



Helping Relationships

Syllabus

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Information

Lecturer	Ed Welch, Ph.D., M.Div., CCEF Faculty & Counsellor
Grader	<p>You will be assigned a Grader from Biblical Counselling UK who will grade your assignments and field questions about the assignments.</p> <p>You can contact your Grader through your Canvas inbox.</p> <p>Your Grader 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 your email inquiries.</p>
Tutor	<p>Your course tutor will lead the fortnightly seminars and help guide you through the material presented by Ed Welch and address questions and concerns.</p> <p>You can contact your Tutor through your Canvas inbox.</p>
Administration	For queries about course access, withdrawals, requests to take final exams early, and extensions over 7 days, please contact Course Administration – courses@bcuk.org
Canvas	Canvas hosts your course materials (videos, audio files, course documents) and enables you to communicate with your Grader and the other students in your class. Assignments should always be submitted through Canvas.
Technical Queries	<p>For help with common problems, please see ‘Technical information and troubleshooting’ within the Student Orientation material on your Canvas dashboard.</p> <p>If you cannot resolve your difficulty, please contact Course Administration – courses@bcuk.org.</p>
Course Programme	You are expected to watch the assigned video(s) each week (approximately 2 to 3 hours), and complete the reading and submit your assignments as listed in this course syllabus.
Sharing & Copyright	<p>All materials provided to you for this course through Canvas are copyrighted by BCUK, CCEF or other publishers, to whom we pay 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 prior permission from Biblical Counselling UK.</p> <p>As an exception to this policy, CCEF allow students to share up to 10 copies of <i>Journal of Biblical Counseling</i> (JBC) articles from the course for use in their personal ministry. Examples of this would include sharing an article with a counselee, spouse, friend or small group. This is strictly limited to JBC articles.</p> <p>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.</p>

Course Description

This course is intended to enhance your interpersonal ministry skills both in everyday and more intentional conversations. The skills are organised in two parts: skills to know people, and skills to apply Scripture.

Learning Goals

By the end of this course, you will be able to:

- Understand the principles and practicalities of interpersonal ministry
- Show an awareness of the character attributes that are necessary to engage in interpersonal ministry well
- Connect interpersonal ministry methods with their theological foundations
- Establish foundational skills in interpersonal ministry - particularly conversational skills - that can be built upon in the years to come
- Offer those conversational skills within the local church in ways that encourage others and promote growth.

Reading List

Books

You will need access to the following:

- Edward T. Welch, *Caring for One Another: 8 Ways to Cultivate Relationships*. Wheaton, IL: Crossway, 2018.
- Edward T. Welch, *Side by Side*. Wheaton, IL: Crossway, 2015.
- Irving Yalom, *The Gift of Therapy*. New York: HarperCollins, 2002, 2003, or 2009

Additional Readings are found in Canvas.

It is essential that you keep up with required readings, as many lectures and Community Group discussions assume prior knowledge gained from the readings.

Extended Conversation Partner

Students are required to meet with someone on a regular basis for conversations throughout the course. Those students taking the Helping Relationships course over 10 weeks will be required to meet with your conversation partner weekly, those students taking the course over 6 months will be required to meet fortnightly. You will be writing about this particular relationship in some of your assignments. These meetings are not designed to be formal counselling sessions but an opportunity to practise interpersonal skills, within the context of a normal friendship, with a mature brother or sister from church. You will need to arrange your Conversation Partner before the start of term, so that you are ready to meet weekly with them starting in Week 2.

Choosing an Extended Conversation Partner

When considering who to meet with, students should look for an individual who is:

- Able to meet 1-to-1 for conversation that is intentional
- Willing to meet consistently over the period required by the course
- Committed to meetings of roughly an hour in length, each time you meet
- Reliable in meeting regularly, and thoughtful, honest and reasonably open in conversation with you – it is likely to be helpful if they are quite mature in their faith
- A Christian from your church since this means a structure will be in place for accountability and safeguarding. If you wish to meet with someone outside your church, you will need the written approval of your course tutor.
- Happy to pray with you at the end of each meeting.
- Willing to meet in person, though it is acceptable to have up to two conversations online via a platform such as Zoom. If you wish to have all your conversations on Zoom, permission is required from your tutor and every effort should be made to ensure that you meet in such a way that allows you to engage with non-verbal communication (e.g. facial expression, body language) as well as verbal communication.
- Not a close family member, or anyone under 18
- You could choose to meet with someone that you are already meeting with, but if so, do please make it clear to the person that you are taking this course and obtain 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.

