

I OBSERVE	II EXPLORE
III EXPERIENCE	IV INTEGRATE

SUPERVISED MINISTRY EXPERIENCE

for Ministers in Development

QUAD IV: INTEGRATION

The MID will invest at least 80 hours in one or two specific ministry situations in the local church under the supervision of the local Pastor/Staff. The purpose of this intensive ministry experience is to integrate or incorporate everything that has been experienced or learned thus far in field experience.

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 one or two specific ministries that will serve as the focus of this integration experience, 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 Meetings** This is an internship-level relationship and the MID and Pastor should meet once every 2-4 weeks to discuss the MID's progress and insights as needed. **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 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.

3. **Intensive Church Ministry** The field experience is to include at least 80 hours of investment in ministry by involvement in one or two projects or ministry areas. The MID will be expected to integrate or incorporate all that has been learned in field experience as well as the classroom by planning, leading, and managing a ministry project. This project or ministry area may include but is 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 this project must be turned in as evidence of work. They will be added to MID’s portfolio.

4. A **Self-Evaluation** form is to be completed for the ministry area(s) focused upon and is to be included in the portfolio. A two-page **Reflection** paper is also to be written for the ministry area focused upon.

For Your Portfolio 

A **Self-Evaluation** form is to be filled out for *each* of ministry areas 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. This would 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.

- 5. 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 the ministry focused upon. This is to be 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 **80 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.**

- 7. 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 the focal point of the integration experience. *During the 80 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.

- 8. Philosophy of Ministry Paper.** A final element for the Supervised Field Experience is to write a 5-page paper on “My Philosophy of Ministry” which has developed during your hands-on ministry encounters and meetings with Pastor/Staff.

For Your Portfolio

A five-page paper on “My Philosophy of Ministry” (typed, double-spaced) is to be written. This would include “Why do I do ministry, ultimately? What is the point? What is the goal? What is the purpose?” It would also include “How do I do ministry? What are my gifts and graces which I bring to ministry experiences? What are my strengths and weaknesses?” It would also incorporate “To whom do I minister?” To whom am I called? Where am I directed by God to minister?” Ask and answer questions such as “What is my mission statement?” “What are my ministry core values?” “What have I begun to believe about ministry?” “Who am I and What is God calling me to do?” This is to be included in the portfolio.

SUPERVISED MINISTRY EXPERIENCE

for Ministers in Development

QUAD IV: INTEGRATION 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 IV: INTEGRATION

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 IV: INTEGRATION

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[†] 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 |

[†] 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 IV: INTEGRATION

Time Log of Activities

Date	Ministry Activity	Hours Invested	Verified by [‡]

[‡] 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.