

**GEORGIA CENTRAL UNIVERSITY
SCHOOL OF DIVINITY**

**SUPERVISED FIELD EDUCATION MANUAL
2017-2018**

Master of Divinity

PT700: Supervised Ministry and Internship

Master of Arts in Christian Education

CE702: Education Practicum

Master of Arts in Mission Studies and World Christianity

ME521: Mission Practicum

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1. SUPERVISED FIELD EDUCATION

1.1. Mission of the School of Divinity

The mission of the School of Divinity of GCU is to educate and train students for ministerial, educational, and missionary leadership through rigorous professional programs of theological studies and personal and spiritual disciplines. The School is, follows the Reformed-evangelical tradition, seeking to serve in particular the Korean/Korean-American churches while also being a part of the global Christian community. The School's mission is consistent with the University's Vision and Mission Statement. Since the formation of GCU, the theological programs, now the Schools of Christianity and Divinity, have played an essential and central role in shaping and realizing the University's foundational spirit and institutional vision. GCU as a whole relies greatly on its theological departments, especially the School of Divinity, not only to sustain its Christian identity and values, but to provide leadership in educating its students in biblical perspectives.

1.2. Core Values

The School of Divinity embraces the five components of GCU's education core values:

- God is the Primary being: Owner, Creator, and Sustainer;
- Excellence in Teaching, Research, Scholarship, and Management;
- Respect for diverse societies and willingness to engage in the struggle for Justice;
- A lifelong commitment to learning and teaching;
- Providing a foundation for effective career development opportunities.

1.3. Supervised Field Education

The School of Divinity's Supervised Field Education offers a four-month practical ministry/mission practicum in a local church, a mission field, or one of other approved ministry settings under the supervision of an experienced pastor or ministry leader and University School staff. The School of Divinity offers three courses to meet the Supervised Field Education requirements of the following three degree programs: Master of Divinity (PT700: Supervised Ministry and Internship), Master of Arts in Christian Education (CE702: Education Practicum), and Master of Arts in Mission Studies and World Christianity (ME521: Mission Practicum).

Students will be exposed to a variety of ministry opportunities to observe, participate, and lead where possible and be able to integrate their learning and practice through written, reflective assessments and supervisory guidance and directions.

1.3.1. What the Supervised Field Education Is About

Supervised Field Education focuses on:

- Ministry. The student is expected to participate in a broad range of ministries and activities with the intent of being used by the Lord to help meet the needs of people.
- Discipleship. The supervisor is a teacher; the student will be a disciple and a learner.
- Mentoring. A mentoring relationship is developed between the student and the supervisor and through this relationship the student will be encouraged and assisted in further developing a personal philosophy of ministry that will be refined in the ministry setting.
- Stewardship. It is using one's spiritual gifts for the glory of God and the good of the church or organization.
- Service. The student fills a role in a church, organization, or mission, with its attendant privileges and responsibilities.
- Accountability. The student is accountable to the supervisor, the University, and to the Lord. The student will use wisdom and discretion in all the ongoing relationships involved in the Supervised Field Education.
- Evaluation. This includes, but is not limited to, grades on performance of tasks, written reports, and other evaluative instruments. It includes a broad-based evaluation by the supervisor and the representative of the University School to determine the student's gifts, abilities, cooperation, level of responsibility, and overall preparedness for full-time ministry.
- Loyalty and cooperation. While students are free to ask questions, and contribute helpful comments, they must use wisdom and discretion in every relationship and situation, particularly as it relates to the supervisor. Problems that arise should first be discussed with the supervisor or with an authorized representative of the University School.
- Discipline. The discipline of regular work schedules and regular submission of assignments will be required. These are skills that will make the student more effective in ministry.
- Analytical reflection. The ability to evaluate critically one's own ministry, motives, and thought processes is vital to sustained ministry effectiveness.
- Maturation; a step in personal maturation and independence. A student will experience a greater level of independence which will necessitate an adult maturity level.
- Learning. Students are expected to be active learners in every situation they find themselves in.

1.3.2. Objectives

The objectives of the Supervised Field Education can be stated in the following three areas:

- Cognitive (Head) - the development of a knowledge and understanding base.
- Attitudinal (Heart) - the development of healthy attitudes, values, perspectives, and biblical convictions.

- Behavioral (Hands) - the development of skills necessary for effective ministry.