Inviting someone to be your Extended Conversation Partner

We suggest speaking to them – asking them *in person*, not by email or text message - along the following lines:

Next term, I'm doing a course with Biblical Counselling UK that is focusing on being helpful and encouraging in conversations. As part of that, I need to arrange to meet with someone each week for about an hour or so's conversation. The idea would be to talk with them about their Christian life; about issues they are facing; about ways they are trying to grow; about their encouragements and their struggles and seek to be a help to them in all of that.

I'm wondering if you would be interested. We'd just need to be able to meet each week and you'd need to be happy that in general terms and without using names, I could write about our conversations in some of the papers I need to hand in.

It is important that students should not over-estimate their capacity in pastoral care or counselling. As such we advise against these conversations focusing on serious pastoral issues such as abuse, addiction, mental health concerns or other significant struggles. And we advise that you make a member of your church leadership team aware that the conversations are taking place. These foundational courses do not qualify a student to 'do biblical counselling' and BCUK never encourages students (even those who have completed the Certificate Programme) to describe themselves as 'biblical counsellors'.

Regularity of Meetings

It is your responsibility to secure a Conversation Partner who can meet weekly (or fortnightly if doing the 6 month course), beginning in week 2 of the course.

We understand there are situations that may prevent you meeting, but these should be rare exceptions. If your conversation partner cancels your weekly time together you may use another intentional conversation as a substitute. This substitution is permitted only twice during the course. If your conversation partner continues to cancel, then you will need to find a new person who is able to meet weekly.

Goals of Meetings

The goals of these meetings are to practise listening, speaking and praying with a brother or sister in Christ. You are aiming to practise doing intentional friendship well. Your goal is not to act as a formal counsellor or give advice or specific direction. If the person wants direction, it must be collegial, i.e., seeking God's good words together.

Each week, on Canvas, you will receive a prompt to help guide the conversation that week. However, your conversations will range beyond these prompts and cover a number of topics, as normal conversation usually does. If you would like some ideas of further topics to consider, you may find this list helpful:

General/Helpful Topics

- What are the circumstances of their lives? (and a nudge deeper) What about: Family of origin... present family or friends... Work...Where the person has lived...Important people today...Interests and pleasures - and why....A summary of themselves in a sentence or image
- What have been their best conversations? Why?
- What have been their worst conversations?
- What have people said or done that was helpful to their spiritual life?
- What have people said or done, especially during hardships, that was hurtful?
- What is most important now? Weightiest, best?
- How did the person come to Christ?
- What were the pivotal events in their lives? This is a move into the larger story.
- What are they learning spiritually? Where do they feel spiritually needy or stuck? (This is an opportunity to pray together).
- How do they hope to grow in Christ? Who do they want to be in 2 years?
- Where is the Spirit obviously working and leading?
- "For someone to know you well (like I hope to do), what do you think are the essentials for someone to know about you?"
- What does growing in Jesus look like for them? How do they come to Christ with their sins?

Between Meetings

Between each meeting it will be good practice for you to spend a little time:

- Reflecting on the conversation just gone
- Praying for the person you are meeting with - picking up on things you were speaking about together

- Looking ahead to the hints for the next conversation and thinking through how you might start the next conversation well in prayer
- Thinking about where in Scripture you might go in the conversation to come

Lecture & Assignment Schedule

- Instructions 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.

