

<b>I</b> OBSERVE	<b>II</b> EXPLORE
<b>III</b> EXPERIENCE	<b>IV</b> INTEGRATE

# SUPERVISED MINISTRY EXPERIENCE

## for Ministers in Development

### QUAD III: EXPERIENCE

The MID will invest a minimum of 60 hours EXPERIENCING two or three specific ministry situations in the local church under the supervision of the local Pastor/Staff, and with the counsel of a district-assigned Mentor.

1. **Meeting with Pastor/Staff.** The MID is to have an initial meeting with the Pastor/Staff of the local church. There will be a discussion and agreement on the two or three ministry areas to serve as the experience focus.

#### **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 each 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 the Pastor/Staff and should include a synopsis of the meeting, insights gained during the meeting, and any action/response MID would formulate as a result of the meeting. This is to be included in the portfolio.

3. **Experiencing Church Ministry.** The field experience is to include at least 60 hours of investment in ministry by involvement in two or three projects or ministry areas. The MID will be expected to experience ministry in these areas by planning, leading, and managing ministry projects. These projects or ministry areas may include but are not limited to the following:

- Planning, developing, and delivering a series of two or three sermons complete with an appropriate sermon guide for the worship folder and graphics or other helps to worship.
- Planning, developing, and leading a series of two or three Children's Church services.

- Planning, developing, and leading a series of two or three youth-related services or Bible studies.
- Planning, developing, and leading a series of two or three Small Group Bible studies.
- Planning, developing, and leading a series of two or three Sunday School lessons.
- Planning, developing, and leading a Compassionate Ministry outreach.
- Planning and implementing an all-church social event.
- Planning, designing and managing a main worship service around the Pastor’s preaching event.
- Manage a youth/children’s event, i.e. “lock-in,” campout, off-site trip, etc.
- Planning, developing, and leading a cross-cultural or missions event, service, or ministry.

**For Your Portfolio** 

Materials developed / taught / used for these projects are to be included in the portfolio and turned in as evidence of the completion of the assignment.

4. A **Self-Evaluation** form is to be completed for *each* ministry area experienced. These are to be included in the portfolio. A two-page **Reflection** paper is also to be written for *each* ministry area Experienced.

**For Your Portfolio** 

A **Self-Evaluation** form is to be filled out for *each* ministry area Experienced. This is to be included in the portfolio. **Use the form provided.**

**For Your Portfolio** 

A **two-page REFLECTION PAPER (typed, double-spaced)** is to be written for *each* area of ministry experienced 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.

5. **Competency Checklist.** MID’s 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 upon completion of the Quad. **Use the form provided.**

**6. Supervisor Evaluation Form.** MIDs are to give their supervisor (Pastor/Staff) a copy of the **“Supervisor’s Evaluation Form.”** This is to be completed by the Pastor/Staff for *each* ministry experience and included in the portfolio.

**For Your Portfolio** 

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

**7. Time Log.** MIDs are to keep a time log of the **60 hours** of field experience activities and reflections.

**For Your Portfolio** 

A time log of activities is to be included in the portfolio. **Use any method of logging your time you desire or use the form provided.**

**8. Journal.** An added dimension of the Experience portion of Field Experience is the keeping of a journal. The journal (either on computer or spiral notebook) is to encourage personal reflection about ministry. The journal should be a place where reflection about each ministry competency takes place in terms of what you thought, felt, saw as beneficial, not-so-good, etc., about the observations you have made. This is not for critique as much as it is for generating thought about ministry activities for the purpose of insight, reflection, and general improvement. The journal must contain a significant reflection on *planning, purpose, outcome, and reaction* concerning the ministry programs that were Experienced. *During the 60 hours of ministry experience a daily entry into this journal should be made.*

**For Your Portfolio** 

A “Journal” or daily diary of reflection and observation should be kept and added to the portfolio.

# SUPERVISED MINISTRY EXPERIENCE

for Ministers in Development

## QUAD III: EXPERIENCE 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

\_\_\_\_\_  
Supervising Pastor

\_\_\_\_\_  
Date

\* A copy of this completed and signed learning contract should be given to the district-assigned mentor.

# SUPERVISED MINISTRY EXPERIENCE

## QUAD III: EXPERIENCE

### 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 III: EXPERIENCE 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 III: EXPERIENCE

### 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:**

