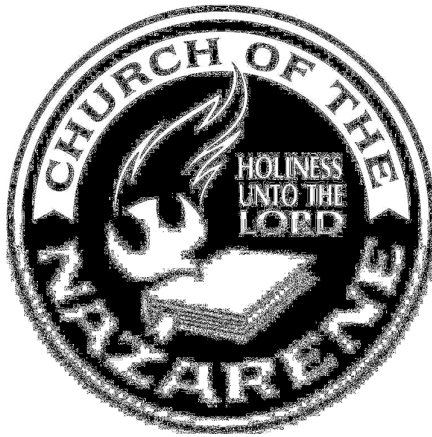


FP 302 – Supervised Ministry



Guide to Ministry Experiences and Journaling

Certificate and Diploma Levels

**Nazarene Theological Institute
Africa Region**

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The **Modular Course of Study** is an outcome-based curriculum designed to implement the educational paradigm defined by the Breckenridge Consultations. Clergy Development is responsible for maintaining and distributing the Modular Course of Study for the Church of the Nazarene.

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Instructions

This *Guide to Ministry Experiences and Journaling* contains detailed descriptions of 35 ministry experiences. You must satisfactorily complete and report on 30 of the 35 experiences during this course. Twenty-five experiences are prescribed and must be completed by every student. An additional 5 will be selected by you and your pastor-coach from the remaining experiences to make a total of 30.

Prescribed Experiences: Satisfactory completion of the following experiences is required for all students. This includes engaging in the experience under the supervision of your pastor-coach and submitting a signed Ministry Function Report to the teacher/facilitator. The level of student involvement in some activities may be limited at the coach's discretion. The coach and student may need to discuss, plan, and then role-play some experiences like communion and baptism. If an experience was completed in this manner, it should be noted in the Ministry Function Report.

The sequence of experience opportunities within the life of a local congregation will vary from location to location. There is no predetermined order in which the 30 experiences need to be completed. The coach and the student should produce a course plan so that the student can complete all required and optional experiences within the course time frame.

Creating your journal of ministry experiences

In any outcome-based educational experience like the certificate or diploma program of the NTI, the challenge for the learner is to document the experiences and skills that he or she has mastered. This *Guide* will give details that will help you, the student, keep a journal. The journal is evidence for your District Board of Ministry and others to assess your readiness for ordination. The journal will help you document important facets of your ministry experiences so that you can learn from them and integrate them into your own belief and practice.

The journal is a way for you to reflect about the tasks of ministry and your growth as a minister. If faithfully kept, it will help you clarify your thoughts and feelings about particular ministry events. The application of theological understanding to practical situations is enhanced by recording data (i.e. what happened) and matching that record with your reflections (your thoughts and feelings *about* what happened).

Through the journal, you will raise your awareness of how well you are ministering. You will also develop insights on shepherding God's flock, even as you reflect theologically on your beliefs and actions.

Using this *Guide to Ministry Experiences and Journaling*

This guide contains:

- 1) a description (and chart) for each Ministry Function
- 2) other useful charts
- 3) a Ministry Function Report (MFR) form

At the beginning of the course, the teacher/facilitator will explain that each student should purchase a simple, blank notebook. In the notebook, the student will create a journal, using the blank Ministry Function Report (MFR) in the Appendix as a model. At the end of this course, the student's journal notebook should contain 30 detailed journal entries, one entry for each ministry experience.

Using the Ministry Function Report (MFR) Form

For each ministry experience, the student will make an entry into his or her journal, using the MFR form as a guide. The form contains the following categories:

Background Information

- identify the persons involved in the experience, their roles, and pertinent data, such as age, sex, race, vocation, marital status, socioeconomics, etc.
- identify the conditions under which the experience was observed (e.g., time, place, agenda, who initiated, emotional states of those involved, etc.)
- identify the relationships which exist among/between those involved in the experience

Reporting the Observation

**See later for specific genre which may be used.*

- determine in advance which aspects of the incident should be observed and reported
- report fully and chronologically, using actual words spoken and actions taken
- note significant body language and expression of feelings

Personal Reflections

Analyze the observation using probes such as

- What was the outcome of the experience?
- What were the underlying reasons/causes?
- What roles did people play?
- What were the turning points?
- What would have happened if . . . ?
- What skills did you observe?
- Which of these skills do you need to practice?
- What did you learn about the participants?
- What did you learn about yourself?

