

Supervised Ministries Handbook

**Master of Divinity
PTH 621,631,721,731
Master of Christian Education
CED 531-561, CED 631-661**

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Introduction to Supervised Ministry

Supervised Ministry is an intentional and ongoing process of contextual education that provides the student with opportunities to develop ministerial identity and to integrate the practice of ministry with theological reflection on ministry in the contexts of the local church and cross-cultural/community settings. Supervised Ministry is a holistic approach to theological education seeking not only formation but transformation in the lives of students. Foundational to Supervised Ministry is an approved supervisor who walks alongside the student in the learning process and Case Study groups who reflect upon ministry together.

Step by Step Procedure

1. Take the prescribed prerequisite courses (page 5). MACE students are exempt from PTH courses unless taking the Diploma in Diaconal Ministry. However MACE students must attend a required orientation meeting to be arranged each Fall. The meeting remains mandatory for the requisite Spring/Fall course sequence. All other procedures apply.
2. Get involved in a local congregation with a pastor who could provide supervision for you. If your pastor is not on the approved list (beginning on page 7), contact our office to arrange for an orientation or petition (page 13).
3. Register for a SME course (page 15). This places you in a case study group (page 15).
4. Respond to emails that will arrive from Anne Hardy (arhardy@nts.edu), Supervised Ministry Assistant, indicating the availability of and deadlines for documents for SME.
5. Print out the appropriate Learning Covenant (page 25 or 29) and make an appointment with your supervisor to design your learning.* Be sure to include different learning outcomes (page 33) for each Covenant. Use the chart (page 35) to help you keep track. When you and your supervisor are satisfied with the Covenant, sign, date and submit it by the published deadline. Remember to include a cross-cultural/community setting and identify a supervisor. If your hours and learning outcomes are weighted in this area, the supervisor must be approved (page 39).
6. Begin ministry in the prescribed manner indicated on your Learning Covenant. A copy of the signed and approved Learning Covenant and a final evaluation form to be completed at the end of the semester will be sent to your supervisor. The journal (page 38) is for your personal use to keep a record of your hours of services and activities.

NOTE: MACE students are also required to maintain a portfolio of field experience to submit at the end of their second semester of Supervised Ministry.

7. Before the published due date (page 45), complete the Mid-Semester Evaluation form (page 40) and take it to a meeting with your supervisor to review. When your supervisor has approved and signed the form, submit it to Anne Hardy's box or office (#202).

8. At the end of the semester before the published deadline, your supervisor will complete the evaluation of your work on the form provided (page 43). In a meeting, review the evaluation together. Sign, date and submit it to Anne Hardy's box or office.

9. At this point you will be given an opportunity to nominate your supervisor for the Supervisor of the Year Award. Nominations will be kept on record until that supervisor has been elected by the Missional Community Committee (page 14).

*It would be prudent to schedule future meetings to ensure adequate supervision.

Expectations for the SME Student

1. To become involved in a local congregation in which the student can be nurtured and build ministry relationships.
2. To identify and build relationship with an approved supervisor.
3. To design and submit by its due date, in collaboration with an approved supervisor, a complete and appropriate Learning Covenant for each SME course taken.
4. To arrange and attend one-hour meetings at least twice a month with an approved supervisor.
5. To complete and submit by its due date, a Mid-Semester Evaluation signed by an approved supervisor.
6. To fulfill the roles and responsibilities indicated on the Learning Covenant for the prescribed time commitment.

Expectations for the Director of Supervised Ministry

1. To build relationships with students and supervisors in order to assist them with SME placement and assignments.
2. To communicate thoroughly and regularly the responsibilities of and requirements for SME supervisors and students including deadlines.
3. To facilitate the process of covenant approval through the Missional Community committee.
4. To follow up on requests for intervention by supervisors or students.

Prerequisite Courses

PTH510 Theology of Church and Ministry

This course develops a pastoral theology of the church based on biblical, historical and theological reflection. From this foundation a structure for contemporary practice of ministry will be developed. The course introduces the model of integration of biblical, historical, theological, and pastoral concerns to which NTS is committed. For M. Div. students, this required course must be taken during the first year of study.

PTH 500 Personal and Spiritual Development of the Minister

This course provides new students with an orientation to seminary education and ministerial credentialing from the perspectives of personal and spiritual formation. Through faculty instruction and consulting, the use of psychological and spiritual assessment tools, participation in group interaction, and reflective reading and written assignments, students will deepen their self-awareness and learn to develop a personal and professional growth plan that addresses their strengths and weaknesses. The assessment file established in this course will serve as the base for ongoing assessment of each M. Div. Student. For M. Div. students, this required course must be taken during the first year of study (additional testing fee).

Transfer of Credits

Policies on transferring Clinical Pastoral Education and Missionary Internship Program credit for SME state that CPE may satisfy up to half of the required SME (3 credits) and MIP credits transfer straight across. The registrar must be consulted on all other requests for transfer.

Intensives

After taking PTH500, 510 and 560, students working toward chaplaincy certification may in addition to their required CPE, utilize a summer active duty assignment in ministry (i.e. troop ministry, chapel ministry, hospital assignment, etc.), not to be confused with the Basic Chaplain and/or Chaplain Officer Basic Leadership Course, or another CPE assignment to satisfy PTH 631 and PTH 721 SME courses (3 credit maximum). In addition, Nazarene students would be required to contact the NTS Chaplaincy Advisor/member of Chaplains Advisory Council to establish the parameters of their Learning Covenant.

MACE

Following a prescribed SME orientation, MACE students may register under the appropriate SME age-level course classification for MACE Supervised Ministry. CED531-561 reflects participation in and exposure to a supervised ministry site. CED 631-661 reflects planning and leadership at a supervised ministry site. MACE students pursuing the Diploma in Diaconal Ministry should take PTH 500 and PTH 510 prior to beginning Supervised Ministry.

Portfolio Requirement: MACE students should maintain a portfolio of ministry experiences consistent with SME goals reviewed later in this handbook. The portfolio continues throughout their degree program however students must submit a preliminary portfolio addressing ten ministry ability statements to the Director of the MACE program two weeks before the end of their second SME class. Please note: MACE SME course requirements do not automatically meet MDiv standards should the student change degree classifications.

Grading System

The following letter grades are used for final course marks in Supervised Ministry:

S (Satisfactory)—Passing grade.

U (Unsatisfactory)—Indefinite non-passing grade; work must be repeated; does not affect grade point average.

I (Incomplete)—Course requirements were not completed. If work is not received by the registrar's office by the "due date for incompletes," the alternate grade assigned by the professor will automatically become the student's grade.