(1) Cognitive Objectives (Head):

- to acquire a biblical/theoretical knowledge base of ministry practices and leadership skills.
- to develop familiarity with the methods of ministry programs and activities including the administrative and financial aspects of ministry.
- to develop an understanding of the relationships between local churches, parachurches, districts, denominational ministries, local & abroad mission fields as applicable.
- to develop the reflective skills to think analytically about a variety of ministry situations.

(2) Attitudinal Objectives (Heart):

- to recognize that all ministry should be the direct result of one's obedience to God's call.
- to value that ministry is servanthood.
- to develop proper priorities involving time, finances, family, and personal needs, as well as ministerial obligations, yet to recognize the need for flexibility.
- to appreciate the breadth of opportunities for ministry and to understand that all our tasks are to be undertaken with the objective to serve and glorify God.
- to appreciate the need for team-work, process, planning, and preparation for effective ministry activities.
- to value the need for reflective/analytical thinking to enhance effectiveness.

(3) Behavioral Objectives (Hands):

- to develop skills in listening, asking questions, and in other practical areas.
- to develop and apply communication skills in such practical applications as preaching, teaching, counselling, planning, administration, leadership, and visitation.
- to develop the skills to work with teams, staff, and committees and in other group-oriented settings.
- to develop an exemplary work ethic (for example, a willingness to serve "above and beyond normal expectations" when ministry warrants it).
- to balance accountability and self-motivation.
- to achieve and demonstrate entry-level preparedness for ministry.
- to develop skills in articulating reflective/analytical thinking.

1.3.3. Student Qualifications

The student should have, in most cases, successfully completed a minimum of two semesters of academic work (a minimum of 30 credit hours). No student on Academic Probation will be

allowed to be involved in the Supervised Field Education without a special permission from the Dean.

The student will evidence a well-rounded wholesome Christian personality – physically, mentally, emotionally, socially, and spiritually – that will make it possible to benefit from the Supervised Field Education in a meaningful way. The student will be certified as “ready for ministry” by a variety of personnel such as: Dean of the School, the Director of Supervised Field Education, and the Dean of Academic Affairs.

Both the Field Education supervisor and the Director of Supervised Field Education reserve the right to terminate or delay the Supervised Field Education assignment if there arise moral, ethical, emotional or relational problems that would justify such action. Termination should only be considered as a last resort and in consultation with the Office of Academic Affairs.

1.3.4. Timing and Duration of Supervised Field Education

Normally student will need to take a Supervised Field Education course during his or her final semester. The Director of Supervised Field Education may approve an exception. The minimum length of Supervised Field Education is four months.

1.3.5. Placement Process

The placement process is critical to the success of the Supervised Field Education. The process involves student, a prospective supervisor, and the Director of Supervised Field Education. As a general rule, student should plan to serve in a church or ministry of his or her own denominational background. It is, however, primarily student’s responsibility to find a ministry site relevant to his or her own chosen field of ministry. The prospective supervisor will need to submit Field Education Supervisor Application form and a certificate of mandatory Field Education Supervisor Training and Workshop. Student may choose to have a Field Education supervisor assigned by the Director of Supervised Field Education. The process will not be completed until student, supervisor, and the Director of Supervised Field Education are all in agreement regarding the details and appropriateness of the placement.

A careful attention will be paid to the appropriateness of the student-supervisor match. Key factors include the supervisor’s ministry experience and duration of ministry in his/her own focus area(s). The supervisor’s area of ministry experience and current focus must match the student’s focus in preparation for ministry. For example, youth students are supervised by youth pastors, and worship leading students are supervised by worship leading pastors, and mission students by missional leaders or field missionaries, etc.

1.3.6. Academic Information

Each course for the Supervised Field Education has three semester credit hours.

Students generally register for the course during the regular registration period. They must also submit the signed Supervised Field Education Agreement Form. Once the student has submitted the signed Supervised Field Education Agreement Form along with the Registration Form, a contract between the student and the School will become effective.

Student may drop the course with no penalty before Friday of the second week of each semester. Student may still be able to drop the course until Friday in the fourth week of each semester. But in such case, student will only have a prorated tuition refund. Student will not be allowed to drop the course after Friday in the fourth week of each semester. The failure to complete all the requirements of the Supervised Field Education course will result in academic penalty. Student should normally expect a F grade.

1.3.7. Evaluation Process

Since the Supervised Field Education is considered an integral part of the student's academic program, evaluation will be based on several requirements. Grades are not solely based upon mathematical averages but complimentary relationships. Each activity, report, evaluation, and consultation is considered in the assessment of the final grade assigned for the Supervised Field Education. The final grade reflects the student's quality of work and successful completion of assigned tasks, as well as the evaluation of performance of ministry and their understanding, embracing, and application of the program guidelines and objectives as outlined in the Manual.

