



Research/Writing in Ministry

CHRM 7301 **Research/Writing in Ministry**

Students will be oriented in doctoral-level research and writing, develop practical philosophies for evaluating personal skills and church ministries, and will produce a research paper, professional portfolio, and a plan for ministry.

Required Text(s) and Resources

Title: *How to Read a Book: The Classic Guide to Intelligent Reading*

Authors: Mortimer J. Adler and Charles Van Doren.

Publisher: Touchstone

Edition: Revised

Publication Year: 2016

ISBN: 978-0671212094

Title: *The Craft of Research*

Authors: Wayne C. Booth, Gregory C. Colomb, Joseph M. Williams, Joseph Bizup, and William T. FitzGerald

Publisher: The University of Chicago Press

Edition: Fifth

Publication Year: 2024

ISBN: 978-0226826677

Title: *The Elements of Style*

Authors: William Strunk, Jr.; Richard De A'Morelli, editor

Publisher: Spectrum Ink

Edition: Classic Edition

Publication Year: 2018

ISBN: 978-1643990002

Title: *A Manual for Writers of Term Papers, Theses, and Dissertations*

Author: Kate L. Turabian

Publisher: The University of Chicago Press

Edition: Ninth

Publication Year: 2018

ISBN: 978-0226430577

Title: *Quality Research Papers: For Students of Religion and Theology*
Author: Nancy Vyhmeister and Terry Dwain Robertson
Publisher: Zondervan
Edition: Fourth
Publication Year: 2020
ISBN: 978-0310106661

Title: *YOUNIQUE: Designing the Life that God Dreamed for You*
Author: Will Mancini
Publisher: B&H Publishing
Edition: First
Publication Year: 2020
ISBN: 978-1462766673

Title: *YouMap: Find Yourself. Blaze Your Path. Show the World!*
Author: Kristin A. Sherry
Publisher: Black Rose Writing
Edition: First
Publication Year: 2018
ISBN: 978-1684331437

Prerequisites: None

Professor Information

Name: Bill Bryan, PhD, DMin
Email: wbryan@etbu.edu
Telephone: (276) 739-8571
Office Hours: Please send the professor an email to schedule a virtual meeting.

TERM: Fall 2026

LAST DAY TO WITHDRAW: Sep. 7

Program-Level Student Learning Outcomes (if applicable)

1. Gain advanced understanding of the nature and purposes of ministry;
2. Develop further in ministerial analysis and skills;
3. Integrate new competencies into the practice of theologically reflective ministry; and
4. Enhance professional life by growth in spiritual maturity.

Student Learning Outcomes (SLOs) in this Course:

After successful completion of this course the student will be able to:

1. Synthesize readings in online discussions with professor and peers. (Forums, Zooms)
2. Analyze scholarly research through book reviews and papers. (Book Reviews, Annotated Bibliography, Comparative Book Review, and Research Paper)
3. Synthesize life and ministry experiences through the creation of a portfolio. (Portfolio)

Navigation of This Course

This course is organized in modules. Go to modules and you will see the readings, discussions, and assignments for each module grouped together.

Curriculum Map

UNIT	DATES	COURSE SLOs	ACTIVITIES	ASSESSMENTS
Reading and Research	August 17 to 23, 2026	1, 2	<i>How to Read a Book</i> (HTR) – entire book <i>The Craft of Research</i> (TCR) – Preface, Introduction <i>Quality Research Papers</i> (QRP) – chs 1, 15 <i>Univ. of Toronto “Writing Advice” website</i> “Critical Reading” “Get the Most from Reading” “Notes from Research” “New Words” “Book Review” “Annotated Bibliography” “Comparative Essay”	Forum 1 HTR Book Review Joint Zoom 1 - 8/18
Planning	August 24 to 30, 2026		TCR – chs. 1, 2, 10, 14 QRP – chs. 10, 11, 12 <i>Univ. of Toronto “Writing Advice” website</i> “Organizing” “Thesis Statements” “Intros and Conclusions” “Paragraphs” “Topic Sentences”	Forum 2
Kinds of Research	Aug. 31 to Sept. 6, 2026		TCR Appendix - p 301ff QRP chs. 2-9 <i>Univ. of Toronto “Writing Advice” website</i> “Abstract” “History” “Philosophy” “Academic Proposal” “Academic Proposal in Graduate School”	Forum 3 Core Readings Book Review Research Paper Topic Approved
Research Sources	Sept. 7-13, 2026		TCR chs. 3, 4, 12, 17, 18 QRP Chapters 13-14 <i>Univ. of Toronto “Writing Advice” website</i> “Research Using Internet” “Preview” “Skim and Scan” “Summarize” “How Not to Plagiarize” “Documentation” “Quotations” “Paraphrase”	Forum 4