(Adapted from NTS Catalog)

Supervisor Information

Approved Supervisors for Residential Students

NAZARENE

Belton New Horizons

Pastor - Jeff Fletcher
(816) 331-3442
Belton-Nazarene@msn.com

Blue Springs First

Pastor - Dr. Lyle Pointer
lbpointer@nts.edu
(816) 228-4651

Bonner Springs

Pastor - Nathan Hann
nshann@everestkc.net
(913) 441-1458

Butler (Joplin District)

Pastor - John Prichard
prichard4@embarqmail.com
(660) 679-5682

Cameron

Pastor - Bill Kirkemo
PastorBill@northmo.net
(816) 632-7812

Drexel

Co-Pastors - Mark and Stephanie
Hendrickson
Cell - (816) 529-4317,
mark@sharingthehope.org
Cell - (816) 529-6102,
shendrickson@nazarene.org
Physical location - 331 East Main
Street, Drexel, MO
Church - when calling from NTS: 1-
(816) 657-2535

Fort Osage

Pastor - Shaun Sutton
shaun@fortosagechurch.org
Marriage/Family Pastor- Rick Long
Associate Pastor - William Silva
(816) 796-5879

Gardner

Pastor - Dan Newburg
(913) 856-8307
gardner_nazarene@yahoo.com
Associate Pastor - Daneale White
deardaneale@yahoo.com

Gardner Trinity Family

Pastor - Donnie Miller
donnie@trinityfamilyonline.com
(913) 620-6966

Garnett (Joplin District)

Pastor - Phil Rhoades
prhoades@garnettnazarene.org
(785) 448-3208

Grandview

Pastor - Eric Forgrave
pastor.eric@grandviewnaz.org
(816) 392-6441

Harrisonville

Pastor - Jimmy Skeen
PastorJimmy@theNaz.com
Assistant Pastor - Nancy Cantrell
PastorNancy@theNaz.info
(816) 380-4604

Independence Trinity

Pastor - Wayne Nelson
wsncen@sbcglobal.net
(816) 796-2750

K.C. Beacon Hill

Pastor - Jefferson Newton

JEMcNEW@aol.com

(816) 225-8469

K.C. Blue Hills Community

Pastor - Larry Lott

bluehill@swbell.net

(816) 523-2833

K.C. Central

Pastor - Rob Prince

rprince@kccentral.org

Youth Pastor - Corey Stipp

Worship & Arts Pastor - Kevin

Koker

(913) 541-2600

CentralNaz@KCCentral.org

K.C. CrossPoint Community

Pastor - Dennis Solis

Dennis-CrossPoint@msn.com

(816) 761-5513

K.C. 1st

Senior Asst. Pastor - Neil McPherson

nmm@kcfc.org

Children's Pastor - Kris Mitchell

kmitchell@kcfc.org

Administrative Pastor - Lyle Curtis

(816) 942-9022

kcfc@kcfc.org

K.C. 1st Spanish

Pastor - Leonel B. de Leon

LeonelDL@primicia.org

(913) 362-4709

K.C. Grace

Co-Pastors - Joey and Tammy

Condon

kcsgrace@gmail.com

(816) 820-2298-cell

K.C. GracePoint

Lead Pastor - Dave Thornhill

(913) 422-9098

office@kcgracepoint.com

K.C. Nall Avenue

Pastor - Ken Lightcap

klightcap@nallnaz.org

Youth Pastor - Jeff Darnauer

Children's Pastor - Mike Petersma

mpetersma@nallnaz.org

(913) 384-3040

office@nallnaz.org

K.C. New Hope

Pastor - Michael DeBoef

mdeboef@kcnewhope.org

(816) 853-4579

Chaplain - Dr. Kendall Hughes

GKHughes@aol.com

K.C. St. Paul's

Pastor - Caleb Reynolds

caleb@stpaulskc.org

(816) 353-3187

stpauls@integritynetwork.net

K.C. Riverfront

Pastor - Scott A. Johnson

Johnsons44@yahoo.com

(816) 585-8668

K.C. Shawnee

Pastor - Glen Shoup

Youth Pastor - Kevin Hancock

Children's Pastor - Margaret Tyler

(913) 631-5555

office@shawneenaz.org

K.C. Southwood

Assoc. Pastor – Greg Berdych
GBerdych@sbcglobal.net
(816) 260-1714

K.C. Trinity

Sr. Pastor – Mindy Hancock
mindy.trinity@gmail.com
Assoc. Pastor – Josh Hancock
livingicon@gmail.com
(913) 384-1919

K.C. True Light

Pastor - Alice Piggee-Wallack
alicepw@excite.com
(816) 561-6696

K.C. Victory Hills

Pastor - Clark Armstrong
nazrevca@aol.com
(913) 299-4662

Kearney CrossRoads Community

Pastor - Brett Toole
tymetoole@aol.com
(816) 628-2777

Lawrence University

Pastor - Shawn Heston
(785) 550-6563
info@kuchurch.com

Marshall

Pastor - Keith Jackson
(660) 886-6464

New Beginnings (Lee's Summit)

Pastor - Shane Ash
sash@newbeginningsls.com
(816) 525-7403

Olathe Christ Community

Pastor - John Williamson
jsw@christcommunityolathe.org
Pastor of Christian Formation - Rick Edwards
(913) 829-2626

Olathe College

Senior Pastor – David Graves
dgraves@collegechurch.com
Exec. Pastor - Dan Vanderpool
dvanderp@collegechurch.com
(913) 764-4575
Pastor to High School Youth – Brian Wardlaw
bwardlaw@collegechurch.com
(913) 489-6263
Director of Bus Ministries – John Oster, Jr.
(913) 489-6221
Sr. Adult Pastor – Dennis Apple
dapple@collegechurch.com
(913) 489-6212
Equipping Pastor – John Tader
jtader@collegechurch.com
(913) 489-6272
Verdean Owens vfowens@juno.com
Marge Jantz Owens
margejowens@juno.com
(913) 829-7778
Emmanuel Hispanic Ministries (EHM) at College Church
Pastor - Eduardo Aparicio
eaparicio3@yahoo.com
(816) 304-9445

Olathe Westside

Pastor - Charles Pickens
cpickens@olathewestside.org
Discipleship Pastor of Youth – Tom Craig
tcraig@olathewestside.org
(913) 764-1445

Overland Park

Pastor - Phil Hamner
(913) 381-1160
office@opnazarene.org

O.P. Antioch

Pastor - Don Bird
AntiochNazOffice@kc.rr.com
Administrative Pastor/Older Adult
Ministry - John Crowder
PastorCrowder@kc.rr.com
(913) 648-3044

Paola My Father's House

Pastor - Jay Preston
jaypreston@my-fathers-house.com
(913) 294-3600

Raymore New Vision

Pastor - Jason Matters
jmatters@juno.com
(816) 348-0303

St. Joseph Turning Point

Pastor - Fred Shepard
fred@TPNaz.org
(816) 232-1169

Spring Hill Grace Community

Pastor - Joel Atwell
(913) 592-2036
info@grace-community.net

Village Community Church

Pastor - Dave Hazel dhazel@villagecommunitychurch.com
(913) 231-3975

ADDITIONAL LOCAL CHURCHES**Armourdale (Baptist)**

Pastor - Lea Geisbrecht
leawalter@sbcglobal.net
(816)419-1090

BreakPointe Community (Wesleyan)

Pastor - Tom Kinnan
pastortom@breakpointe.org
(913) 541-0151

Christ Church Anglican

D.O. Smart smart4455@aol.com
(913) 648-4455

Colonial Presbyterian

Pastor - Phil Truesdale
PTruesdale@ColonialKC.org
(816) 501-3003

Community Covenant Church (Evangelical Covenant)

Pastor - Johan Tredoux
JohanTredoux@att.net
(913) 620-3256

Fellowship Bible Church (Gardner)

Lead Pastor - Ty Cross
(913) 856-8454
TyC@gardberfbc.org

Heartland Fellowship (Free Methodist)

Pastor - Roberta Mosier-Peterson
robertamp92@hotmail.com
(913) 579-1812

Jacob's Well Church
Pastor – Shayne Wessel
shaynew@jacobswellchurch.org
Pastor of Community Development
– Deth Im
dethi@jacobswellchurch.org
(816) 531-2757