Theological Reflections

- What theology did you observe? (grace, mercy, love, judgment, revelation, etc.)

- What were the theological positions taken by participants?
- What was the relationship between theological position and actual actions?
- What biblical models and/or traditions did you observe?

Personal Future

- What more do you need to know about this kind of experience?
- What do you need to do now? In the near future? What are your alternatives?
- How will you minister in this kind of situation?

Prescribed Experience (Complete all 25) <i>Note: The level of student involvement in experiences with an * is at the coach's discretion.</i>
1. C101 Relationship Building
2. C102 Pastoral Visitation & Ministry to Members
3. C103 Sunday School/Small-Group Ministry
4. C104 Conflict Management
5. C105 Pastoral Compassion*
6. W101 Worship Service
7. W102 Special Worship Events – Dedications/Installations
8. W103 Preaching
9. W104 Administering Sacraments*
10. W105 Formal Events - Weddings/Funerals/Ceremonies*
11. W106 Teaching (with <i>Discovering My Faith</i> class as an option)
12. O101 Equipping and Assimilating Members
13. O102 Facilitating Personal Decisions
14. O103 Evangelism
15. O104 Effective Communication
16. O105 Discipleship Development
17. M101 Church Strategic Planning
18. M102 Local Church Administration & Finance
19. M103 Church Board Meeting
20. M104 Denominational Administration
21. M105 Leadership Ability
22. P101 Personal Devotions
23. P102 Call to Ministry
24. P103 Role Expectations & Family Relation to Ministry
25. P104 Ministerial Ethics

Optional Experiences: To complete a total of 30 experiences you will need to choose 5 additional ones from this list. Your list may differ from other students because of the experiences that are available in your congregation.

Optional Experiences
1. C201 Ministry to Erring Members*
2. C202 Marriage Counseling*
3. W201 Evangelistic Preaching
4. O201 Involving the Church in the Community
5. O202 Social Justice Issues
6. O203 Media Promotion
7. M201 Local Church Financial Management
8. M202 Evaluation
9. P201 Health
10. P202 Spouse and Family Relation to Ministry

The student should have the journal entries signed by the pastor-coach and be ready to show the journal briefly to the teacher/supervisor at the monthly meetings.

MINISTRY FUNCTIONS LIST

CARE	WORSHIP	OUTREACH	MANAGEMENT	PERSONAL LEARNING
C101 Relationship Building C102 Pastoral Visitation and Ministry to New Members C103 Sunday School/Small Group Ministry C104 Conflict Management C105 Pastoral Compassion	W101 Worship Service W102 Special Worship Events – Dedications/Installations W103 Preaching W104 Administering Sacraments W105 Formal Events - Weddings/Funerals/Ceremonies W106 Teaching W201 Preaching Evangelistically	O101 Equipping & Assimilating Members O102 Facilitating Personal Decisions O103 Evangelism O104 Effective Communication O105 Discipleship Development O201 Involving the Church in the Community O202 Social Justice Issues O203 Media Promotion	M101 Church Strategic Planning M102 Local Church Administration & Finance M103 Church Board Meeting M104 Denominational Administration M105 Leadership Ability M201 Filing & Library Systems M202 Evaluation	P101 Personal Devotions P102 Call to Ministry P103 Role Expectations & Family Relation to Ministry P104 Ministerial Ethics P201 Health P202 General Education