Preparation	<p><u>Complete</u></p> <p>Secure Extended Conversation Partner Complete Safeguarding declaration Introduce Yourself</p>
Week 1	<p><u>Watch</u></p> <p>Lecture 1: Introduction (18 min) Lecture 2: Key Passage (9 min) Lecture 3: Hindrances (13min)</p> <p><i>Foundations for Wise Methods</i> Lecture 4: Life in God's House, Part 1 (21min) Lecture 5: Life in God's House, Part 2 (40min) Lecture 6: Life in God's House, Part 3 (24min)</p> <p><u>Read</u></p> <p><i>Side by Side</i>, Introduction–ch. 3 BCUK's History, Vision and beliefs 4x BCUK blog posts</p> <p><u>Submit</u></p> <ul style="list-style-type: none"> • Self Assessment
Week 2	<p><u>Attend</u></p> <p>Seminar 1</p> <p><u>Watch</u> <i>Model of Care</i> Lecture 7: Pursue & Know People (41min) Lecture 8: Know the Heart, Part 1 (40min) Lecture 9: Know the Heart, Part 2 (21min) Lecture 10: Know God & His Ways (16min)</p> <p><u>Read</u></p> <p>Welch, <i>Side by Side</i>, chs. 4–6 Welch, Introduction to <i>The Gift of Therapy</i> <i>The Gift of Therapy</i>, chs. 1–10</p> <p><u>Complete</u></p> <p>Conversation with Week 2 Prompt</p> <p><u>Submit</u></p> <p>Being "Personal" Paper</p>

Week 3	<p><u>Watch</u> <i>Skills for Knowing People</i> Lecture 11: Skill 1 (14min) Lecture 12: Skill 2 (21min) Lecture 13: Skill 3 (24min) Lecture 14: Skill 4, Part 1 (45min) Lecture 15: Skill 4, Part 2 (20min)</p> <p><u>Read</u> <i>Side by Side</i>, chs. 7–9 <i>The Gift of Therapy</i>, chs. 11–20</p> <p><u>Complete</u> Extended Conversation with Week 3 Prompt</p> <p><u>Submit</u> Reflection Paper 1</p>
Week 4	<p><u>Attend</u> Seminar 2</p> <p><u>Watch/Listen</u> <i>Skills for Knowing People, cont.</i></p> <p>Lecture 16: Skill 5 (28min) Lecture 17: Skill 6, Part 1 (37min) Lecture 18: Skill 6, Part 2 (37min) Sample Conversation 1</p> <p><u>Read</u> <i>Side by Side</i>, chs. 10–12 <i>The Gift of Therapy</i>, chs. 21–30 (Optional) “X-ray Questions” (see Lecture 16 in Canvas)</p> <p><u>Complete</u> Extended Conversation with Week 4 Prompt</p>
Week 5	<p><u>Watch</u> <i>Skills for Knowing People, cont.</i> Lecture 19: Skill 7 (24min) Lecture 20: Skill 8 (36min) Lecture 21: Skill 9 (33min) Lecture 22: Skill 10 (24min)</p> <p><u>Read</u> <i>Side by Side</i>, chs. 13–15 <i>Gift of Therapy</i>, chs. 31–40</p> <p><u>Complete</u> Extended Conversation with Week 5 Prompt</p> <p><u>Submit</u> Reflection Paper 2</p>

Week 6	<p>Attend Seminar 3</p> <p>Watch <i>Skills for Knowing Scripture</i> Lecture 23: Skill 1 (28min) Lecture 24: Skill 2 (30min) Lecture 25: Skill 3 (29min) “How to Have a Good Conversation” Celeste Headlee (12min)</p> <p>Read <i>Side by Side</i>, chs. 16–conclusion <i>Gift of Therapy</i>, chs. 41–50</p> <p>Complete Extended Conversation with Week 6 Prompt</p>
Week 7	<p>Watch/Listen <i>Skills for Knowing Scripture, cont</i> Lecture 26: Skill 4, Part 1 (46min) Lecture 27: Skill 4, Part 2 (33min) Lecture 28: Skill 5 (32min) Sample Conversation 2</p> <p>Read <i>Caring for One Another</i>, Preface–Lesson 4 <i>The Gift of Therapy</i>, chs. 51–60</p> <p>Complete Extended Conversation with Week 7 Prompt</p> <p>Submit Reflection Paper 3</p>
Week 8	<p>Attend Seminar 4</p> <p>Watch <i>Skills for Knowing Scripture, cont.</i> Lecture 29: Skill 6 (19min) Lecture 30: Skill 7, Part 1 (31min) Lecture 31: Skill 7, Part 2 (40min)</p> <p>Read <i>Caring for One Another</i>, Lesson 6–notes <i>The Gift of Therapy</i>, chs. 61–70</p> <p>Complete Extended Conversation with Week 8 Prompt</p>