Leawood Baptist
Sr. Pastor – Mike McKinney
(913) 649-0100
PastorMike@LeawoodBaptist.com

Leawood Presbyterian
Pastor – Ryan Kapple
rkapple@leawoodpres.org
(913) 649-1144

O.P. Church of God (Holiness)
Pastor – Kenneth Peterson
kenanbetty68@sbcglobal.net
(913) 432-3831

**Raytown Christian Church
(Disciples of Christ)**
Pastor – Dawn Weaks
dawn@raytownncc.org
(816) 535-1708

Russian Baptist Church
Pastor – Sergey Dresvyannikov
sergey1954@inbox.ru
(913) 406-5408

South-Broadland Presbyterian
Pastor – Lyn Olson
pastorlyn@south-broadland.org
(816) 523-7326

CROSS-CULTURAL/ COMMUNITY SUPERVISORS

Children of Promise (CTM)
Pastor – Robert Thomas
MissionDirector@copromise.org
(913) 963-9949

K.C. Rescue Mission
Exec. Director – Joe Colaizzi
jcolaizzi@kcrm.org
Assisted by Joseph Roberts
jroberts@kcrm.org
and Gil Thibault
gthibault@kcrm.org
(816) 421-7643

**K.C. True Light CoN (Family
Resource Center)**
Pastor - Alice Piggee-Wallack
alicepw@excite.com
(816) 561-6696

K.C. Urban Youth Center (KC, MO)
Director – Chuck Sailors
chuck@kcurbanyouthcenter.org
(816) 221-1002

Leavenworth Detention Center
Chaplain – Suzie Crocker
suziecrocker1@kc.rr.com
(913) 634-7162

MidAmerica Nazarene University
Associate Prof. of Christian Ed –
Mark Hayse mahayse@mnu.edu
Professor - Larry Fine
LFine@mnu.edu
(913) 782-3750

My Father's House (Resource Center) Paola
Pastor- Jay Preston
jaypreston@my-fathers-house.com
(913) 294-3600

T.L.C. for Children and Families
(Olathe)
Chaplain - James Amos
jamos@kidstlc.org
(913) 687-5907

VITAS Hospice Care
Chaplain - Daneale White
Daneale.White@VITAS.com
(816) 447-3201 x3406

Approved Supervisors for In-Service Students

Field supervisors for In-Service students should be their ministry supervisors. In the case of those who do not have an on-site supervisor (e.g., lead pastors, senior level ministry administrators), field supervisors should be pastoral colleagues or district administrators who possess a seminary degree and are willing to make themselves available for regular consultation and reflection about the practice of ministry. Attendance at Orientation and Workshops is not presently a requirement for in-service supervisors.

Supervisor Qualifications and Responsibilities

Qualifications

1. Ordination--Ordination indicates that the supervisor “evidences an exemplary life of holiness, possesses gifts and graces for public ministry, and has a thirst for knowledge, especially for the Word of God, and has the capacity to clearly communicate sound doctrine.” (*Nazarene Manual*, 401.6)
2. Attendance at Supervisor Orientation--Held in May each year. Invitations are initiated from the Supervised Ministry office on behalf of the students requesting the supervisors.
3. Continued attendance at Supervisor Workshops—Also held in May in conjunction with the Orientation. All approved supervisors will receive an invitation. Supervisors who do not attend two consecutive workshops may lose their approved status.

The Missional Community Committee may be petitioned by students to use a supervisor who does not meet the above criteria. In some cases, even though these requirements are met, the Committee may not approve a particular supervisor for a particular student. Examples of this might be when the student and supervisor are related to one another or when the student and supervisor are fellow students.

Responsibilities

1. To collaborate on, approve and sign a Learning Covenant.
2. To meet with the student at least one hour twice a month to build relationship, discuss ministry assignments and to evaluate progress on covenant learning outcomes.
3. To provide opportunities for a broad exposure to ministry and hands-on participation as often as possible.
4. To submit a formal evaluation due at the end of each semester.
5. To participate in ongoing Supervisor Workshops held for the purpose of continuing improvement of supervisory skills and the Supervised Ministries Program (Residential student supervisors only).

6. To communicate any questions or difficulties and successes to the Director of Supervised Ministry.

Note: Supervisors are financially uncompensated for their work. However, they may take advantage of certain perks offered by NTS (e.g., free audits, library privileges, event discounts, etc.).

Supervisor of the Year Award

One supervisor each year will be elected by the SME Committee as the Supervisor of the Year. SME students will be given opportunity each semester to nominate their supervisors. Nominations will be kept on file until the supervisor is elected. The award is presented at the Celebration Chapel the first Thursday in May each year. A plaque near the office of the Director of Supervised Ministry indicates the previous award winners.

Missional Community Committee

1. The Supervised Ministry Program receives faculty oversight through the Missional Community Committee which is a standing faculty committee. The membership of this committee include: the M.Div. degree director, the Academic Dean, the Director of Supervised Ministry, the Assistant for Supervised Ministry, and student representatives.
2. The Director of Supervised Ministry works with the chair of the Missional Community Committee to bring items concerning Supervised Ministry at NTS to the agenda of the Missional Community Committee.
3. The development and supervision of the Seminary's Supervised Ministry program, the selection and instruction of supervising personnel, and the approval of individual student programs are part of the duties of the Missional Community Committee.

SME Courses

PTH621, PTH631

(Prerequisites: PTH500 and PTH510)

Ministry leadership development under the direction of a qualified supervisor in an approved local church context. In this first year of placement, the student will spend two semesters (5 hours per week for a total of 150 hours), or one summer learning by exposure to, participation in and description of their ministry settings. The student will develop learning covenants as described in the most current Supervised Ministry Handbook for each element of SME including Community and Cross-cultural ministry experiences that will be based in and flow out of this local church ministry setting. The student is required to participate in small case study groups that will meet regularly during their supervised ministry experience.

PTH721, PTH731

(Prerequisites: PTH621 and PTH631)

Ministry leadership development under the direction of a qualified supervisor in an approved local church context. In this second year of placement, the student will spend two semesters (10 hours per week for a total of 300 hours), or one summer in participating in and planning for ministry leadership. The student will develop learning covenants as described in the most current Supervised Ministry Handbook for each element of SME including Community and Cross-cultural ministry experiences that will be based in and flow out of this local church ministry setting. The student is required to participate in small case study groups that will meet regularly during their supervised ministry experience.

MACE Courses:

Due to the nature of age-level supervised ministry, please consult the current school catalog for the appropriate course number and description. MACE follows a 500 level and 600 level designation.

Case Study Groups

Each SME course includes participation in a case study group. For residential students, these groups are indicated by section on the semester's schedule of courses at various times and days and are led by faculty members with pastoral experience. In-service and some summer SME case study groups are conducted on Moodle by Dr. Copp. The case study groups use the format from *Shared Wisdom* by Mahan, Troxell and Allen. The requirements for case study groups are on the next pages in the sample syllabi for Residential and In-Service/Summer students.

Syllabus Template for Residential Students



MASTER'S DEGREE SEMESTER COURSE SYLLABUS, v.1

**PTH621/631/721/731
CED 531-561/631-661**

***Supervised Ministry Case Study Section* ___
(Semester) (Year) (Day), (Time)_Room # ___**

(Professor, degree) (E-mail address) (Phone number)
Assistant: (Name) (E-mail)

* * *

NOTE: A course syllabus will sometimes go through more than one version, reflecting scheduling updates and/or the addition of detail as the course unfolds. The document header indicates the version #. Students are responsible for the latest version of the syllabus which will be made available along with email notice on *Moodle*.

