



DLM
Designated Lay Ministry

DLM Diploma Program Complementary Courses

What are Complementary Courses?

Complementary Courses are one of the three elements of the DLM Diploma Program. They are chosen to round out or fill gaps in the educational program based on the learning needs and particular ministry focus of the student.

Three courses, each a semester or equivalent, are taken at a theological school, university or educational centre or other venue, as approved by the DLM Program Coordinator. Normally, at least one of the Complementary Courses will be taken at a theological school.

These courses need to be assessed or documented by an educational institution.

Why are Complementary Courses part of the DLM Diploma program?

Complementary Courses enable students to:

- customize their program in subject areas related to their ministry context and learning goals,
- experience a wider variety of learning and teaching styles,
- learn from a variety of theological perspectives and to practice articulating their perspective in dialogue,
- learn together with people preparing for other expressions of ministry,
- earn credits toward other diplomas/degrees,
- draw on resources that are available in the wider geography of Canada and beyond.

Where are courses taken?

Complementary Courses may be taken at a theological school, University, Community College or other educational organization approved by the DLM program.

Theological Schools

There are unlimited options for Complementary Courses. For example:

- the two week Circle at the Sandy-Saulteaux Spiritual Centre (Beausejour, MB),
- a weekly Rural Ministry course at St. Andrew's College (Saskatoon),
- Vancouver School of Theology's Summer School program of one and two week courses,
- the online Luke/Acts course at Queen's School of Religion (Kingston, ON),
- a Unit of Clinic Pastoral Education (CAPPE),
- the 18 day Leadership Development Module at the Centre for Christian Studies (Winnipeg),
- a week long Introduction to Christian Scriptures course at St. Stephen's College.

There are theological schools throughout the country. The United Church website (united-church.ca) has a list and link to United Church schools, but students are not limited to them. Theological schools in other traditions may be acceptable, but students are encouraged to take courses from institutions where a diversity of theological thought is encouraged and accepted.

Students should be prepared to speak to the Registrar at the theological school about the appropriate way to register for a course (for example, as a special student or occasional student). Students are required to take the courses for credit. Auditing the course is not acceptable. Students without an undergraduate degree may find more restrictions in applying to some theological schools. Students should consult with the DLM Program Coordinator if they require assistance.

Universities and Community Colleges

Complementary Courses may be in any subject or discipline area. They are not limited to theology. Students may want to take courses from a University or Community College. These courses may be the most appropriate way for a student to pursue priority learning goals. It is possible to imagine that courses in gerontology, leadership, globalization, international development, psychology, adult education, and moral development, to name a few, could enhance knowledge for pastoral, educational and social ministries.

What if I can't find the course I need?

Students may not be able to find a course to meet their learning needs. In this case they may want to consider "custom designing" a course to meet specialized interest and local opportunities. This is most easily accomplished through a Directed Study. Another option is to organize a group of students and have the course come to you.

Directed Study Courses

A Directed Study course can be arranged through many theological schools. In a Directed Study, a qualified instructor works with the student to set up a course. It is also possible for a Directed Study course to be supervised and assessed by Calling Lakes Centre.

Here is an example:

A United Church "Behold One Another" Conference on being an intercultural church is upcoming in Halifax. Paul, a student in the DLM program, has named intercultural learning as a priority learning goal. Paul feels that the Conference would be an appropriate opportunity to focus on this learning area, and since he lives in New Brunswick, it is accessible. After some conversation with his Lay Supervision Team and Educational Supervisor, Paul seeks approval from the DLM Program Coordinator for developing a course. The Coordinator approves and refers Paul to a member of the DLM Team at the Centre where Paul is a student. Since Paul is considering pursuing a degree in the future they decide that Paul should set up this course through a theological school. After receiving permission to proceed, he arranges for a Directed Study course through the Faculty of Theology at the University of Winnipeg. The DLM Team member works with Paul to name suitable instructors and to brainstorm ideas for the course. Paul insures that all of the expectations and necessary approvals from the University are in place before proceeding. Sue Kim Park lives near Paul and she meets the qualifications set out by the University for an instructor. She agrees to facilitate the course. Paul contacts the Conference organizers and with Sue develops a reading list for preparation for the Conference. Sue and Paul meet to discuss the readings and identify key questions and learning goals. Paul keeps a learning journal during the conference and prepares a summary for sharing later with Sue. After the conference Paul prepares and leads a day long workshop on the issue of intercultural church in his presbytery. A reflection paper on the issues and learning for ministry is shared with Sue. Paul and Sue meet a final time to assess the learning from the course and

outline areas for further work. Sue submits the necessary assessment to the University of Winnipeg and when Paul receives his transcript he forwards it to the DLM Program Coordinator.

