

GEORGIA CENTRAL UNIVERSITY

SCHOOL OF DIVINITY

**SUPERVISED FIELD EDUCATION
SUPERVISOR'S 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

INTRODUCTION

GCU SCHOOL OF DIVINITY

Mission Statement

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 follows the Reformed-evangelical tradition and seeks to serve 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 also to provide leadership in educating its students in biblical perspectives.

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.

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).

THE SUPERVISOR

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.

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.

Contact Directory

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Appendix

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.#: _____

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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: _____