As a student enrolled in a Supervised Ministry (SME) course, there are two (2) different *Moodle* sites for you to use this semester:

1. The Supervised Ministry Program Moodle Site & Requirements

At the **MDiv/MACE Supervised Ministry Moodle site** you will find general SME program information, including all non-Case-Study requirements. You are expected to read through it in its entirety and will be held accountable to all expectations stated there. Specifically, you will find there:

Announcements Forum

“Information”:

- Step-by Step Procedure
- Rubric
- Deadlines

“Forms”:

- Covenant Forms (PTH621,631,721, 731 and CED 531-561, 631-661)
- Mid-Semester Evaluation Form
- Supervisor Evaluation Form

“Documents”:

- Learning Outcomes and Learning Outcomes Chart
- Ministry Experience Checklist
- Community/Cross Cultural Ministry Experience Checklist
- Journal of Weekly Accountability & Reflection
- Case Study Writing Guidelines

“Supervisors”:

- Local Churches & Organizations with Approved Supervisors
“Staff Contact Information”:
- FAX information and contact information for Anne Hardy and Vicki Copp

Please note the following deadlines that you are required to observe this semester:

Due Date	Assignment
	Learning Covenant due to SME Office
	On-site work and Case Study groups begin this week
	Mid-Semester Evaluation due to SME Office
	Supervisor’s Final Evaluation due to SME Office

All of the assignments listed above are to be submitted to the SME Program Assistant, Anne Hardy, either in person at the SME Office (#202) or by mail to NTS or by fax (816-268-5500). Failure to complete these assignments on time may jeopardize your ability to earn a “Satisfactory” grade in the course. All questions regarding these assignments and your grade for the course should be addressed directly to Anne Hardy (arhardy@nts.edu 816-268-5417).

2. The Specific Section __ Case Study Moodle Site & Requirements

At the **SME CASE STUDY (SME-SECTION- __ Semester, Year) Moodle site**, where you accessed this syllabus, you will find more specific information regarding the Case Study component of the course. All other course requirements are managed by Anne Hardy as indicated in the above section. The weekly Case Study meetings are for the purpose of fulfilling the Case Study requirements of the course, utilizing the shared wisdom of your Professor and your peers. All communication and posting of assignments for Section __ Case Studies will occur by accessing this *Moodle* site. This is our working area.

Before Each Weekly Meeting

If you are presenting:

1. Pray for God’s guidance in discerning and deciding what to include in your Case Study, and for the courage to be honest.
2. Write your Case Study carefully following the “Writing Guidelines” found under the “Section Syllabus” tab of our *Moodle* site or *Shared Wisdom*. NOTE: Your Case Study *must* be based on your current assignment for the SME section in which you are enrolled. To facilitate consistency in the written Case Study format and ease of reference during group discussion, use the following five (5) headings to organize your paper as indicated in the Writing Guidelines: *Background, Description, Analysis, Evaluation, Theological Reflection*. Keep to the 2-pages, single-spaced limit and use the “line numbers” function in your computer’s page setup for easy reference in the group meeting.
3. Post your Case Study at the appropriate Forum in *Moodle* one week in advance of your presentation so that your classmates can read the document before we meet for

supervision (see the dates indicated in the Class Schedule on p. 4). Do NOT email your case study to the professor and class members.

4. Check the Forum regularly to electronically respond to “questions of clarification” that will come from the class before the class meeting. Please respond ASAP.
5. Pray for God’s grace to be open and receptive to the supervision you will receive in class.

If you are not presenting:

1. Pray for God’s grace to be open and receptive to the gift of the presenter’s experience and reflections. If you are the designated Prayer Leader, prepare accordingly.
2. Access the Case Study of the presenter at the appropriate Forum in *Moodle* and create (print or download) a working copy that you can mark up with notations from your “exegesis” of the text. It will be available one week in advance of the presentation so that you can read the document before we meet for supervision.
3. Read the Case Study carefully and attentively, remembering to keep the case confidential and noting:
 - a. Connections to *your* personal lived experience, similar situations.
 - b. Educational and professional perspectives that illumine the dynamics of the situation,
 - c. Biblical/theological language & categories for framing significance.
4. Use the *Moodle* Forum to submit to the presenter “questions of clarification” no later than the (day of the week) before the class meeting and read through the responses before the class meeting.
5. Pray for God’s grace in discerning and deciding what to say and what not to say in class, for the sake of benefiting the presenter.

During Each Weekly Meeting

The purpose of the Case Presentation is to place ourselves before God and one another in an attentive posture so that we might receive whatever Wisdom is available to us in and through the particulars of the person presenting and the ministry situation/context under examination. Remember each case in confidential. On the day of a Case Study Presentation, the class session will proceed as follows:

1. The Presenter reads aloud his/her Case Study while the class notes new insights.
2. The class engages in peer reflection as articulated in *Shard Wisdom*. Students draw on their preparatory reflections (personal, professional, & theological) but always through this filter: *What can I say that might help the Presenter increase in self-awareness and engage in theological reflection?* Class members speak judiciously—asking questions, sharing observations, making affirmations, offering critiques, giving biblical/theological interpretations—but avoid rushing to give advice or problem-solve. Sensitive to the group dynamic, each gives voice while also making space for others to speak. Peer supervisors evaluate the performance of the Presenter by helping him/her engage in self-evaluation.
3. The Prayer Leader offers a Benedictory prayer with specific intercession for the Presenter and her/his ministry context.

Following Each Weekly Meeting

Follow-up exchange between the Presenter and the class may continue at the *Moodle* Forums. Direct access to group members’ and (facilitator’s) email addresses for between-class communication of a more personal or confidential nature is also available via *Moodle*.

Satisfying the Case Study Requirement

In order to satisfy the Case Study requirement of this course (for other requirements, see the first section of this syllabus), each student must:

- Faithfully attend the weekly Case Study meetings. If absent more than one session, you must review the Case Study you missed and post a one-page summary of your observations and reflections. Absence from more than two (2) will jeopardize a “Satisfactory” course grade.
- Write up a Case Study according to the guidelines for this course and make it available to the group in advance according to the guidelines above
- Be supervised on her/his designated presentation day (see Class Schedule below)
- Participate in the peer supervision process for other group members.
- Submit any hard copies of the case so that they may be shredded.

Class Schedule

Meeting Date	Presenter	Document due in Moodle Discussion Forum	Prayer Leader
	(Facilitator)	-----	(Facilitator)
			(Schedule may be arranged so that the student in this column presents the following week.)