Week 9	<p><u>Watch/Listen</u> <i>Skills for Knowing Scripture, cont.</i></p> <p>Lecture 32: Skill 8 (47min) Lecture 33: Skill 9 (39min) Lecture 34: Closing (14min) Sample Conversation 3</p> <p>Read <i>The Gift of Therapy</i>, chs. 71–85 The Art of Letter Writing</p> <p><u>Complete</u> Extended Conversation with Week 9 Prompt</p> <p><u>Submit</u> Letter to Conversation Partner</p>
Week 10	<p><u>Attend</u> Seminar 5</p> <p><u>Complete</u> Final Paper</p>

Participation and Assignments

Seminar Attendance (5%)

Seminars and Community Group discussions

You will be assigned to a Community Group that will meet during the seminars in weeks 2, 4, 6, 8 and 10, for approximately one hour. These meetings provide an opportunity to interact with the conceptual, personal, relational, and ministerial implications of the lectures and reading material. This interaction is a critical opportunity to connect with the material in a new way while also forming relationships with fellow students.

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 all the seminars for this course. If you have to miss a session:

- Let your seminar tutor know that you will be absent in advance.
- Meet with someone in your own community and share with them what you are learning in the course. This meeting should be about one hour.
- Email your seminar tutor via Canvas to confirm the meeting took place.

You should not miss more than one Community Group session.

Response Papers (50%)

- Self-Assessment
- Being “Personal” Reflection

- 3 Reflection Papers

Final Papers (45%)

- Letter to Conversation Partner
- Final Paper

For your final paper, you will use your notes and reflections on your extended conversations to write a 4–5 page paper reflecting on the time spent with your conversation partner. Note: You must pass the final paper to pass the course.

Assignment weighting

Reflection papers	50%
<ul style="list-style-type: none"> • Self-Assessment (10%) • Being “Personal” Reflection (10%) • Reflection papers 1, 2, 3 (10% each) 	
Letter to Conversation Partner	15%
Final Paper	30%
Seminar attendance	5%

Grading

There are two main reasons for providing grades for your work in the certificate programme. The first is to provide some feedback about how you have done. We trust it helps to have a sense of the standard of your work and changes that may happen over time. The second purpose is to provide some measure of accountability. Being marked challenges you to put in the time and effort needed to produce good quality thinking and work. All our lives and all our ministry depends upon growing wisdom. We trust getting grades is one way of helping encourage us toward the effort that is needed for that growth.

Yet grading brings dangers too – it can foster a sense of competitiveness or a fear of failure. So do be praying for godly attitudes. It may help to remember that humility and a willingness to admit ignorance and a desire to grow in knowledge, wisdom, and love (James 1:5; Matt. 5:3) are hallmarks of authentic faith.

In many ways grading is simply a means of helping you maintain the ambitions that led you to register in the first place.

Grading Scheme

Grade Letter	Percentage Score	Grade Definition

A	85% – 100%	Excellent to Outstanding	PASS
A-	70%-84%		
B+	66% – 69%	Good to Very Good	
B	63% - 65%		
B-	60%- 62%		
C+	55% – 59%	Satisfactory	
C	50% - 54%		
C-	40% – 49%	Sufficient	
D	35% – 39%	Unsatisfactory	FAIL
E	30% - 34%		
F	0 – 29%	Unsatisfactory	

Late Assignments

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

Requests for Extensions

Policies: Please refer to the BCUK Student Handbook (available in the Course Information section on Canvas) regarding policies for granting late assignments and extensions.

- Extensions will not be granted for holidays or previously planned events.
- To request an extension for up to 7 days**, contact your Grader through the Canvas platform before the deadline, stating the reason for your extension request and how long an extension you are asking for.
- To request an extension longer than 7 days**, email courses@bcuk.org, stating:
 - The course you are taking and your Grader
 - The assignment for which you are requesting an extension
 - The due date for this paper or project
 - The reason for your extension request

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

Course Administration

The Student Handbook details policies, procedures, and administration of the Certificate Programme, and information that is relevant to all courses, including grading standards and academic policies.

The Student Handbook is located in the Course Resources section of your course material on Canvas.