Here is another example:

Marcelline is in youth ministry in the Lower Mainland and a DLM student at Calling Lakes Centre. She is recognizing how important music is in the ministry she does and she has identified a need to expand her ability to assess and choose appropriate music. She is growingly aware, and concerned, about the theology being expressed in much of contemporary Christian music and wants to find alternative music that will still be popular with the youth. After discussing this learning need with the DLM Program Coordinator, it is agreed that Marcelline will pursue a Directed Study. Marcelline has a conversation with a member of the DLM Team at Calling Lakes who helps her to imagine ideas for a course. Since Marcelline is also a student in a degree program at St. Stephen's College (Edmonton) they decide she should do this course as a Directed Study for credit through St. Stephen's. Marcelline arranges to do this with the College. Tim, a ministry colleague in the presbytery who did a thesis on youth ministry along with Ruth, a popular United Church singer/songwriter who lives in Regina, agree to co-facilitate the course. Tim, Ruth and Marcelline plan the course. Marcelline takes advantage of the Conference Youth event where she is in leadership to work on some of the goals. She gathers a number of CDs, listens to and evaluates the content and music. She summarizes this in a log. She interviews several well known contemporary United Church musicians. She researches and reads journal articles on youth and Christian music. Three of her regular youth evenings in the congregation are dedicated to the topic and she involves the youth in thinking about the music that they like and the messages in it. She posts questions on Facebook to get youth discussing the music. She interacts and takes note of patterns in the responses. She keeps a learning journal throughout the 4 months of the course and shares it with Tim and Ruth. She prepares a tool for youth leaders to use for assessing and choosing music. She writes the words for 3 new tunes that Ruth has written and a short reflection paper on that experience. Tim, Ruth and Marcelline meet by email and Skype throughout the course. Together they integrate the learning that Marcelline is experiencing with her ministry. When the course requirements are complete, Tim and Ruth send the required paper work to St. Stephen's College. The course will be credited toward Marcelline's Bachelor of Theological Studies.

And one more:

Deb, Marion and Keith are three DLM students living in southwestern Ontario. After a session at one of the DLM Learning Circles, they all identify a reason to prioritize learning about Empire and globalization. After making changes to their learning goals, they discuss their interest with the DLM Program Coordinator who suggests an exposure trip as a Complementary Course. The three students conduct some research and propose to the DLM Coordinator that they go to Palestine/Israel with a program being organized by Toronto Conference. The Coordinator approves this plan and refers them to Jane, a member of the DLM Team. In this consultation, it is decided that the Directed Study course will be completed directly with Calling Lakes Centre since none of the students have interest in gaining academic credits. The students are required to pay a fee to Calling Lakes for the supervision and assessment of the course. After consultation with the exposure tour organizers it is agreed that the students, in addition to participating in the tour, will do pre-reading and two reflective assignments. One is based on a sermon they will preach on their experience upon returning. Jane reads the assignments and then meets with each student for reflection on the learning for ministry from the experience and assesses the completion of the requirements to have the course credited. The three students make a proposal, and then lead a session at the next learning circle on what they have learned. The experience of being in Palestine/Israel has a particularly profound effect on Deb. As a result, she makes a significant change in her learning goals and the focus of some of her work in the pastoral charge and presbytery.

Steps to begin on a Directed Study Course

1. Determine if a Directed Study Course is the best option for working on a Learning Goal.
2. Complete and submit to the DLM Coordinator the "Course Proposal Form for proposing a Directed Study Course" which is available as a *Word* document on the Centre's website, and at the end of this document.

Class for a group of students

Many theological schools are willing to set courses up in response to a request when there are sufficient students to warrant offering the class in a particular location or time slot. Usually the requested course would be one that the school has already developed but may not be offering in the needed time frame, location or delivery method. Initiative among students to consult with one another regarding course needs is encouraged. Students could also connect with students in other United Church theological programs who might share an interest in the topic, location or timing. It is strongly advised that students keep the DLM Program Coordinator informed of any conversations to set up courses so to avoid duplication.

What methods of delivery are available?

Courses are available through an increasing number of delivery methods. Within each method there are variations in methodology and tools.

- Independent Study (written lectures, audio lectures, video lectures)
- Directed Study/Reading Courses (one on one, or small group work with a qualified instructor)
- Intensives (week long, 3 weekends over a semester or year, and so on)
- Internet (web based courses which are other independent study or have class interaction)
- Intramural (classes offered on campus on a weekly basis for a semester)
- Telebroadcast or Webbroadcast (remote, live lectures broadcast to gathered group with two way interaction)
- Teleconference (class gathers on a conference call)
- Cluster/Tutorial (print and digital resources with a local tutorial or reflection group)

Students are expected to take courses, as far as possible, where there is a learning community and opportunities for dialogue. Normally a program of all three courses as independent study would not be approved, however, it is recognized that geographical realities need to be considered when applying this expectation. Students are encouraged to look for some courses which complement their preferred learning styles and some which challenge them to grow in other learning styles.

How will courses be approved?