Syllabus Template for In-service Students:

Nazarene Theological Seminary
PTH621-631; 721-731 and CED 531-561; 631-661
Section I: Supervised Ministry Case Study

_____, ____ Semester

Facilitator: Dr. Vicki Copp, Assistant Professor of Practical Theology, Director of SME
Office: #207 Phone: 816-268-5483 Email: vd copp@nts.edu Fax: 816-268-5500

* * *

As a student enrolled in a Supervised Ministry (SME) course, there are two (2) different *Moodle* sites for you to use this semester:

1. The Supervised Ministry Program Moodle Site & Requirements

At the **MDiv/MACE Supervised Ministry Moodle site** you will find general SME program information, including all non-Case-Study requirements. You are expected to read through it in its entirety and will be held accountable to all expectations stated there. Specifically, you will find there:

Announcements Forum

“Information”:

- Step-by Step Procedure
- Rubric
- Deadlines

“Forms”:

- Covenant Forms (PTH621,631,721, 731 and CED 531-561, 631-661)
- Mid-Semester Evaluation Form
- Supervisor Evaluation Form

“Documents”:

- Learning Outcomes and Learning Outcomes Chart
- Ministry Experience Checklist
- Community/Cross Cultural Ministry Experience Checklist
- Journal of Weekly Accountability & Reflection
- Case Study Writing Guidelines

“Supervisors”:

- Local Churches & Organizations with Approved Supervisors (In-service supervisors are not listed)

“Staff Contact Information”:

- FAX information and contact information for Anne Hardy and Vicki Copp

Please note the following deadlines that you are required to observe this semester:

Due Date	Assignment
	Learning Covenant due to SME Office
	On-site work and Case Study groups begin this week
	Mid-Semester Evaluation due to SME Office
	Supervisor's Final Evaluation due to SME Office

All of the assignments listed above are to be submitted to the SME Program Assistant, Anne Hardy, either in person at the SME Office (#202) or by mail to NTS or by fax (816-268-5500). Failure to complete these assignments on time may jeopardize your ability to earn a "Satisfactory" grade in the course. All questions regarding these assignments and your grade for the course should be addressed directly to Anne Hardy (arhardy@nts.edu 816-268-5417).

2. The SME CASE STUDY (SME SECTION-I Semester, Year) Moodle Site & Requirements

This syllabus provides instruction for the case study portion of the course. Information about the steps in writing a case study can be found in the document titled "Writing the Case" (found under at the top of the course on *Moodle*), or the textbook *Shared Wisdom*. Read it carefully as you prepare your case study. NOTE: Your case study *must* be based on your current assignment for the SME section in which you are enrolled.

The weekly online group interaction fulfills the case study requirements of the SME course. The weekly discussion focuses on the shared wisdom of your peers as facilitated by Dr. _____. Below are the specific guidelines we will follow.

The Case Study

The purpose of writing a Case Study is to explore a leadership issue in which you were involved. For your Case Study, select an experience in which you needed to act or make a decision. You, as the minister, need to be the focus of the case. In the group discussion we will not try to solve the issue at hand, but will probe options available to a pastoral leader in that type of situation.

To facilitate consistency in the written case study format and ease of reference during group discussion, use the following five *headings* to organize your paper (from "Writing the Case"). Write at least one paragraph for each heading.

1. Background: What was the context?
2. Description: What happened? What did you do?
3. Analysis: How do you interpret what happened?
4. Evaluation: How effective was your actions as a pastor?

5. Theological Reflection: How does the Gospel speak to this situation? Where do you see the *missio Dei* in this experience? Given this ministry context, what kind of people does God want us to be?

Use the LINE NUMBERS feature in your word processor to facilitate easy navigation of the case study during the class session. The case is to be no more than two pages, single spaced.

Weekly Procedure

The weekly class rhythm will involve the following nine steps. The deadline is midnight (Central time) of the assigned day unless otherwise noted. Steps 1-3 are posted to a thread titled THE CASE. Steps 4-7 are posted to a thread titled SHARED WISDOM. Steps 8-9 are posted to a thread titled REFLECTIONS & PRAYERS.

1. The assigned student posts his/her case by noon on Monday.
2. Other students and the facilitator post clarifying questions by noon on Tuesday.
3. The presenter responds to the clarifying questions by midnight on Tuesday.
The presenter observes without responding during the next four steps. This conversation occurs on Wednesday, Thursday, and Friday.
4. Students and the facilitator connect the case to their personal experiences,
5. ... bring their professional and educational history to bear upon the case, and
6. ... engage in theological reflection to inform and illuminate, including discernment of the *missio Dei* and Christian formation issues.
7. The group evaluates the performance of the presenter in the case
The presenter now rejoins the conversation.
8. On Saturday the presenter shares with the group the help and insights gained from the conversation. If you are the presenter, be specific about what you learned from the discussion. This post should be at least 200 words.
9. The case study closes with prayers for the presenter posted to the appropriate thread. The prayer leader for the week will be the person assigned to present his/her case the next week. Others beside the prayer leader are encouraged to post prayers too.

Satisfying the Case Study Requirement

In order to satisfy the case study requirement of this course each student must:

- Faithfully participate in the weekly case study online conversations. During the week in which you do not present your case, you will make at least two posts on three different days—an original post and a response to a peer's post. Clarifying questions are to be posted by noon on Tuesday, discussion of the case posted on Wednesday through Friday, and prayers of blessing posted on Saturday.
- Prepare a case study according to the guidelines for this course and make it available according to the weekly schedule. The presenter will post the case no

- later than noon on Monday of the assigned week, respond to all clarifying questions by midnight on Tuesday, and post reflections and insights on Saturday.
- Failure to make the required weekly posts (above) will be considered as a lack of participation (or absence in a traditional class). If you do not participate for more than one week, you must review the Case Study you missed, write a one-page summary of your observations and reflections, and post it to the discussion forum. No participation for more than two weeks or failing to write a summary for the Case Study you missed will jeopardize a “Satisfactory” course grade.

Class Schedule

Presentation Date	Presenter	Prayer Leader

WRITING THE CASE

(Based on the chapter in Mahan, Troxell and Allen's *Shared Wisdom; a Guide to Case Study Reflection in Ministry*)

As you write the case you will present to your case study group, bear in mind the following points:

- Examine an incident that is specific to you and your ministry, and for which you have some responsibility for the outcome.
- Maintain confidentiality by using abbreviations such as Mr. J, or Church X instead of actual names. Collect copies of the case write-up at the end of the session in order to dispose of them.
- Be brief. Keep to no more than 2 pages single-spaced with lines numbered.

Your case needs to include the following 5 sections: Background, Description, Analysis, Evaluation, and Theological Reflection. These sections are to address the following questions*:

- 1) Background – What is the context for this incident? What did you have in mind: what were your hopes and fears?
- 2) Description – What happened? What did you do? Give as much detail as you can in the limited space.
- 3) Analysis – What is going on? Identify issues and relationships.
- 4) Evaluation – How effective was your involvement? Why or why not?
- 5) Theological Reflection – Where is the activity of God in this situation? A partial list of themes to consider includes: Faith, Incarnation, Love, Covenant, Grace, Obedience, Creation, Servant/Service, Redemption, and Justice.

*For additional questions to consider for each of these 5 sections, see pp. 116 – 117 in Shared Wisdom. Additional suggested themes are found on p. 126.

Nazarene Theological Seminary
MDiv/MACE Supervised Ministry
Learning Covenant
PTH 621-631; CED531-561; 631-661

Name: (Please Print) _____

Email: _____ Phone Number: (____) _____

Date Covenant Submitted: ____/____/20____ Date Covenant Due ____/____/20____

Semester Registered For: Fall Spring Summer (fill in year) 20____

Covenant Period: Beginning date ____/____/20____; Ending date ____/____/20____

Local Church Setting:

Name and location of local church:

Name of approved Supervisor (Please Print): _____

Mailing
Address: _____

Email: _____ Daytime Phone Number: (____) _____

Community or Cross-Cultural Ministry Setting (required each semester):

Name of Organization or Ministry:

Address:

Name of Community or Cross-Cultural Supervisor (Please Print):

Email: _____ Daytime Phone Number: (____) _____

Community or Cross-Cultural Supervisor Qualifications (Experience, education, etc.):

How is the Community or Cross-Cultural ministry connected with your local church?

