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# SUPERVISED MINISTRY EXPERIENCE

## for Ministers in Development

### QUAD II: EXPLORATION

The MID will invest a minimum of 40 hours EXPLORING in greater depth a variety of local church ministries under the supervision of the pastor or the member of the pastoral staff assigned as your direct supervisor. The primary focus of the field experience is *not* logging hours, but gaining a valuable experience base for ministry.

#### REQUIREMENTS

- 1. Meeting with Pastor/Staff.** The MID is to have an initial meeting with the Pastor/Staff of the local church. Following discussion and agreement on the five (5) ministry areas to be explored, a **Learning Contract** will be signed by the MID and supervisor and included in the MID portfolio.

#### For Your Portfolio

A **Learning Contract** will be signed by the MID and supervisor and included in the MID portfolio.

- 2. MID-Pastor Quarterly Meeting.** The MID and Pastor\* are to meet a minimum of once a quarter to discuss the MID's progress and insights. **A one-page reflection paper on these meetings will be included in the MID portfolio.**

#### For Your Portfolio

A **one-page REFLECTION PAPER (typed, double-spaced)** is to be written reflecting on each meeting with Pastor/Staff. The reflection should include a synopsis of the meeting, insights gained during the meeting, and any action/response the MID would formulate as a result of the meeting.

- 3. Exploration of Five (5) Areas of Ministry Competency.** This field experience is to include at least 40 hours of investment in ministry by involvement in the ministries below. The goal is to explore an array of critical ministry competencies. A **Self-Evaluation** form is to be completed for *each* ministry area explored and included in the portfolio. In addition, a one-page **Exploration Report** is to be written for *each* ministry area explored.

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\* \* "Pastor" includes any member of the pastoral staff to whom the senior pastor has assigned supervisory responsibility for the MID's field experience.

## MINISTRY COMPETENCY AREAS TO BE EXPLORED<sup>†</sup>:

- *Pastoral visitation (c)*—Explore pastoral visitation with your Pastor/Staff; this would include hospital visitation, assisted living visitation, personal evangelism visits, follow-up visits, and pastoral contacts (lunches, coffee, etc.) of any kind.
- *Attend Pastoral Staff Meetings (m)*
- *Teach a Bible Study/SS Class (p)*—Work with local Bible Study/SS teachers to assist them with conducting their class.
- *Attend Board/Committee Meetings (m)*
- *Preach a Sermon (w)*—Work with Pastor/Staff in developing a sermon to preach to the youth, children, at a mission, or at an assisted-living facility, etc.
- *Develop a Budget (m)*—Work with a department head or activity coordinator in developing a budget for a ministry or activity.
- *Plan a Ministry Activity (o)*—Work with age-group coordinators in planning an activity for senior adults, teens, children, etc.
- *Publicity/Marketing (o)*—Work with Pastor/Staff on publicizing a ministry event locally (bulletin announcements, flyers, PowerPoint, etc.) and in the community (newspaper, radio, TV, website, etc.).
- *Participate in a Worship Service (w)*—Involve oneself in some aspect of the Worship Service (music, announcements, prayer, scripture reading, etc.).
- *Observe a Funeral Service (c)*—Work with Pastor/Staff on how to conduct a funeral service, graveside service; working with families and funeral home, etc.
- *Assist in Developing a Curriculum Schedule for a Ministry (p)*
- *Observe/Participate in a Baptismal Service (w)*
- *Assist office/secretarial staff (m)*—Work with the office staff on a project that will acquaint you with the role of the office staff in the administration of ministry.
- *Participate in a Bus or Van Ministry (o)*—Accompany bus/van ministry coordinators.
- *Participate in Jail ministry (o)*—Accompany, assist, and observe those ministering to the incarcerated.
- *Compassionate ministry (c)*—Accompany, assist, and observe those involved in serving those in need (food pantry, clothing distribution, etc.).
- Other

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<sup>†</sup> Care (c), Worship (w), Outreach (o), Management (m), and Formation (p).