1.3.8. The School of Divinity's Responsibilities

The School of Divinity will provide general oversight to the Supervised Field Education. During the Supervised Field Education, the School's area of responsibilities will include:

- providing input and guidance for the supervisor.
- being available to the student in an advisory capacity.
- helping resolve any relational problems that may arise.
- providing the supervisor and the student with evaluation forms.
- evaluating the student's progress with the supervisor and to provide a final grade for the student.
- facilitating open communication between all parties involved in the Supervised Field Education.
- receiving and grading weekly assignments.
- providing a debriefing experience.

1.3.9. Contact Directory

Dean of School of Divinity

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2. THE SUPERVISOR

2.1. Responsibilities

The School of Divinity ensures that a Field Education supervisor be one who is currently ministering effectively in the area for which student is being trained.

The supervisor plays a vital role in the Supervised Field Education. To enhance the educational effectiveness of the Supervised Field Education, please be mindful of the following guidelines:

- Familiarize the student with your organization and program, and outline his/her assigned responsibilities. Describe the areas of his/her freedom and creativity, and where he/she may obtain counsel and support.
- Fully embrace and support the Supervised Field Education program as presented by the School; including the weekly reflective writing requirements expected of the student.
- Give him/her exposure to all the age levels in the congregation.
- Supervise, coach, mentor, and provide accountability for the student.
- Help the minister-in-training to develop an appropriate self-confidence. Allow her/him to think for herself/himself and ask her/his opinion on problems that arise. Thrust responsibility on her/him gradually, but build her/his acceptance of responsibility.
- Hold him/her accountable for his/her responsibilities. When the student is given assignments to work independently of your immediate supervision, require some form of accountability, perhaps a written report or a conference.

- Plan for regular meetings with the student for the sharing of goals of ministry and of issues and challenges of church life and for helping him/her evaluate his/her own gifts and experiences. Help him/her arrange a schedule for the time.
- Encourage the student's growth and development as a person and a minister through prayer and personal interaction.
- Plan and supervise student by:
 - providing the student with a wide range of ministry experiences as noted in the specific degree program, especially leadership development opportunities (see page 14-21 of the Student's Manual)
 - Inviting the student to observe as many board and committee meetings as possible. Guide him/her in evaluating what he/she has observed. If possible, assign some official responsibilities to the student and evaluate his/her work.
 - ensuring the student is not used as a cheap laborer (painting, set-up, clean-up, landscaping, go-fer, etc.) or continuously used in the sound room, etc.
 - ensuring the student has at least one full day off per week.
- Allow student to have opportunities to work as part of a team in a variety of roles that he/she may learn respect, co-operation, and conflict management.
- Assist the student with a variety of financial concerns:
 - transportation needs as they relate to ministry.
 - adequate accommodation and meals.
 - a stipend, honorarium, or love gift.
 - prompt reimbursement for out-of-pocket, ministry-related expenses.
- Encourage the student to attend denominational or other leadership seminars and/or conferences.
- Give the significant time required for the Supervised Field Education, including:
 - meeting weekly with the student for a significant time of evaluation and feedback. The completion of assigned tasks should be reviewed for accountability.
 - noting the student's progress to be able to share with University School personnel as necessary.
 - evaluating the student's communication skills and discussing them with the student.
 - ensuring the student has been significantly challenged to work hard so that they can feel the stresses of ministry.
- Ensure the student successfully completes assignments so they achieve a sense of fulfillment.
- Submit the evaluation forms at the end of the Supervised Field Education.
- Evaluate and grade the student's portfolios such as "Resource Binder" and "Final Project."
- Provide at least one major project or undertaking for the student to develop or lead.

2.2. Financial Arrangements

Although expenses related to Supervised Field Education are ultimately borne by the student, the School suggests the church or ministry organization to help students proactively keep their student debt to the lowest possible level.

In recognition that the church or ministry will receive considerable benefit from the ministry of the student during the four-month Supervised Field Education, and that every church or ministry does not have the same financial resources, the Session of a church or Board of Directors of a ministry organization may discuss and make a decision on financial assistance to the student.

Other options may be mutually agreed upon by the ministry and student. Some churches may provide transportation for students. The student should be quickly reimbursed for out-of-pocket ministry and business travel expenses.

The final financial arrangements are to be agreed on by the ministry and the student. The Director of Supervised Field Education is to be informed of the arrangements.

In the case of an overseas mission fields, the host mission field is not expected to provide an honorarium.