Learning Outcomes: List at least five learning outcomes, using the Learning Outcomes provided under “Course Documents” on *Moodle*, with their identifying markers (e.g., CP30). Use the chart in the Handbook to ensure that you are not repeating outcomes. These outcomes should represent what you will be enabled to do because of what you have learned during this covenant period. Two of the five must directly relate to your Community or Cross-cultural ministry involvement.

Example:

- (CX2) Ability to analyze and describe congregations and communities.

- () _____

- () _____

- () _____

- () _____

- () _____

Ministry Roles & Assignments: List the specific roles, responsibilities, and tasks you will perform to enable the Learning Outcomes. At the end of each item, write the corresponding Learning Outcome marker(s) in the parenthesis.

Example:

- Conduct a study, using Nazarene Research Center, of the demographics of the surrounding community and comparing it to the make-up of the congregation to inform outreach efforts._____ (CX2)

- _____
_____ ()

- _____
_____ ()

- _____
_____ ()

- _____
_____ ()

- _____
_____ ()

Time Allocation: How will you spend the minimum 75 required total hours (approximately 5 hrs. per week for 15 weeks) of church, community and/or cross-cultural involvement? At least 25 of the hours must be in community or cross-cultural ministry. A minimum of 25 hours must be in the local church. Detail below the average weekly or total hours per role, responsibility, or task.

Ministry Roles, Responsibility or Task	Hours
Example: Conducting demographic study/congregational analysis	4

Total Hours: _____

Resources: What resources will you use to inform your ministry experience?

Signatures:

_____ / ____ /20
Student *Date*

_____ / ____ /20
Field Supervisor (Local Church) *Date*

_____ / ____ /20
Field Supervisor (Community or Cross-cultural Ministry) *Date*

_____ / ____ /20
NTS Director of Supervised Ministries *Date*

Nazarene Theological Seminary
M.Div. Supervised Ministry
Learning Covenant
PTH 721, 731

Name: (Please Print) _____

Email: _____ Phone Number: (____) _____

Date Covenant Submitted: ____/____/20____ Date Covenant Due ____/____/20____

Semester Registered For: Fall Spring Summer (fill in year) 20____

Covenant Period: Beginning date ____/____/20____; Ending date ____/____/20____

Local Church Setting:

Name and location of local church:

Name of approved Supervisor (Please Print): _____

Mailing
Address: _____

Email: _____ Daytime Phone Number: (____) _____

Community or Cross-Cultural Ministry Setting (required each semester):

Name of Organization or Ministry:

Address:

Name of Community or Cross-Cultural Supervisor (Please Print):

Email: _____ Daytime Phone Number: (____) _____

Community or Cross-Cultural Supervisor Qualifications (Experience, education, etc.):

How is the Community or Cross-Cultural ministry connected with your local church?

Learning Outcomes: List at least five learning outcomes, using the Learning Outcomes provided under “Course Documents” on *Moodle*, with their identifying markers (e.g., CP30). Use the chart in the Handbook to ensure that you are not repeating outcomes. These outcomes should represent what you will be enabled to do because of what you have learned during this covenant period. Two of the five must directly relate to your Community or Cross-cultural ministry involvement.

Example:

- (CX2) Ability to analyze and describe congregations and communities.

- () _____

- () _____

- () _____

- () _____

- () _____

Ministry Roles & Assignments: List the specific roles, responsibilities, and tasks you will perform to enable the Learning Outcomes. At the end of each item, write the corresponding Learning Outcome marker(s) in the parenthesis.

Example:

- Conduct a study, using Nazarene Research Center, of the demographics of the surrounding community and comparing it to the make-up of the congregation to inform outreach efforts._____ (CX2)

- _____
_____ ()

- _____
_____ ()

- _____
_____ ()

- _____
_____ ()

- _____
_____ ()

Time Allocation: How will you spend the minimum 150 required total hours (approximately 10 hrs. per week for 15 weeks) of church, community and/or cross-cultural involvement? At least 50 of the hours must be in community or cross-cultural ministry. A minimum of 50 hours must be in the local church. Detail on the next page the average weekly or total hours per role, responsibility, or task.

MACE students should choose five outcomes across three different ministry domains each semester, covering all ministry six domains during SME that should reflect in the student's portfolio.

Ministry Roles, Responsibility or Task	Hours
--	-------

Example:

Conducting demographic study/congregational analysis	4
--	---

Total Hours: _____

Resources: What resources will you use to inform your ministry experience?

Signatures:

	/ /20
<i>Student</i>	<i>Date</i>

	/ /20
<i>Field Supervisor (Local Church)</i>	<i>Date</i>

	/ /20
<i>Field Supervisor (Community or Cross-cultural Ministry)</i>	<i>Date</i>

	/ /20
<i>NTS Director of Supervised Ministries</i>	<i>Date</i>

Learning Outcomes

The Nazarene denomination has determined certain learning outcomes in relation to field education or internships in approved educational programs. They describe the learning that should take place during Supervised Ministry Experience at NTS. (See <http://nazarenepastor.org/clergyeducation/portals/0/resources/numbered%20ability%20statements.pdf> for more information and a complete list of outcomes.) For ease of use, these outcomes have been grouped under ministry domains identified as priorities for SME by the Missional Community Committee. For each SME course, five different outcomes are selected and used to measure learning.

MACE students, operating under an abbreviated program, must address at least ten outcomes across all six domains (including CP22-24) during their two semesters of supervised ministry. MACE students will submit a preliminary portfolio of ministry experiences for evaluation two weeks before the end of their second semester of supervised ministry. However, to insure broader exposure to the full range of ministry outcomes, a final, summative portfolio will be submitted in CED780, Senior Seminar addressing at least fifteen outcomes listed below as well as specific age level specialization learning outcomes associated with their ministry emphasis. The summative portfolio may incorporate class-work and additional ministry experience and will be completed under advisement of Christian Education faculty.

1. Preaching/Worship

CP3: Ability to speak coherently and cogently in the modes of discourse appropriate for the various ministry contexts

CP21: Ability to envision, order, participate, and lead in contextualized theologically grounded worship, and to develop and lead appropriate services for special occasions (i.e., wedding, funeral, baptism, and the Lord's Supper)

CP22: Ability to prepare, organize, and deliver biblically sound sermons in culturally appropriate ways, using appropriate techniques and skills

2. Administration/Leadership

CP5: Ability to provide oversight for one's ministry using management skills including servant leadership, conflict resolution, and administration

CP7: Ability to articulate purpose, mission, vision, and to develop strategic plans in a local church

CP8: Ability to develop team-building skills, identify and cultivate spiritual gifts, recruit volunteers, diagnose and intervene in problems

CH2: Ability to discern and make theologically based ethical decisions in the midst of a complex and/or paradoxical context

CH10: Ability to demonstrate a realistic self-understanding including personal strengths, gifts, weaknesses, and areas of needed growth

CH13: Ability to describe and apply healthy interpersonal relationships through personal communication skills, conflict resolution skills, nurturing relational strategies for marriage/family and congregational interaction

3. Discipleship

CP17: Ability to lead the church in discipling and assimilating new converts into the church

CP19: Ability to describe the stages of human development and apply that knowledge in leading people to Christian maturity

CP20: Ability to envision Christian education most appropriate for a local church and to assure the development and empowerment of those serving it

CP22: Ability to prepare, organize and deliver a biblically sound basic scheme of teaching/learning discipleship for the designated age-level and/or family ministry in culturally appropriate ways, using appropriate techniques and skills