100s Required

200s Elective

Supervised Ministry Functions - Required

Section 1

Care

Supervised Ministry—Care
REQUIRED MINISTRY FUNCTION: C101, RELATIONSHIP BUILDING

Ministry Skills	Pointers
Listens with interest; listens empathically	<ul style="list-style-type: none"> • The speaker’s message is clearly understood. • Body messages are open and welcoming. • Interruptions are ignored.
Responds to others in a caring, supportive, nonjudgmental way	<ul style="list-style-type: none"> • Careful listening and thinking precedes replies. • Encouragement and reassurance are given. • Understanding of other’s message is expressed. • Probing questions are used to gain more information.
Shares from the “heart” as well as from the “head”	<ul style="list-style-type: none"> • Personal feelings are carefully disclosed. • Emotions are related to God’s truth. • Trust in others is modeled and related to God’s truth.
Values people individually	<ul style="list-style-type: none"> • A genuine interest is shown in each person. • Acceptance of others is modeled on God’s acceptance.
Demonstrates warmth, openness, and approachability	<ul style="list-style-type: none"> • Welcomes time with others. • Interest in the needs of others is shown. • Acceptance of others as persons is evident.
Builds an atmosphere of love, acceptance, and forgiveness	<ul style="list-style-type: none"> • Love is genuinely expressed and modeled. • Forgiveness for wrong is sought and given readily. • Friendships are developed throughout the community.

SOME PRACTICAL RESOURCES:

Borchers, T. *Interpersonal Communication* (1999)

<http://www.abacon.com/commstudies/interpersonal/interpersonal.html>

Brown, Stephen W. *How to Talk So People Will Listen*. Grand Rapids: Baker Book House, 1993.

Doyle, T. A. *The Interpersonal Web*. (18 March 2001)

<http://novaonline.nv.cc.va.us/eli/spd110td/interper/>
Savage, John S. *Listening and Caring Skills in Ministry: A Guide for Pastors, Counselors, and Small Groups*. Nashville: Abingdon Press, 1996.

Suggested Activities - Relationship Building

- Get involved with a small group in the church or community
- Plan an event or regular activity that engages with others in the community
- Observe the type of relationships that need to develop in order to be effective
- Build a team around a ministry activity and focus on the relationships developed
- Connect with a local school and try to build relationships with teachers and students
- Start a prayer group with other leaders from other churches and develop relationships

Supervised Ministry—Care

REQUIRED MINISTRY FUNCTION: C102, PASTORAL VISITATION & MINISTRY TO NEW MEMBERS

Ministry Skills	Pointers
Initiates pastoral visitation	<ul style="list-style-type: none"> • Reasons for pastoral visits are clarified. • Plans for visits are systematically made, and records kept. • People needing visits are identified and targeted.
Prepares for visit	<ul style="list-style-type: none"> • Pastoral content of visit is planned.
Uses modern communication methods when appropriate	<ul style="list-style-type: none"> • Telephone contacts are made regularly. • Other electronic communications are used when suitable.
Recognizes when the timing of visit is appropriate	<ul style="list-style-type: none"> • Timing of arrival is suitable. • Length of visit is appropriate. • Closure of visit ensures purposes are met.
Establishes friendship and trust	<ul style="list-style-type: none"> • Home hospitality is used as a vehicle for pastoral care. • Interest in the “tasks of the day” is shown. • Personal and spiritual needs are ascertained.
Initiates meeting and welcoming new members	<ul style="list-style-type: none"> • Records of visits to new members and prospective members are kept. • Systems are in place to involve others in the welcome.
Plans and prepares for ministry to new members	<ul style="list-style-type: none"> • The care needs of new people are ascertained. • Plans to meet the needs are made. • Involvement of congregation members is planned. • Bonding of newcomers to congregational groups is achieved.

SOME PRACTICAL RESOURCES:

Arnold, W. V. *Introduction to Pastoral Care*. Philadelphia: Westminster Press, 1982.

Benner, D. G. *Care of Souls: Revisioning Christian Nurture and Counsel*. Carlisle: Paternoster, 1998.

Oden, T. C. *Pastoral Theology: Essentials of Ministry*. New York: Harper & Row, 1983.

Swinton, John. *Building a Church for Strangers*. Edinburgh: Contact Pastoral Trust, 1999.

Corney, P. *The Welcoming Church*. Sydney: Anglican, 1996.