3. THE STUDENT

3.1. Responsibilities

3.1.1. General Objectives

- The student will observe and participate in the overall operation of a local church, parachurch, or ministry/mission organization to integrate classroom learning with “hands-on” ministry experience.
- The student will observe and participate in the ministry of the local church or organization, using a broad range of skills and competencies that are related directly to the student’s major area of study.
- The student will aid the entire church, ministry, or organizational staff in a variety of ministries.
- The student will show initiative and accountability in ministry involvement throughout the entire Supervised Field Education.
- The student will be given at least one major responsibility (project) to develop leadership skills.

3.1.2. Before Supervised Field Education Begins

- The student is responsible to download and become familiar with the Supervised Field Education Manual and to use it as a guide during the Supervised Field Education period.
- All students are required to fill in the Supervised Field Education Agreement Form, and return this form to the Director of Supervised Field Education by two weeks before the Registration period of each semester. Additional forms may be required for those serving in cross-cultural context.
- The student is responsible to proactively seek a supervised ministry opportunity, and to cooperate with the Director of Supervised Field Education in the placement process. Any delays or difficulties should be reported to the Director of Supervised Field Education. Student will be allowed to register a Supervised Field Education course when the Director of Supervised Field Education approves both the Field Education site and supervisor.

3.1.3. Accountability

- The student will be directly accountable to a member of the church's ministerial staff or equivalent ministry leader.
- The student is required to meet with his or her supervisor each week for evaluation.
- The student will also be responsible to communicate weekly with the Director of Supervised Field Education.

3.1.4. Ministry

- The student is to observe, participate in, and lead as many different aspects of ministry as possible.
- The student is encouraged to seek areas of responsibility that will challenge him or her administratively and spiritually, including planning, supervision, personal interaction and reflection.

3.1.5. Student-Supervisor Relationship

- The student is to cooperate fully with the supervisor and be open to suggestions and constructive criticism regarding all areas of ministry, including relationships, personal hygiene, attitude, and dress.
- The student must be careful to support the supervisor on all issues and not enter any ministry problems or potential disagreements among staff, church, ministry, or community members. Failure to abide by this guideline may be grounds for immediate termination of the agreement and failure of the Supervised Field Education.

3.1.6. Personal Spiritual Life

- The student should cultivate a daily time of personal spiritual development through Bible reading, prayer, reflection, worship, and fellowship.
- The student is expected to maintain Christian integrity and to be a model of God's grace to others.
- The student should practice a personal ministry of prayer and take at least one day off per week.

3.1.7. Personal Conduct

- Prior to starting the Supervised Field Education, the student should inquire concerning the expectations and be prepared to meet the expectations of the supervisor and the church or ministry. The student should dress in keeping with the occasion and situation, being neat, modest, and attractive, but never an attraction.
- As a representative of our Lord and Georgia Central University, the student should display godly behavior always.
- In conduct, speech, and attitude, the student should show him or herself to be exemplary, being friendly, courteous, gracious, co-operative, and helpful.
- The student must continue to abide by the Georgia Central University code of conduct including abstaining from alcohol, smoking, and illicit drug use.

3.1.8. Academic Requirements

- The student must meet all requirements to receive credit for the Supervised Field Education (PT700, CE702, or ME521). These requirements include a minimum of four months' involvement in a local church or other approved ministry setting.
- It is important to keep in close weekly contact with the local supervisor at the ministry site and with the Director of Supervised Field Education. Students must maintain the schedule of weekly academic reports and meet the required due dates to complete all the Supervised Field Education requirements successfully.
- All required pre-Supervised Field Education materials must be sent to the Director of Supervised Field Experience. Students must keep copies (backups) of everything that is submitted, either paper or electronic, in case materials are lost in transmission. All remaining academic assignments will be submitted electronically.
- During the 4 months, students will submit written assignments; the details will be available on the current syllabus.
- Some of these grades are assigned by the supervisor and reflect the student's overall engagement in the church or ministry.

3.1.9. Integrative Seminar/Debriefing

- All students who return to campus following their Supervised Field Education are required to participate in an integrative seminar. During these “debriefing sessions”, small groups of students meet to evaluate and reflect on their experiences under the direction of the Director of Supervised Field Education and/or Program Directors. Normally this will take place during the last week of the Spring/Fall semester.

3.2. Recommended Activities

Students should observe, assist, participate, and lead as many of the following activities as possible. Activities are grouped by fields of study.