CP23: Ability to develop and utilize existing forms in the designated ministry and/or family ministry (such as small group facilitation, Bible teaching, family nurture and formation, team development, camps and retreats, etc.) by which individuals, families, and congregations may be formed into Christlikeness

CP24: Ability to assess and implement emerging approaches to the designated age level and/or family ministry in light of enduring theological (Bible, doctrine, philosophy) and contextual (history, psychology, sociological) perspectives

CH3: Ability to teach and model sexual purity

CH8: Ability to take responsibility for his or her own continuing spiritual development

4. Pastoral Care

CP12: Ability to appropriately express pastoral care and concern for individuals and families in crises, passages, and the normal routines of life

CP13: Ability to offer spiritual counseling and to discern for referral counseling needs beyond the minister's ability

CH12: Ability to practice faithful stewardship of personal relations including gender relationships, marriage and family, personal finance, and professional conduct

CH14: Ability to maintain a healthy balance between family, church, and community commitments

5. Evangelism

CP15: Ability to think globally and engage cross-culturally for the purpose of mission

CP16: Ability to communicate evangelistically and to be engaged with and equip others in personal and congregational evangelism

CP18: Ability to identify social and congregational factors that influence church growth

6. Service

CX1: Ability to discover sociological dynamics and trends and to apply that information to specific ministry settings

CX2: Ability to analyze and describe congregations and communities

Learning Outcomes Chart

For each SME course (PTH621, 631, 721, 731), you must indicate five different Learning Outcomes. These should be determined by you and your supervisor with your vocational goals in mind. Supervised Ministry should prepare you practically to do what you hope to do after graduation. Choose your outcomes in view of this. Those students with more ministry experience can utilize this time to increase their ability in areas of weakness. After each SME, write the Learning Outcomes that have been satisfied using their identification marker (e.g., CP21). At least twenty different outcomes representing the six ministry domains should be satisfied by the time you complete all the SME courses.

PTH621	Outcomes	PTH631	Outcomes	PTH721	Outcomes	PTH731	Outcomes
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5		5		5	

MACE students address ten different outcomes (five per semester); however, comprehensively the two semesters must include outcomes representing all six ministry domains (Preaching/Worship, Administration/Leadership, Discipleship, Pastoral Care, Evangelism and Service).

CED 531-61	Outcomes	Ministry Domain	CED631-61	Outcomes	Ministry Domain
1			1		
2			2		
3			3		
4			4		
5			5		

Ministry Experience Checklist

The following is a partial list of specific practical experiences needed in pastoral ministry. This list is for your use as you write your Learning Covenants and plan learning opportunities for your SME. Roles and responsibilities should be identified that will make it possible for the student to move from exposure to and participation in these experiences to involvement in planning and leading in these areas. Students who plan to enter pastoral ministry should have some experience with each one by the time they complete their SME.

Worship Services

Preaching_____

Reading Scripture_____

Making Announcements_____

Giving Introductions_____

Receiving the offering_____

Leading Prayer_____

Leading Music_____

Receiving New Members_____

Rituals

Participating in/leading Eucharist_____

Participating in/leading a Funeral Service_____

Participating in/leading a Wedding ceremony_____

Participating in/leading a Baptism Service_____

Dedicating a Child_____

Meetings

Board_____

Committee_____

Annual_____

Strategic Planning_____

Pastoral Staff_____

Teaching

Small Group_____

Sunday School_____

Bible Study_____

Age Groups_____

Membership Class_____

Administration

Financial Management_____

Hiring Staff_____

Volunteer Enlistment_____

Publications_____

Membership Transfer_____

Pastoral Care

Visitation_____

Hospital_____

Grief Counseling_____

Counseling_____

Evangelism_____

Cross-Cultural and Community Ministry Experience Checklist

The following is a partial list of specific practical experiences valuable to develop in community and cross-cultural ministry settings. This list is for your use as you design your Learning Covenants and plan learning opportunities for your SME. Roles and responsibilities should be identified that will make it possible for you to move from exposure and participation in these experiences to involvement in planning and leading in these areas.

Administration

Budget planning _____

Volunteer enlistment & Training _____

Speaking for fund-raising & other support purposes _____

Accepting/responding to donations _____

Grants: writing, tracking goals, submitting reports, organizing clientele information _____

Creating informational publications _____

Board meetings _____

Strategic planning _____

Staff meetings _____

Making connections with government agencies and inter-faith groups _____

Developing resources _____

Developing policies _____

Non-profit status procedures _____

Event planning _____

Pastoral Care

Addiction counseling _____

Grief /Crisis counseling _____

Marriage/finance counseling _____

Gospel presentation _____

Visiting clients or their families _____

Hospital/prison visits _____

Preparing client documents _____

Preparing/serving meals _____

Collecting/distributing clothing, etc. _____

Worship Services

In a language or culture other than your first:
Reading Scripture _____

Making announcements _____

Giving introductions _____

Receiving the offering _____

Leading prayer _____

Leading music _____

In a language or culture other than your first:
Conduct a wedding _____

Conduct a funeral _____

Preaching using an interpreter _____

Serving as interpreter _____

Teaching

Small group _____

Games and activities _____

Reading and writing skills _____

Writing curriculum _____

Mentoring _____

Discipling _____

Teaching ESL _____

Tutoring _____

Journal for Weekly Accountability and Reflection

This journal is for your own use. Answering these journal questions on a weekly basis will enable you to keep track of your learning and ministry experiences. It will give you a record you can use to fill out your mid-term evaluation and also to verify your time commitment and accomplishment of learning outcomes should there be any question when your supervisor completes your final evaluation.

Week _____ Date _____

1. With reference to your learning covenant, how many hours of SME work have you completed this week?
2. Summarize this week's accomplishments in relation to your stated learning outcomes.
3. In what ways did theology inform your thought and/or practice this week?
4. What practical ministry experiences were gained or developed? (See the Ministry Experience List)
5. What insight/wisdom was gained this week from your supervisor(s) or others in your local ministry setting?

Cross-cultural/Community Requirements

Each Learning Covenant should include a Cross-cultural and/or Community component. This requirement is in place to enable students to gain ministry experience in the community and across cultural lines. Cross-cultural/Community contexts must be ministry to constituency other than the local church, and/or across some difference.

As long as students have an approved local church supervisor, the student may choose any cross-cultural/community setting. If students' vocational aims are toward cross-cultural/community ministries and they desire to weight their hours of service in those contexts, they must have approved cross-cultural/community supervisors (page 11). Non-approved supervisors are given opportunity to be oriented to the program each May.

The student must establish a connection between the local church placement and the cross-cultural/community contexts. The connections may be other volunteers, financial support, prayer support, etc. The purpose is to have ongoing volunteers and support for the ministry rather than having to constantly replace volunteers when students graduate.

On the Learning Covenant, one third (or two-thirds if hours are weighted in this area) of the outcomes should be directed towards the cross-cultural/community context. We encourage communication between a student's local church and cross-cultural/community supervisors. The supervisor whose context has the majority of the hours will fill out the Final Evaluation.

Due to the abbreviated nature of the MACE SME, students may select to meet this experience as a component of either semester of SME. Some Cross-cultural and/or Community experience must be represented in the final portfolio assignment.

Mid-Semester Evaluation Form

Student (Please Print) _____

Supervisor (Please Print) _____

Local Church Setting _____

(This evaluation should be shared with your supervisor and completed referring to your learning covenant and your personal weekly journals.)