Supervised Ministry—Care

REQUIRED MINISTRY FUNCTION: C103, SUNDAY SCHOOL/SMALL GROUP MINISTRY

Ministry Skills	Pointers
Involvement in a small group in the local church	<ul style="list-style-type: none"> • Faithful attendance at the group meetings • Displays good listening skills as a member of the group
Works comfortably with the dynamics of small groups	<ul style="list-style-type: none"> • Relationships with people in small groups is relaxed and informal. • Operations in small groups are characterized by empowerment of others.
Encourages group participation and involvement	<ul style="list-style-type: none"> • Group members participate in the worship and other aspects of the group and the congregation.

SOME PRACTICAL RESOURCES:

Henderson, D. M. *John Wesley's Class Meeting: A Model for Making Disciples*. Napanee, IL: Evangel, 1997.

Leslie, R. C. *Sharing Groups in the Church: An Invitation to Involvement*. Nashville: Abingdon, 1979.

McBride, N. F. *How to Lead Small Groups*. Colorado Springs: NavPress, 1990.

Schwanz, F. L. *Growing Small Groups*. Kansas City: Beacon Hill Press of Kansas City, 1985.

Small Groups.Com. <http://smallgroups.com/> (11 January 2002)

Webminster.com. *Group Dynamics and Small Groups*.

<http://webminister.com/growth01/home.htm> (11 January 2002)

Supervised Ministry—Care

REQUIRED MINISTRY FUNCTION: C104, CONFLICT MANAGEMENT

Ministry Skills	Pointers
Is actively aware of the sensitivities, needs, and feelings of others	<ul style="list-style-type: none"> • Awareness of the expressions of feeling and need from others is developed. • Voice tone and body language is interpreted for feelings and needs.
Assesses situations for conflict	<ul style="list-style-type: none"> • Knowledge of the conflict managing strategies of self and others is understood. • Interpersonal conflicts are seen as potential for growth. • The problem solving/decision making potential through conflict is constructively realized.
Identifies tension	<ul style="list-style-type: none"> • Tension-reducing language and actions are used. • Solutions which produce win-win situations are found.
Resolves disagreements and conflicts effectively	<ul style="list-style-type: none"> • Communication channels are always kept open. • Mutual trust is always maintained. • An agreement which is honorable to God and to all people involved is reached. • Improved capacity to grow constructively through conflict is developed.

SOME PRACTICAL RESOURCES:

- Augsburger, D. W. *Caring Enough to Confront*. Rev. Ed. Ventura, CA: Regal Books, 1981.
- Bolton, R. *People Skills: How to Assert Yourself, Listen to Others, and Resolve Conflicts*. East Roseville, NSW: Simon & Schuster, 1986.
- Conflict Resolutions in Church. (11 January 2002)
<http://www.resolvechurchconflict.com/index.htm>
- Conflict Resolution Information Source. (11 January 2002) <http://www.crinfo.org/>
- Dale, R. D. *Surviving Difficult Church Members*. Nashville: Abingdon, 1984.
- Gangel, K. O. *Communications and Conflict Management in Churches and Christian Organizations*. Nashville: Broadman Press, 1992.
- Lowry, R. L., and R. W. Meyers. *Conflict Management and Counseling*, Vol. 29 in Resources for Christian Counseling. Dallas: Word, 1991.

Supervised Ministry—Care

REQUIRED MINISTRY FUNCTION: C105, PASTORAL COMPASSION

Ministry Skills	Pointers
Is proactive to recognize the unspoken needs and to meet them	<ul style="list-style-type: none"> • Awareness of the hurts of others is evident. • Consultation with and reporting to the pastor before and after visiting. • Congregational systems are in place to recognize and care for hurting people.
Empathizes with those suffering pain, bereavement, etc.	<ul style="list-style-type: none"> • Bereaved, hospitalized, seriously ill, etc. are cared for expediently. • Involvement of congregation members in caring role is organized. • Awareness is shown of special needs of bereaved, like providing additional care from the church, etc. • The comfort of God’s presence is extended during visitation. • Understanding approaches to praying, reading appropriate scriptures to the bereaved or ill, and offering words of encouragement.
Recognizes urgent needs and attends to them	<ul style="list-style-type: none"> • Hurting people—rebellious youth, single parents, cross-cultures, etc., are ministered to with God’s love. • Records kept and sympathies extended for anniversaries of bereavements, etc.