**For Your Portfolio** 

Include in your portfolio a completed **Self-Evaluation** form for *each* ministry area explored. **Use the form provided.**

A **one-page EXPLORATION REPORT (typed, double-spaced)** is to be written for *each* area of ministry explored and should include a synopsis of the ministry explored, insights gained during the ministry experience, and any action/response MID would formulate as a result of the ministry experience. This is to be included in the portfolio.

- 4. Competency Checklist.** MIDs are to include in their portfolio the “**Competency Checklist**” signed by the supervisor. The following ministry competencies can be categorized into one of five core competencies – *Care (c), Worship (w), Outreach (o), Management (m), and Formation (p).*

**For Your Portfolio** 

“**Competency Checklist**” signed by the supervisor is to be included in the portfolio. **Use the form provided.**

- 5. Supervisor Evaluation Form.** This form is to be completed by the Pastor/Staff for *each* ministry experience explored and included in the portfolio.

**For Your Portfolio** 

“**Supervisor’s Report/ Evaluation Form**” completed by the supervisor and included in the portfolio. **Use the form provided.**

- 6. Time Log.** MIDs are to keep a time log of the **40 hours** of field experience activities and reflections.

**For Your Portfolio** 

A time log of activities is to be included in the portfolio. *The 40 hours does NOT include the time required to write the various reflection papers required.* **Use the form provided.**

# SUPERVISED MINISTRY EXPERIENCE

## QUAD II: EXPLORATION Learning Contract

**MID:**

**Supervising Pastor:**

**Date Targeted for Completion:**

**Field Setting:** (Include name of church or ministry, names of any supervisors in addition to the supervising pastor, and a paragraph describing the ministry setting.)

**Nature of the Assignment:** (A description of the ministry in which you will be involved plus a brief description of your anticipated ministry responsibilities.)

**MID's Goals for the Ministry Experience:** (Note at least one goal for each area of ministry competency in relation to the specific experiences selected.)

**Time Allocation:** (How much time will be given to the various components of the ministry assignment?)

\_\_\_\_\_  
MID Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Field Supervisor / Mentor

\_\_\_\_\_  
Date

# SUPERVISED MINISTRY EXPERIENCE

## QUAD II: EXPLORATION

### MID & Supervisor's Competency Checklist

The following competencies need to be completed during your field experience in the local church. Please mark with the *date* (mm/dd/yy) those competencies that have been completed. Include a copy of your checklist in your ministry portfolio.

- Observe or Participate in a Pastoral visit
- Attend a Pastoral Staff Meeting
- Teach a Bible Study/Sunday School Class
- Attend a Board/Committee Meeting
- Preach a Sermon (any age group)
- Develop a Budget
- Plan Activity
- Publicity/Marketing
- Conduct a Worship Service
- Observe a Funeral Service
- Observe/Participate in a Baptismal Service
- Observe a Wedding
- Observe a Baby Dedication/Infant Baptism
- Observe/Participate in a Communion Service
- Participate in an aspect of Compassion Ministry
- Personal Evangelism
- Develop a Media Presentation
- Develop a Curriculum Schedule for a Ministry or Event

#### Other Areas:

MID's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Field Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SUPERVISED MINISTRY EXPERIENCE

## QUAD II: EXPLORATION

### Self-Evaluation

**MID:**

**Supervising Pastor:**

**Supervising Church or Ministry:**

**Ministry area Explored:**

**Please rate** yourself on your performance **from 1-5** (1=poor; 5=excellent). If any of the items below are not applicable, please note with "N/A" in the blank.