Arguments	Sept. 14-20, 2026	1, 2	TCR chs. 5, 6, 7, 8, 9	Forum 5 Annotated Bibliography
Research Draft	Sept 21 to 27, 2026		TCR chs. 10, 13 QRP chs. 16-22 <i>The Elements of Style</i> – entire book	Forum 6
Revising the Draft	Sept. 28 – Oct. 4, 2026	3	TCR chs. 11, 15 <i>Univ. of Toronto “Writing Advice” website</i> Revising (all) English Language (all) FALL BREAK Oct 1-2	Forum 7 TCR and QRP Comparative Book Review Joint Zoom 2 - 9/28
Mid-Term	Oct. 5 - 11, 2026		No Assigned Reading	Forum 8 Draft Research Paper
Your Journey	Oct. 12 - 18, 2026		<i>YOUNIQUE</i> (Y) Preface, ch. 4	Forum 9 CliftonStrengths, Myers-Briggs, Basden-Johnson
Your One Thing	Oct. 19 – 25, 2026		Y – chs. 2-8 YM – “Introduction” – “Discover Your Values”, pp. 17 – 58	Forum 10
Your Identity	Oct 26 – Nov. 1, 2026		Y – chs. 9-13 YM – “Discover Your Motivated Skills” – “Discover How You’re Wired”, pp. 59-88	Forum 11 <i>Younique</i> Sweet Spot Summary
Your Direction: Part 1	Nov. 2 – 8, 2026	3	Y – chs. 14-16, 25, 26 YM – “The You Map Career Profile” – “Work Attribute Preferences”, pp. 89-136	Forum 12 <i>YouMap</i> Profile
Your Direction: Part 2	Nov. 9 – 15, 2026		Y – chs. 17-19 YM – “Show the World!” – “The Academic CV by Lisa Jones”, pp. 137-181	Forum 13 <i>Younique</i> Life Plan Snapshot
Your Renewal	Nov. 16-22, 2026		Y – chs. 20-24	Forum 14 Resume, CV, and Life Renewal Plan

November 23-27 Thanksgiving Holiday				
Your Destiny	Nov. 30-Dec. 6, 2026	1, 2, 3	Y – chs. 25-27	Forum 15 Research Paper Portfolio Joint Zoom 3 - 12/1

Determining the Final Grade

Assessment	Percent of Final Grade
Participation: Timely completion of all assignments in Canvas (written assignments, Forum discussions, and Zoom video chats)	10%
Book Review of <i>How to Read a Book</i>	10%
Book Review from Core Readings Seminar	5%
Annotated Bibliography	5%
Comparative Analysis of <i>The Craft of Research</i> and <i>Quality Research Papers</i>	10%
Draft Research Paper	10%
Final Research Paper	20%
CliftonStrengths	2%
Myers-Briggs	2%
Basden-Johnson	1%
<i>YouUnique</i> Sweet Spot Summary	2.5%
<i>YouMap</i> Profile	5%
Life Plan Snapshot	2.5%
Resume	2.5%
CV	2.5%
Life Renewal Plan	5%
Portfolio	5%
Total	100%

Grading Scale

98 – 100%	A+
95 – 97%	A
92 – 94%	A-
89 – 91%	B+
86 – 88%	B
83 – 85%	B-
Below 83%	F

Instructor-Specific Expectations

Research and Writing Assignments

Book Review of *How to Read a Book*

Synthesize principles of sound academic reading and writing by reading and composing a written critical book review, four to five pages in length, of *How to Read a Book*. A Book Review Template is provided in the classroom.

Book Review from Core Readings Seminar

Submit a book review prepared from the student's Core Readings Seminar (CHRM7200) for analysis by the professor regarding form, style, and structure.