SOME PRACTICAL RESOURCES:

Oates, W. *Pastoral Care and Counseling in Grief and Separation*. Philadelphia: Fortress, 1991.
Contemporary Christian Counseling Series. Dallas: Word.
Resources for Christian Counseling Series. Dallas: Word.

NOTE: The level of involvement by the student is to be approved by the pastor of the church.

Supervised Ministry Functions - Required

Section 2

Worship

Supervised Ministry—Worship

REQUIRED MINISTRY FUNCTION: W101, WORSHIP SERVICE

Ministry Skills	Pointers
Plans and prepares comprehensively for worship	<ul style="list-style-type: none"> • All preparation is completed fully before service. • Others involved in leading worship are fully briefed in advance. • All resources used in worship are tested and ready for use.
Develops and works with a worship leading team	<ul style="list-style-type: none"> • Worship team members work collaboratively with the pastor to plan the worship service.
Develops a strategy for worship	<ul style="list-style-type: none"> • Preaching themes are a focus of worship. • Worship is planned to integrate with the church vision.
Leads the worship service	<ul style="list-style-type: none"> • Voice is clear and well modulated. • The worship atmosphere is honoring to God. • All readings, prayers, music, etc., contribute to the worship of God.
Incorporates worship techniques appropriate for desired objectives	<ul style="list-style-type: none"> • Drama, object lessons, or other creative options are used as part of worship.
Focuses all attention on God and on His work through Christ and the Holy Spirit	<ul style="list-style-type: none"> • Worshiping God is central to all worship. • Adoration, confession, thanksgiving, and supplication are featured in worship.

SOME PRACTICAL RESOURCES:

Lavergne, A., and W. Grahlman. *Lift Up Your Heart—Sites Devoted to Worship and Liturgy* (September 1999). <http://www.jwainc.com/~grahl/sec4.html> (14 January 2002)

Ray, David R. *Wonderful Worship in Smaller Churches*. Cleveland, OH: Pilgrim Press, 2000.

Webber, R. E. *Blended Worship: Achieving Substance and Relevance in Worship*. Peabody, MA: Hendrickson Publishers, 1996.

Weems, A. *Searching for Shalom: Resources for Creative Worship*. Louisville, KY: Westminster/John Knox, 1991.

Supervised Ministry—Worship

REQUIRED MINISTRY FUNCTION: W102, DEDICATIONS AND INSTALLATIONS

Ministry Skills	Pointers
Plans and prepares infant dedications, installation of church officers and persons for church ministries	<ul style="list-style-type: none"> • Services are fully planned and rehearsed. • Services are spiritually challenging to the lives of those involved. • Gains understanding of certificates available through the Church of the Nazarene and knows how to complete certificates correctly
Prepares participants fully for service	<ul style="list-style-type: none"> • Participants understand the Bible teaching relative to their situation. • Participants are prepared for the service procedures with explanations of what will happen in the service.
Conducts or observes services	<ul style="list-style-type: none"> • Service knowledge and procedures are clearly understood. • Becomes familiar with appropriate sections of the manual that pertain to rituals.

SOME PRACTICAL RESOURCES:

Manual, Church of the Nazarene. Kansas City: Nazarene Publishing House, 2002.

Middendorf, Jesse C. *The Church Rituals Handbook.* Kansas City: Beacon Hill Press of Kansas City, 1997.

NOTE: The level of involvement by the student is to be approved by the pastor of the church. At the pastor's discretion, this competency may be completed wholly or in part by appropriate role-playing or detailed discussion.