Every situation/Supervised Field Education location is different, nevertheless local church/parachurch organizations are encouraged to provide as many of the following ministry experiences/exposures, as are reasonably possible, to help prepare well-rounded graduates. Local supervisors are encouraged to provide additional ministry opportunities.

3.2.1. Pastoral, Church Planting, Children, and Youth Education

- **Teaching/Preaching Opportunities:**
 - teaching in small or mid-size group settings
 - preaching in large, public, intergenerational setting
- **Ministry/Outreach Opportunities:**
 - participation in a wide variety of ministry settings of varying sizes, with leadership in some areas:
 - men, women, children, teens, seniors, single adults
 - VBS, nursery, small groups, support groups, camping ministries
 - missions, immigrants, benevolence, outreach
 - prayer/spiritual warfare ministries ▪ ushers, greeters, music, etc.
 - games, crowd-breakers
 - civic and/or community events
 - attendance at wedding(s) and funeral(s)
 - volunteer recruitment and training
 - involvement in platform ministry (at least once per month):
 - welcome, announcements, Scripture reading, pastoral prayer, receiving offering, introducing guest speakers, etc.
 - communion, Lord’s supper, baby dedication, baptisms
 - worship team, drama,
 - include in staging/lighting discussions, design, set-up

- evaluation of worship services
- planning and participation in special day events:
 - Mother's Day, Father's Day, Christmas, Easter, Independence Day, Memorial Day, Veterans Day, etc.
- involvement with the Welcome, Follow up, and Integration system:
 - e.g. new believers class, membership classes
- visitation:
 - home, hospital, institutional, prison, shut-ins, nursing home, funeral home, etc.
 - invitations to attend church events
- observation or participation in counselling sessions
- involvement in use of technology for ministry:
 - developing skills in media, audio, visual, tech-support, web, on-line registrations, videography, etc.
 - advertising, promotion, including social media, graphic design, etc. including inviting people to events
- building relationships:
 - seeking opportunities to connect relationally with parishioners and leaders, e.g. meals in their homes
- **Administration Opportunities:**
 - meetings:
 - attendance at board meetings, other business meetings, denominational and continuing education meetings or conferences
 - participation in meetings with staff and ministry leaders
 - participation in planning sessions
 - goal-setting, strategic planning, vision, mission, ministry strategies and philosophies, curriculum planning/selection
 - administration:
 - behind-the-scenes activities, scheduling data base, etc.
 - staff roles, delegation/empowering; and releasing/firing volunteers, etc.
 - review of budgeting, financial procedures and policies, tellers, treasurer role, purchases, committee, taxes, insurance, reports, etc.
 - observance of facilities maintenance, repair, safety inspections, safety policies etc.
 - aiding understanding of change and conflict management procedures
- **Personal Growth and Development Opportunities:**
 - involvement in a mentoring/ leadership development program

- assistance in development of time management (personal and professional)
- participation in inter-church cooperation/ networking and opportunities to meet Christian leaders in area churches and in the community

3.2.2. Evangelism, Compassion, and Social Justice (Praxis)

- **Teaching/Preaching Opportunities:**

- teaching or preaching in public, large, intergenerational setting and/or small group settings

- **Ministry/Outreach Opportunities:**

- participation in a wide variety of ministry settings of varying sizes, with leadership in some areas:
 - men, women, children, teens, seniors, single adults
 - VBS, nursery, small groups, support groups, camping ministries
 - missions, immigrants, benevolence, outreach
 - prayer/spiritual warfare ministries
 - ushers, greeters, music, etc.
 - English as second language
 - sports
 - civic and/or community events
 - involvement in preparation/planning of wedding(s) and funeral(s)
 - organize and lead crowd-breaker, games
 - volunteer recruitment and training
 - spiritual gifts identification
 - participation in evaluations of the effectiveness of outreach/discipleship programs
- involvement in platform ministry (at least once per month):
 - welcome, announcements, Scripture reading, pastoral prayer, receiving offering, introducing guest speakers, etc.
 - communion, Lord's supper, baby dedication, baptisms
 - worship team, drama,
- planning and participation in special day events:
 - Mother's Day, Father's Day, Christmas, Easter, Independence Day, Veterans Day, Memorial Day, etc.
- involvement with the welcome, follow up and integration system:
 - e.g. new believers class, membership classes
- planning and participation in mid-size group events:
- visitation:

- home, hospital, institutional, prison, shut-ins, nursing home, funeral home, etc.
 - invitations to attend church events
- observation or participation in planning sessions:
 - planning/participating in outreach/evangelism/ compassion, social justice events
 - involvement in preparation for/practical help with short term mission's teams
- involvement in use of technology for ministry:
 - developing skills in media, audio, visual, tech-support, web, on-line registrations, videography, etc.
 - advertising, promotion, including social media, graphic design, etc. including inviting people to events
- building relationships:
 - seeking opportunities to connect relationally with parishioners, the local community and leaders, e.g. meals in their homes
 - regular interactions with financial and prayer supporters
 - networking with other social justice, compassion/evangelism agencies
- **Administration Opportunities:**
 - meetings:
 - attendance at board meetings, other business meetings, denominational and continuing education meetings or conferences
 - participation in meetings with staff and ministry leaders
 - participation in planning sessions
 - goal-setting, strategic planning, vision, mission, ministry strategies and philosophies, curriculum planning/selection
 - administration:
 - behind-the-scenes activities, scheduling data base, etc.
 - staff roles, delegation/empowering; and releasing/firing volunteers, etc.
 - review of budgeting, financial procedures and policies, tellers, treasurer role, purchases, committee, taxes, insurance, reports, etc.
 - observance of facilities maintenance, repair, safety inspections, safety policies etc.
 - aiding understanding of change and conflict management procedures
 - reporting (forms, frequency of reporting) to overseeing agency/board
 - assistance in the development of local discipleship materials or evangelism materials
- **Personal Growth and Development Opportunities:**
 - involvement in a mentoring/ leadership development program
 - assistance in development of time management (personal and professional)

- participation in inter-church cooperation/networking and opportunities to meet

3.2.3. Worship Leading

- **Teaching/Preaching Opportunities:**

- teaching people in the worship arts department the concepts on the theology of worship, as well as practical concepts of worship leadership
- planning and leading worship-related devotionals for worship team / choir rehearsals and mid-size group events
- teaching and mentoring musicians (or provide/arrange for guest coaching) on their primary and secondary instrument

- **Ministry/Outreach Opportunities:**

- participation in a wide variety of ministry settings of varying sizes with leadership in some areas:
 - men, women, children, teens, seniors, single adults
 - VBS, nursery, small groups, support groups, camping ministries
 - missions, immigrants, benevolence, outreach
 - prayer/spiritual warfare ministries
 - ushers, greeters, music etc.
 - civic/ community events
 - choir and worship teams:
 - regular involvement in recruiting of weekly worship volunteers and participants
 - recruiting and training volunteers
 - offering key direction at rehearsals (4 or 5 times)
 - planning and leading worship rehearsals (at least 4 or 5 times)
 - developing and/or cultivating mentorship relationships between older and younger musicians
 - worship leading:
 - public, large, intergenerational setting
 - planning/participating in worship at youth/children's events
 - opportunity to sing or use primary instrument as a member of the team
 - worship planning:
 - work closely alongside lead pastor and worship pastor to create long-term vision for worship gatherings
 - work closely alongside worship pastor to plan the details of the regular weekly gatherings

- opportunity to plan and lead worship for services including the sacraments
 - initiate, plan and implement a worship event outside of the weekly gathering (worship night, weekend workshops etc.)
- involvement in platform ministry, at least once per month, in a non-musical area of responsibility:
 - welcome, announcements, Scripture reading, pastoral prayers, drama, receiving offering, introducing guest speakers, etc.
 - communion, Lord's supper, baptism
 - participation in the preparations for a funeral and/or wedding
 - evaluation of worship services - weekly feedback with lead pastor and worship pastor of all public gatherings.
 - involvement in creative planning - stage design, symbol, series branding, decoration
- involvement in use of technology in ministry:
 - development of skills in media, audio, visual, tech support, web, on-line registrations, videography, etc.
 - advertising, promotion, including social media, graphic design, etc. including inviting people to events
- creative preparation and involvement in special day/season events:
 - civic calendar events: Mother's Day, Father's Day, July 1 or 4, Remembrance or Veteran's Day, Memorial Day, etc.
 - Christian calendar events: Advent through Lent, Easter, Pentecost Sunday, etc.
- observation or participation in counselling sessions
- visitation:
 - home, hospital, institutional, prison, shut ins, nursing home, funeral home, etc.
- building relationships ○ seeking opportunities to connect relationally with parishioners and leaders, e.g. meals in their homes
- **Administration Opportunities:**
 - meetings:
 - attendance at board, staff and ministry leader meetings (attend and report), denominational meetings, and continuing education opportunities
 - participation in meetings with staff and ministry leader meetings
 - annual business meeting
 - participation in planning sessions
 - goal setting, strategic planning, curriculum planning/choice, vision, mission, ministry strategies, ministry philosophies
 - administration:

- behind-the-scenes activities: CCLI reporting, Song Select usage, Planning Center scheduling, song database administration
- sourcing out and suggesting new resources for the worship ministry
- review of budgeting, financial procedures, policies (monthly, annual) include payroll, tellers, treasurer, purchases, committee, taxes, insurance, reports, etc.
- observance of facilities maintenance, repair, safety inspections, etc.
- aiding understanding of change and conflict management procedures and safety policies
- **Personal Growth and Development Opportunities:**
 - involvement in a mentoring/leadership development program
 - assistance in the development of time management (personal and professional)
 - participation in inter-church cooperation/networking, creating opportunities to build relationships with worship leaders in other churches
 - monthly attendance at a worship service without ministry responsibilities

4. MISSION PRACTICUM

Supervised Field Education for Mission students takes place in either an inner city or a mission field. Student in another program who wishes to complete a cross-cultural Supervised Field Education may be permitted to do so. When this is the case, the student will be expected to complete the same procedures as Mission Practicum students.

Students should first seek to serve with their home denomination's missions agencies before investigating other mission organizations

Supervisors for Mission Practicum must be missionaries with at least four years' cross-cultural experience, except under special arrangements. They need to be committed to mentoring and willing to assist in evaluating the student. Students will only be placed with approved mission sending agencies capable of providing the necessary support to more greatly ensure the safety and success of the student. The School and the agency will work together to facilitate preparation for the Supervised Field Education.

4.1. Academic Requirements

Students completing a cross-cultural Supervised Field Education must have taken minimum three from the following courses. They may also have participated in various mission activities such as short mission trips or inner-city mission projects.

ME501 Evangelism and Discipleship

ME502 Biblical Foundation of Mission

ME505 History of Christian Mission

ME510 Indigenous Church Planting and Growth

ME520 Christian Mission and Anthropology

In addition to the above courses, students preparing for a Mission Practicum must also complete the following reading and writing assignments. All assignments are to be submitted to the Director of the Program:

- All students preparing for a Mission Practicum:
 - Read *Survival Kit for Overseas Living: For Americans Planning to Live and Work Abroad* by L. Robert Kohls (4th ed., Intercultural Press, 2001).
 - Prepare a three to five-page book report showing how the book is preparing you for overseas living. The report must be submitted at least two weeks prior to the end of the semester in which mission practicum is registered.
 - Write a twelve- to fifteen-page research paper about the country in which you will serve, using at least ten resources. Students should discuss implications for their ministry and anticipated adjustments considering what they have learned. The paper must be submitted at least one month prior to the end of the semester before the student departs. Topics to be addressed should include:

- Geographical location
- Languages spoken
- Climate
- Religion
- Politics
- Culture
- Social groups
- Current affairs
- Dress
- Gender issues
- Christian church issues

Students who are not Mission Majors:

- In addition to the above book, read *Ministering Cross Culturally: An Incarnation Model for Personal Relationships* by Sherwood G. Lingenfelter and Marvin K. Mayers (2nd ed., Baker Academic, 2013).
- Write a 5-page personal reflection on how this material applies to you and how it will help you cope in a cross-cultural setting.
- Submit the paper at least one month prior to the end of the semester before you depart.

4.2. Application Process

All students applying for Mission Practicum submit the Supervised Field Education Agreement and Registration form and submit it to the Director of the Supervised Field Education.

Students applying for Mission Practicum in abroad will be required to submit the application of the sending agency: students must have a current passport, valid for six months beyond the expiry date of a VISA issued by the country of service. Students most likely will need to apply for a VISA for the country in which they will complete their Supervised Field Education. Students may also be required to have immunizations; again, this is dependent on the country they are visiting. The mission sending agency will serve as a valuable resource in preparing to travel. Be sure and work closely with your sending agency to determine current policy and practice; especially health insurance needs.

4.3. Partnership Ministry

Students completing a Mission Practicum are permitted and expected to develop a ministry partnership (prayer and financial) with those interested in them and their Supervised Field

Education. This is a fundamental part of the learning process in preparing for cross-cultural service. The following requirements apply:

- Students must have submitted a preliminary budget to the Director of Supervised Field Education and/or the MA Program Director prior to communicating formally with potential ministry partners.
- Partnership letters are to be submitted to the MA Program Director for approval prior to their use.
- The student is greatly encouraged to enhance their skills in using social media for partnership purposes.
- Enough letters are to be sent out at least two times (four months and six weeks out and more if necessary) before the anticipated departure date.
- It is expected that a student will have a minimum of 30 prayer partners who have committed to pray on a weekly basis for her or him.