- |   |   |
|---|---|
| <input type="checkbox"/> Understanding of task                  | <input type="checkbox"/> Relationship with pupils                 |
| <input type="checkbox"/> Initiative relating to task            | <input type="checkbox"/> Relationship with parents                |
| <input type="checkbox"/> Teachable                              | <input type="checkbox"/> Relationship with church staff           |
| <input type="checkbox"/> Management of classroom/event/activity | <input type="checkbox"/> Relationship with supervisor             |
| <input type="checkbox"/> Maturity level                         | <input type="checkbox"/> Organized                                |
| <input type="checkbox"/> Self-starter                           | <input type="checkbox"/> Professionalism level                    |
| <input type="checkbox"/> Planning skills                        | <input type="checkbox"/> Preparedness level                       |
| <input type="checkbox"/> Followed through                       | <input type="checkbox"/> Displayed spiritual maturity             |
| <input type="checkbox"/> Content knowledge                      | <input type="checkbox"/> Understood age-group developmental level |
| <input type="checkbox"/> Had influence/respect of learners      | <input type="checkbox"/> Held interest of participants            |
| <input type="checkbox"/> On time for task                       | <input type="checkbox"/> Stayed focused on lesson                 |
| <input type="checkbox"/> Taught at pupil's comprehension level  | <input type="checkbox"/> Cared for pupils                         |
| <input type="checkbox"/> Classroom discipline                   | <input type="checkbox"/> Stayed with doing the task               |
| <input type="checkbox"/> Related well with other people         | <input type="checkbox"/> Dressed appropriately                    |

\_\_\_ Eager to please

\_\_\_ Trustworthy

\_\_\_ Did not disrupt routines of church culture

\_\_\_ Cooperative

\_\_\_ Pleasant demeanor

\_\_\_ Understood and applied theology

\_\_\_ Communication skills one-on-one

\_\_\_ Communication skills w/ groups

**What progress did you make in reaching the agreed goals on the field experience (apprenticeship) contract?**

**What would you identify as your “gifts and graces” for ministry?**

**What are areas of strengths and areas that need further development?**

**What were the strengths and weaknesses of this experience?**

**Additional Comments:**

# SUPERVISED MINISTRY EXPERIENCE

## QUAD II: EXPLORATION

### Supervisor's Report / Evaluation

**MID:**

*My Supervising Pastor has discussed this evaluation with me –*

**MID Signature** \_\_\_\_\_

**Supervising Pastor:**

**Supervising Pastor's Signature** \_\_\_\_\_

**Supervising Church or Ministry:**

**Please rate<sup>‡</sup>** the MID on his/her performance **from 1-5** (1=poor; 5=excellent). If any of the items below are not applicable, please note with "N/A" in the blank.

\_\_\_ Understanding of task

\_\_\_ Relationship with pupils

\_\_\_ Initiative relating to task

\_\_\_ Relationship with parents

\_\_\_ Teachable

\_\_\_ Relationship with church staff

\_\_\_ Management of classroom/event/activity

\_\_\_ Relationship with supervisor

\_\_\_ Maturity level

\_\_\_ Organized

\_\_\_ Self-starter

\_\_\_ Professionalism level

\_\_\_ Planning skills

\_\_\_ Preparedness level

\_\_\_ Followed through

\_\_\_ Displayed spiritual maturity

\_\_\_ Content knowledge

\_\_\_ Understood age-group developmental level

\_\_\_ Had influence/respect of learners

\_\_\_ Held interest of participants

\_\_\_ On time for task

\_\_\_ Stayed focused on lesson

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<sup>‡</sup> This evaluation should be completed by a ministry leader having had opportunity to observe the MID in the ministry experience.



\_\_\_ Taught at pupil's comprehension level

\_\_\_ Cared for pupils

\_\_\_ Classroom discipline

\_\_\_ Stayed with doing the task

\_\_\_ Related well with other people

\_\_\_ Dressed appropriately

\_\_\_ Eager to please

\_\_\_ Trustworthy

\_\_\_ Did not disrupt routines of church culture

\_\_\_ Cooperative

\_\_\_ Pleasant demeanor

\_\_\_ Understood and applied theology

\_\_\_ Communication skills one-on-one

\_\_\_ Communication skills w/ groups

**What progress did the MID make in reaching the agreed goals on the field experience contract?**

**What would you identify as the MID's "gifts and graces" for ministry?**

**As you have observed the MID in ministry what are areas of strengths and areas that need further development?**

**Additional Comments:**

# SUPERVISED MINISTRY EXPERIENCE

## QUAD II: EXPLORATION

### Time Log of Activities

Date	Ministry Activity	Hours Invested	Verified by <sup>§</sup>

<sup>§</sup> The hours spent in each ministry activity is to be verified by the Supervising Pastor or the person on-site at the time of the ministry exploration experience.