personal relationships.

- Personal means to be affected by the information presented to you, either through lecture or reading. Being personal is not simply amassing information, but it is processing and responding to the information.
- Thoughtful includes synthesising material, making connections to other lectures, offering creative, useful and summary metaphors, seeing parts and the whole, making connections to Scripture, keeping the general direction of the course in view, etc.

Your Journal and Weekly Response papers will be graded as one paper, based upon the following general criteria:

- Clear writing with no significant grammar or spelling errors is expected. Poorly written papers will be reduced in grade accordingly.
- Assignment is complete – all required elements specified for that week are included (i.e., journal, readings, lecture response, etc.). Points will be deducted for missing elements.
- Writing: evidence of thoughtful, personal interaction with the various elements in the assignment; not a rushed, “stream of consciousness” response that lacks depth.
 - Everyday conversations: Are you having thoughtful interactions throughout the week, and is there evidence of continued growth as the term progresses?
 - Lecture responses: Have you interacted thoughtfully with the content of the lecture; are you asking questions that demonstrate you are thinking about the content and how to apply it personally?
 - Reading Responses: have you identified the one thing in the reading that grabbed your attention? Does your response show that you grasp the core of what the author is trying to communicate? Are you able to find what is provocative and useful in the reading? Are you interacting personally, and is the writing humble and respectful if you disagree with the author?

Assignment Format

1. All submitted papers/projects should be typed, **12-point font, in a legible font (Times New Roman, Calibri or Cambria), 2.5cm margins, and double-spaced** unless indicated otherwise in the specific assignment directions.
2. Assignments should be uploaded in Canvas by the assigned due date.
3. Papers should be submitted with one of the following file extensions: doc or docx. This format ensures that your Recitation Instructor will be able to open it.
4. Pay careful attention to word count requirements.
5. Please type your **name and word count and the assignment name** (eg Response Paper #1) at the top of the first page of the assignments that you submit. (These details do not count toward word count, nor do footnotes.)
6. Please note that you may be downgraded for not adhering to these guidelines.
7. All assignments will always come from the syllabus or Canvas. Recorded lecturers may mention additional assignments, but if they are not in your syllabus, they are not assigned.

Assignments & Grading

The chief purposes of a grade are to be informative about how you performed and to help hold you accountable. Taking a course for credit challenges you to put in the time and concentrated effort needed to do your very best quality thinking and work. Your life and ministry depend upon your growing wisdom. We want to handle truth well; we want to walk well. Put off the competitiveness or fear of failure that lurks within and competes with our Father's goals for our education. Jesus' disciples are learners by definition, unashamed of our continual need to grow in knowledge, wisdom, and love (James 1:5; Matt. 5:3). The grading is a tool to help hold you accountable to those goals and desires that led you to register in the first place.

Assignments

- Weekly response papers 50%
 - Journal Entries (30%)
 - Reading reflections (20%)
- Final exam 40%
- Participation 10%
 - Seminar attendance (5%)
 - Community group self-report (5%)

Grading Scale

A	95 and above
A-	92-94.9
B+	88-91.9
B	85-87.9
B-	82-84.9
C+	78-81.9
C	75-77.9
C-	72-74.9
D+	70-71.9
D	68-69.9
D-	66-67.9
F	< 66

Late Assignments

Assignments that are late will have 10 points deducted for every day that they are late, and "0" after one week.

Requests for Extensions

Policies: Please refer to the BC UK Student Handbook (available in the Course Information section on Canvas, and also on the [Certificate Course page](#) of our website) regarding policies for granting late assignments and extensions.

1. **DO NOT USE THE ONLINE EXTENSION REQUEST FORM IN CANVAS** – this is for students studying directly with CCEF and is not to be used by BC UK students.
2. Extensions will not be granted for holidays or previously planned events.
3. **To request an extension for up to 7 days**, contact your RI through the Canvas platform 48 hours before the deadline, stating the reason for your extension request and how long an extension you are asking for.

4. **To request an extension longer than 7 days**, email courses@biblicalcounselling.org.uk before the deadline, stating:
 1. The module you are taking, your course venue and RI
 2. The assignment for which you are requesting an extension
 3. The due date for this paper or project
 4. The reason for your extension request

The course administrator will respond within two working days of your request and inform your RI.

Course Administration

The Student Handbook details policies, procedures, and administration of the Certificate Course. Information that is relevant to all modules, including grading standards and academic policies. Please read it carefully (together with this syllabus) before the module begins, and refer to it throughout the term.

The Student Handbook is located in the Course Resources section of your course material on Canvas. Please note that Biblical Counselling UK's course policies differ from CCEF's in some particulars.