To determine the subject area for their Complementary Courses, students shall reflect on their learning goals and DLM program assessments in conversation with their Educational Supervisor and Lay Supervision Team, and with the DLM Program Coordinator. It is required that students seek approval from the DLM Program Coordinator for all courses in advance of registering. Requests for approval should be made to the DLM Program Coordinator as far in advance of the registration deadline as possible. It is highly recommended that students do not begin a course without approval in case the course is not acceptable. Beginning a course without prior approval of the DLM Program Coordinator will not guarantee its acceptance. Unapproved courses will not be credited.

How are results of courses shared?

Students are responsible to provide the Coordinator with transcripts of Complementary Courses. Once a student has completed all of the courses s/he plans to take at a particular school, then s/he should arrange to have an official transcript forwarded to the Coordinator. Diplomas cannot be granted until

the transcripts have been received. However, while students are still taking courses with an external school, a photocopy of the “report card” is sufficient. Students are requested to send the photocopy as soon as they receive the report from the external school. Normally, a grade of 65% or equivalent on a Complementary Course will be required in order to satisfy the requirements of the Designated Lay Ministry Program.

Can courses taken before admission be credited?

In some cases, applicants to the program have already completed courses which meet the criteria of the Complementary Courses. Such courses will be evaluated for their suitability as part of the admissions process. Acceptable courses must be from an approved educational institution and normally taken within the last 5 years. The Coordinator will inform applicants of decisions regarding credit for courses already taken when informing applicants about admission decisions.

Can Complementary Courses be counted towards another diploma/degree?

Students may be able to use the courses completed for the DLM Program requirements towards other diploma or degree programs. Students are encouraged to develop a lifelong learning plan which could include diploma/degree work, for example the Centre for Christian Studies Diploma or a Master of Divinity degree. Students should consult with the diploma/degree granting school regarding acceptance of the courses taken for the DLM Program.

Questions

Further questions about the Complementary Course policy should be directed to the DLM Program Coordinator.

DLM Program Complementary Course Proposal Form

For proposing an Existing Course at an academic institution.*

*If you are proposing a Directed Study, please use the Directed Study Course form. Thanks.

Student's Name

Date

Articulate the Learning Goal or need leading to this proposal and describe briefly why you wish to propose this course. How does this course fit into your Learning Plan? Is this a new Learning Goal?

Have you discussed it with your Educational Supervisor and Lay Supervision Team? If you have not had an opportunity, when you do plan to do so?

Provide: Official Course title (including numbers), Name of institution, method of delivery (semester, online, one week intensive, etc.), start and end date, instructor's name, course level (BA, Masters).

What is the deadline for registration?

What are the goals/objectives/outcomes of the Course and how will they address your Learning Goal/need?

What challenges, if any, do you envision in taking this course, and how will you address them? (for example, developing necessary computer skills, accessing library resources, etc.)

Have you confirmed that you are eligible to take this course for credit with this school? Do you have the necessary pre-requisites? Will the school be able to issue a transcript at the completion of the course? Are you eligible for any bursary support from the school?

Please send your completed response electronically to the DLM Coordinator for approval ASAP. Note the Complementary Course Policy that indicates that you must have approval for this course prior to enrolling.

Thank you.

**THIS FORM IS AVAILABLE in Microsoft Word at
<http://www.callinglakes.ca/pages/DLM/DLM%20Current%20Students.htm>.**

DLM Program Complementary Course Proposal Form For proposing a Directed Study Course.*

In a Directed Study, a qualified instructor works with the student to set up a course. A Directed Study course may be taken through a Theological College for credit. It is also possible for a Directed Study course to be supervised and assessed by Calling Lakes Centre. Please see the Complementary Course document for more detailed information before completing this proposal.

*If you are proposing an Existing Course, please use the Existing Course form. Thanks.

Student's Name

Date

Articulate the Learning Goal or need leading to this proposal and describe briefly why you wish to propose this course. How does this course fit into your learning plan? Is this a new Learning Goal?

Have you discussed it with your Educational Supervisor and Lay Supervision Team? If you have not had an opportunity, when you do plan to do so?

What timeline do you have for starting the Directed Study Course?

Share your hopes for the goals/objectives/outcomes of the Directed Study Course. How will they address your learning goal/need?

What ideas do you have for how the course will be structured? Do you have ideas about who mightwork with you on this course?

Have you given consideration to which institution (Theological School or Calling Lakes) will supervise the course?

If it is a Theological School do you know their requirements? Have you confirmed that you are eligible to take this course for credit? What assistance are they able to offer you in setting up the course? What assistance will you need from Calling Lakes Centre? Will the school be able to issue a transcript at the completion of the course? Are you eligible for any bursary support from the school?

What challenges, if any, do you envision in taking this course, and how will you address them? (for example, finding a suitable supervisor, time management without weekly classes, etc.)

Please send your completed response electronically to the DLM Coordinator for approval ASAP.

Note the Complementary Course Policy that indicates that you must have approval for this course prior to enrolling.

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