1. List the learning outcomes from your covenant on the lines below. Using the scale, please circle the number that indicates what progress has been made so far in reaching each of the outcomes.

- 1—the outcome was satisfied
- 2—a great deal was accomplished
- 3—there was satisfactory progress
- 4—some progress was made
- 5—little or nothing was accomplished

• () _____
(Satisfied) 1 ---- 2 ----- 3 ----- 4 ----- 5 (Not satisfied)

• () _____
1 ----- 2 ----- 3 ----- 4 ----- 5

• () _____
1 ----- 2 ----- 3 ----- 4 ----- 5

• () _____
1 ----- 2 ----- 3 ----- 4 ----- 5

• () _____
1 ----- 2 ----- 3 ----- 4 ----- 5

2. How will you accomplish the learning outcomes still not addressed?

3. What specific skills have you developed for pastoral ministry? (See the Ministry Experience Checklist on *Moodle*.)

4. How do you feel about your assigned roles and responsibilities? (Circle those that apply and add more comments on the back if you desire.)

discouraged exhilarated hindered respected marginalized competent manipulated confident afraid hopeful insecure supported useless excited pressured helpful comfortable disconnected empowered immobilized appreciated anxious invisible
--

5. Which of the words below describe your relationship with your supervisor? (Circle those that apply and add more comments on the back if you desire.)

growing disappointing friendly insincere nurturing distant respectful dominating supportive frustrating communicating ignored influencing confusing accepted pressured rewarding comfortable threatened connected

6. Are there underlying issues that need to be addressed in terms of your roles and responsibilities? In terms of your relationship with your supervisor?

7. Have you met with your supervisor for an hour at least two times monthly? If not, why?

8. What have you learned about yourself that will help you in future ministry?

9. Have you identified an event that could be used for your case study group presentation?

Student Signature _____ Date _____

I believe this is an accurate assessment of this student's work.

Supervisor Signature _____ Date _____

Due date _____

Supervisor's Final Evaluation of Student

Student (Please Print) _____

Supervisor (Please Print) _____

Local Church Setting _____

(This evaluation should be shared with the student and completed referring to the student's learning contract. The signed copy will be placed in the student's portfolio.)

1. List the student's learning outcomes from his/her covenant on the lines below. Using the scale, please circle the number that indicates what progress was made in reaching each of the outcomes.

- 1—the outcome was satisfied
- 2—a great deal was accomplished
- 3—there was satisfactory progress
- 4—some progress was made
- 5—little or nothing was accomplished

• () _____
(Satisfied) 1 ----- 2 ----- 3 ----- 4 ----- 5 (Not Satisfied)

• () _____
1 ----- 2 ----- 3 ----- 4 ----- 5

• () _____
1 ----- 2 ----- 3 ----- 4 ----- 5

• () _____
1 ----- 2 ----- 3 ----- 4 ----- 5

• () _____
1 ----- 2 ----- 3 ----- 4 ----- 5

2. How responsive was the student to suggestions given in regard to the mid-semester evaluation?

3. Were the ministry roles and responsibilities fulfilled as stated, if not, why not?

4. Was the allotted time of 75 hours (5 hours per 15 weeks) or 150 hours (10 hours per 15 weeks) satisfied? If not, what was the number of hours the student contributed?

5. Describe your relationship with the student.

6. What concerns, if any, do you have that the student needs to address?

7. What grade do you judge to be appropriate for his/her involvement this semester?
 ___ Satisfactory ___ Unsatisfactory ___ Incomplete

8. In your opinion, what is the student's potential for ministry?

Student Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

SME Deadlines

These forms, documents and deadlines may be accessed via *Moodle*.

Learning Covenants:

Learning Covenants not submitted by one week after the published due date will not be accepted and the student will be dropped from the course.

In-Service Students – initiated by the student and due the 1st Day of the 1st week of the fall or spring Module and the day after Commencement (for summer SME.) Students who have questions should contact the SME Director or the SME Program Assistant **prior** to arriving for the Module. Contact information for supervisors should be clearly printed on the Covenant form. It should be signed by the Supervisor and the Student before being submitted to the SME Director.

Residential Students – initiated by the student and due the 1st Day of the 2nd week of fall or spring Module and the day after Commencement (for summer SME).

Both In-Service and Residential students need to begin hours of service and case study group involvement the week fall and spring block/hourly classes begin. Summer SME hours of service begin one week after Commencement. This is necessary for students to have ample time (13 weeks) to meet their learning objectives.

Mid-Semester Evaluations:

Initiated by the student and due the Friday prior to Reading and Research Week in spring and fall semesters. Summer semester deadline dates will be posted on *Moodle*. These deadlines allow a student to have 6 weeks of experience to consider for this self-evaluation.

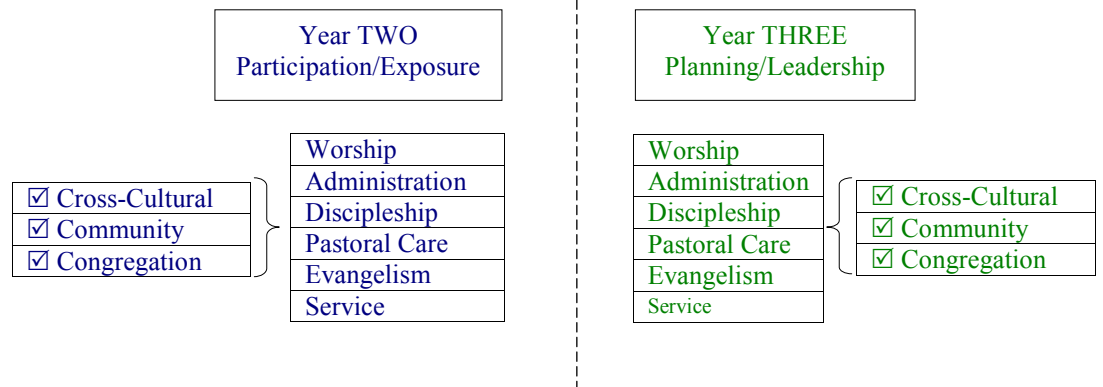
Supervisor's Final Evaluations:

Initiated by the supervisor and due the Friday prior to Exam week during fall and spring semesters. Summer deadlines will be posted via Moodle and align to the date required by the Registrar.

Students will participate in weekly case study groups concurrent with their SME.

Summary Diagram of MDiv SME

Year ONE		Summer	Year TWO		Summer	Year THREE		Summer
1	2		3	4		5	6	
PTH500 Personal and Spiritual Development of the Minister	PTH510 Theology of Church and Ministry	←-----	←-----		-----→	-----→		-----→
Spiritual Formation Groups (with spouses)			Middler Assessment			Senior Integrative Seminar		
Find and become involved in a local church.			SME Groups (case studies, spiritual formation, overall integration)					
			5 hours weekly Fall & Spring Semesters (150 hours SME participation in the local church)			10 hours weekly Fall & Spring Semesters (300 hours SME participation in the local church)		



MACE Variation

Due to the brevity of program, the MACE degree requires only two hours of SME instead of the six hour program summarized in the diagram below, one hour demonstrating participation/exposure, one hour demonstrating planning/leadership. However, to compensate for the difference, MACE students will maintain a portfolio of ministry experience that addresses key competencies both during and following the SME program. The portfolio, submitted during the MACE Senior Seminar, reflects continued ministerial development during the degree process.