**Instructors:**

Most instructors in the diakonia program are recruited from local Lutheran clergy and rostered lay professionals. However, instructors may be, from time to time, recruited from other church bodies. A standard honorarium of $400 is paid for each course taught. Mileage may or may not be reimbursed.

Instructor responsibilities:

1. Review the Course Guide/Description and develop a 5-lesson syllabus, (sample syllabi and suggested texts will be provided) determine class materials needed.

2. Provide syllabus and book(s) needed for the course (total cost not to exceed $35/course) and any other materials to the students/Location/Community Manager 3 weeks prior to the start of the first class

3. Inform Location/Community Manager of any audio visual/or other equipment needs

4. Develop student reading or writing assignments (approximately 3 hours out-of-class time) Final assignments should either be project/papers or weekly assignments of no more than 1 pages.

5. Review student papers or assignments (constructive comments for students are encouraged.

6. Keep a record of and submit student attendance and grade reports /evaluations to Location/Community Manager within 2 weeks of the completion of the course. (in accordance with your area procedures)

*\*Consult with site manager in regard to assignment design, class dynamics, special needs of students*

1. **Class Preparation**

**Class Syllabus**

The course syllabus is to be developed within the goals and objectives as described in the diakonia Course Guide/Description, although individual creativity in method and resources is encouraged. Instructors should be sensitive to the varying abilities and educational/social backgrounds of the students. Weekly reading and written assignments should be limited to no more than 3 hours out of class and are to be included in the syllabus. Introductory readings may be assigned prior to the first session, in preparation for the first class. Some instructors also choose to require a final project.

**Books and/or Other Class Resources**

Selected texts should (a) be written for adult learners without degrees, (b) might serve as useful reference works after the course is over, and (c) be consistent with the evangelical faith as reflected in our confessional tradition. The total cost of books should not be more than $25-35. If copies of materials are provided, instructors are responsible for obtaining any required permissions. Some locations have seminaries and/or church or public libraries that can be a source for books to be borrowed for the course.

**Teaching Methods**

Keep in mind that adult learners value variety and participation. Instructors are encouraged to be creative and varied in their teaching methods and in the resources they use.Diakonia students are highly committed learners and are eager to interact with the material, their classmates, and the instructor. A mixture of lecture and discussion is generally best.

**B. Class Session Format**

- Opening Devotions/announcements: led by student(s) as scheduled (10 minutes max)

- Class session approximately 1 hour

- 15-minute break: refreshment may be provided by devotion leader

- Class session approximately 1 hour

- Closing prayer/announcements (Instructor)

Class Cancellation: If a class has been cancelled for any reason, the instructor and the Location/Community Manager will confer to schedule a make-up class.

**C. Assignments**

1. Instructors should communicate content and due date of all assignments clearly in through email. If willing, offer to consult with students about alternative content or any creative ideas they may have. Extenuating circumstances should be worked out between the student, the location/community manager, and the instructor. Failure to complete all assignments will result in an incomplete. Students given an ‘incomplete’ will have the option to make up the work in a timely manner.

2. Instructor feedback is expected and appreciated on each student assignment. Students are vitally interested in your thoughts and insights on their studies. A “complete" is never a substitute for well-chosen, constructive, and thoughtful commentary from the instructor.

4. Instructors should plan to review and return non-electronic copies of assignments or e-copies to individual studentswithin 2 weeks after the final class session. The instructor teaching the last course of the year needs to be aware that the Location/Community Manager~~s~~ must have the instructor’s confirmation that graduating students have completed the final course. Time frames need to be adjusted accordingly.

**D. Grading and Honorarium/Stipend**

1. Complete and submit the student attendance/grade form provided by your location manager. Grading is "Complete/Incomplete". “Complete" signifies class attendance of at least 3 of the 5 classes, class participation, and submission of all required assignments. Incomplete students may be given a chance to make up missed assignments in a timely manner.

2. An instructor evaluation form may be distributed to students by the Location Manager. Student feedback will be provided to you after the completion of the class.

3. After all instructor documentation has been completed and submitted as required, the designated stipend is paid.

**Foundation Year Course Descriptions**

Growing in Faith: The diakonia™ Program

**Foundation Year for both tracks – Six 5-week classes**

This first year of study will provide a strong foundation which will be built upon in year 2 and subsequent study. Each synod should offer this foundation year of classes each year with in-person classes to establish the community that has been so important to this program. *Zoom options should be offered for those either not close enough, or with physical limitations, thus preventing their attending in person.*

**Lutheran Creeds and Confessions**

This course provides an analysis of the historical context and theological content of the Book of Concord (the Lutheran Confessions) with an eye to establishing the importance of its witness for Christian mission and ministry.

**Introduction to the New Testament**

The goals of this course are to understand the gospel message as revealed in the New Testament (NT), to explore the life and faith of the Christian church in the first century, to understand how the Bible came down to us in its present form, and to understand and use a variety of tools for interpreting the Bible. Throughout the course students will reflect on how the New Testament Gospel has shaped our Christian lives.

**Introduction to the First Testament/Old Testament**

This course seeks to give you the basic knowledge to navigate the ancient, alien world of the First/Old Testament in your heart, mind, and imagination. We will explore what Scripture intends to be, where it arose and spoke, who wrote and edited it, how various worldviews shaped its contents, and when and especially why these particular things were put on record. The people then and there can then meet and converse with us in the here and now. The purpose of all this is that, as much as possible, you come to know the faithful yet flawed people (like ourselves) you meet there, to share more deeply their love of the God we all worship, and to embrace them as companions in following God.

**Christianity in a Lutheran Key** *(redesign of Lutherans in North America)*

While all Christians share a common set of theological beliefs, Lutherans look at things through a filter of grace. In this course we will discover more about our Lutheran roots. We will also look forward to challenges that face us in the future.

**Worship Matters**

Why do we worship Sunday after Sunday? Is worship intended for an ‘in group’ to comfort and console? Is worship intended to equip for mission and service? Is worship for God or for us? As we explore these questions, we will discover tensions in worship: a God focus or a communal focus, a head focus or a heart focus, a structured worship or a free worship, a universal church focus or a focus on the local assembly and its needs.

How we worship as a community will be informed by our roots in the Western Church’s liturgical tradition as well as by social and cultural experiences in a particular time and place. Through our conversations we will challenge and equip one another for the ongoing renewal of the worship life of the church.

**Living as a Christian in the World**

This course allows students to explore their place in a world that is no longer predominately Christian. Students will discuss and explore their role as a member of a Christian community and the community at large. Begin discernment on future service and ministries in their congregations and communities.