5. OTHER INFORMATION

5.1. Guidelines for Reflection Papers

All written assignments are typically submitted following the University's normal style formats (i.e. Cover page, double spaced, citations, etc.).

As you engage in this Supervised Field Education, you are to reflect upon your experiences. The purpose of these integrated reflections is to help you identify your assumptions and attitudes regarding ministry and understand how they affect what you do. By means of this writing, you will be analyzing what you believe to be your assumptions of ministry. You will be telling why you believe, think, and act as you do. You will be citing examples of ministry experiences that occur during your Supervised Field Education period. A thorough analysis of your feelings, behaviors, patterns, and the like, may reveal some assumptions that you did not know or were afraid to admit.

Reflection papers should include a brief description of three significant activities or events. Focus on observations, reflections, and evaluations. What went well and what needed work, and why? What lesson could be learned?

Reflection papers should answer lots of "why?" questions: "Why was it good/bad?" "Why did I feel this way?" It should reflect on your understanding of the principles involved as well as the surface facts. You should be able to explain why an event was important or significant, why you felt the way you did, and/or how it relates to a past or future experience. Entries should show application of previous levels of understanding or a need for future learning and development.

Appendix 1

SUPERVISED FIELD EDUCATION AGREEMENT

Student

Name: _____ Student ID #: _____

DOB: _____ Degree Program: _____

Email: _____ Phone #: _____

Semesters you have completed: _____ Projected year of completion: _____

Please mark one that you are taking:

- PT700 Supervised Ministry & Internship (3 credits)
- CE702 Education Practicum (3 credits)
- ME521 Mission Practicum (3 credits)

Name of the Church/Organization/Agency that you are applying for:

Address: _____

Supervisor's Name: _____ Position: _____

Contact #: _____ Email: _____

Your Position: _____ Hours: _____ / week Other: _____

Goal/Objectives/ Description of Your Ministry:

1. _____

2. _____

3. _____

4. _____

5. _____

Duration (minimum 4 months): Starting Date: _____ Ending Date: _____

For Mission Practicum applicants, please specify all necessary info:

Supervisor

Name in Full: _____ Title: Rev./ Dr./ Mr./ Ms./ Mrs.

Name of the Church/Organization/Agency: _____

Your Position: _____ Full-time: _____ Part-time: _____

Address: _____

Email: _____ Tel.#: _____

+++++

Supervised Field Education Agreement

A. Specific Responsibilities of the Student:

- 1. _____
- 2. _____
- 3. _____

B. Supervision: Weekly _____ Biweekly _____ Day of the week _____

C. Terms of Agreement:

This Agreement will begin on _____ and conclude on _____.
Written evaluation will be sent to the Director of the Program at the end of the semester, which is _____. The Manual and Guidelines for evaluation will be provided by the GCU School of Divinity.

Stipend: _____ **Travel Expenses:** _____ **Other:** _____

The Supervisor and Student will prepare this Agreement together and submit a copy to the Director of each Program at the School of Divinity. Please attach a separate sheet of paper if additional space is needed.

D. Signatures:

Supervisor: _____ Date: _____

Student: _____ Date: _____

Official Use Only

Director of the Program

Name: _____ Signature: _____

Appendix 2**FIELD EDUCATION SUPERVISOR APPLICATION**

The School of Divinity is committed to fostering student's ministerial competencies in various fields of ministry in the local churches and other ministry settings including an overseas mission field. The School currently offers three Supervised Field Education courses: PT700: Supervised Ministry and Internship, CE702: Education Practicum; and ME521: Mission Practicum. If you are interested in serving Christian higher education as a "Field Education supervisor," please fill out this form and submit it to the Office of Supervised Field Education. When your application is approved, you will be invited to attend a mandatory Field Education Supervisor Training and Workshop session.

Please fill out this form and submit it to the Office of Supervised Field Education.

1. Personal Information

Your Name: _____ Contact Number: _____

Email Address: _____

2. Ministry Involvement

Name of Church/Ministry/Organization: _____

Denomination (if applicable): _____

Address: _____

Phone Number: _____ Web Address (if applicable): _____

3. Available Field of Education (Please check all that is available)

Ministry & Internship

Educational Ministries

Mission Works

Your Signature: _____ date: _____

Office Use Only

Application received: (Date:) Approved? Yes ___ No ___ (Date:)

Completion of the Field Ed Supervisor Training Session: Yes ___ (Date:)