Annotated Bibliography

Submit an annotated bibliography of twenty to thirty research resources that will be used in writing a twelve-to-fifteen-page research paper on the topic selected by the student and seminar professor. The annotated bibliography should contain a variety of research resources such as website articles, electronic books, electronic journal articles, hardcopy books, and hardcopy journal articles. An Annotated Bibliography Template is provided in the classroom.

Comparative Analysis of *The Craft of Research* and *Quality Research Papers*

Analyze and evaluate in a written comparative analysis, four to six pages in length, the research and writing approaches presented in *The Craft of Research* and *Quality Research Papers*.

Research Paper

Submit a full **Draft Research Paper**, twelve to fifteen pages in length with complete footnotes and bibliography, by the seminar midterm. The seminar professor will provide graded feedback on the draft to enable the student to prepare and submit a **Final Research Paper** by the end of the course. This paper must demonstrate a form and style that is in accord with the guidelines in *A Manual for Writers* and the principles in *The Elements of Style*.

Research and Writing Electronic Resources

University of Toronto Writing Advice

This is a seven part introduction to planning, researching, writing, and revising research assignments at the graduate level. The student will complete the assigned readings from this website in the Curriculum Map using the link below.

<https://advice.writing.utoronto.ca>

The Chicago Manual of Style Online

This site gives advice on using the Chicago Manual of Style, which is the basis for Turabian's manual. Among its many helps, it includes a citation guide, style Q&A section, and video tutorials.

<https://www.chicagomanualofstyle.org/home.html>

Portfolio Electronic Resources

***YOUNIQUE* Website**

This website is a companion to the *YOUNIQUE* book. It contains more information regarding the *YOUNIQUE* process and provides connections for going further by completing online courses, listening to podcasts, and accessing other helpful resources. Note that most of the additional courses are fee-based and are not required for this course.

<https://lifeyouunique.com/>

***YouMap* Website**

This website is a companion to the *YouMap* book. It contains for information regarding the *YouMap* Profile and provides connections for going further with the YouMap process by completing additional online exercises, connecting with personal coaches, or becoming a certified *YouMap* coach. Note that most of these additional exercises and coaching are fee-based and are not required for this course.

<http://www.myyoumap.com/>

CliftonStrengths Assessment Website

The link below is for the Gallup store website. Each student will use this site to purchase and complete the Top 5 CliftonStrengths assessment as required in class week nine. The cost of the inventory is \$24.99 and will be paid for directly by the student.

<https://store.gallup.com/p/en-us/10108/top-5-cliftonstrengths>

Myers-Briggs Assessment Website

The link below is for the Myers-Briggs website. Each student will use this site to purchase and complete an online Myers-Briggs assessment as required in class week nine. The cost of the inventory is \$59.95 and will be paid for directly by the student.

<https://www.mbtionline.com/en-US/Products/For-you>

Myers-Briggs Background Information

This webpage is part of the Myers-Briggs Foundation website. It provides information on the origin, development, and use of the Myers-Briggs instrument.

<https://www.myersbriggs.org/my-mbti-personality-type/mbti-basics/>

Basden-Johnson Spiritual Gifts Inventory

Students will be provided with materials to complete this inventory in the online classroom.

Special Notes:

All reading assignments and exercises noted in the Curriculum Map must be completed by the beginning of the class week to enable quality discussion of the topic(s) in forums, chats, and other interactions with the professor and peers.

All written assignments shall be carefully prepared according to the form and style set forth in Turabian's *A Manual for Writers* as required for all B.H. Carroll Theological Seminary written work. The version of Turabian to be used is the one listed in the Textbooks section above. Written work shall be free of spelling and typing errors and shall demonstrate a graduate level of understanding of English grammar and punctuation. All written assignments shall be typewritten, using Times New Roman regular font, size 11 or 12, and shall include a title page and, when required, footnotes and bibliography. All written assignments shall be submitted through Canvas as Microsoft Word documents.

[ETBU Online Policies, Technology Assistance and Support](#)

All online academic policies can be found in the link above; you are responsible for complying with all of these policies.

In addition, this link includes technology support and academic support service information including disability and accommodations information as well as ADA compliance guidance and criteria. Please review all of this information.