Supervised Ministry—Worship

REQUIRED MINISTRY FUNCTION: W103, PREACHING

Ministry Skills	Pointers
Plans, prepares, and delivers a minimum of three sermons fully	<ul style="list-style-type: none"> • Sermons are prepared and rehearsed in advance of delivery.
Plans a curriculum for the preaching ministry	<ul style="list-style-type: none"> • Preaching ministry is congruent with the church strategic plans. • The range of Christian beliefs and practices are addressed by sermon topics.
Structures sermons logically and coherently	<ul style="list-style-type: none"> • Syntax, grammar, etc., are appropriate. • Sermon structure is clear, rational, and contributes to good understanding.
Delivers sermons pleasantly and compellingly	<ul style="list-style-type: none"> • Presentation skills, voice modulation, tonal qualities, body language, etc., are appropriate. • Appropriate illustrations are used. • The gospel is proclaimed with a conviction that leaves no alternatives.
Preaches to elicit a response	<ul style="list-style-type: none"> • Sermons are structured to point people to the truth. • Challenges to respond to the truth are issued.
Preaches to affirm the faith of those who are Christians	<ul style="list-style-type: none"> • God’s Word is clearly expounded. • The message of assurance is adequately addressed.
Preaches from a needs-oriented perspective	<ul style="list-style-type: none"> • The spiritual needs of people living in the contemporary world are addressed. • Issues of today are given a theological perspective.

SOME PRACTICAL RESOURCES:

Chapell, B. *Christ-centered Preaching: Redeeming the Expository Sermon*. Grand Rapids: Baker, 1994.

Dunning, H. R. *Biblical Resources for Holiness Preaching: From Text to Sermon*. Kansas City: Beacon Hill Press of Kansas City, 1990.

Locsalzo, C. A. *Apologetic Preaching: Proclaiming Christ to a Postmodern World*. Downers Grove, IL: IVP, 2000.

McDill, W. *The 12 Essential Skills for Great Preaching*. Nashville: Broadman & Holman, 1994.

Wiersbe, W. W. *Preaching and Teaching with Imagination*. Wheaton, IL: Victor, 1994.

Supervised Ministry—Worship

REQUIRED MINISTRY FUNCTION: W104, ADMINISTERING SACRAMENTS

Ministry Skills	Pointers
Plans, prepares the baptismal service	<ul style="list-style-type: none"> • Baptismal services are planned and rehearsed in advance. • The Bible teachings and practices for baptism are the foundation of the service. • Others contributing to the service are fully aware of the procedures.
Prepares adult candidates fully for baptism	<ul style="list-style-type: none"> • Candidates and sponsors understand the Bible teaching on baptism. • Candidates are prepared for the baptism by teaching a brief course on the significance and meaning of Baptism
Conducts or observes baptismal service(s)	<ul style="list-style-type: none"> • Baptismal knowledge and procedures are clearly understood. • Gains knowledge of the rituals available in the manual for usage in the service.
Plans and prepares Communion service	<ul style="list-style-type: none"> • Communion services are planned and rehearsed in advance. • The Bible teachings and practices on the Lord’s Supper are the foundation of the service. • Demonstrates awareness of the richness of liturgical resources available • Others contributing to the service are fully aware of the procedures.

SOME PRACTICAL RESOURCES:

Manual, Church of the Nazarene. Kansas City: Nazarene Publishing House, 2002.

Fink, Peter E. *The New Dictionary of Sacramental Worship.* Collegeville, MN: Liturgical Press, 1990.

Middendorf, Jesse C. *The Church Rituals Handbook.* Kansas City: Beacon Hill Press of Kansas City, 1997.

Staples, R. L. *Outward Sign and Inward Grace.* Kansas City: Nazarene Publishing House, 1991.

NOTE: The level of involvement by the student is to be approved by the pastor of the church. At the pastor’s discretion, this competency may be completed wholly or in part by appropriate role-playing or detailed discussion.

Supervised Ministry—Worship

REQUIRED MINISTRY FUNCTION: W105, FORMAL EVENTS – FUNERALS, WEDDINGS, CEREMONIES

Ministry Skills	Pointers
Plans and prepares for or observes the planning of a funeral service, a wedding, or a special ceremony	<ul style="list-style-type: none"> • Services are fully planned and rehearsed in advance. • The special circumstances of family and close friends are considered in service planning when involved in a funeral or wedding. • Responsibilities—contact of family members, arrangements with those directing the special preparations. • In the case of a funeral preparing the obituary, arranging the music, confirming family involvement in ceremony • In the case of a wedding handle responsibilities—legal requirements, marriage certificate, choice of vows, etc. • Demonstrates awareness of the richness of liturgical resources available.
For Funerals -comforts those who are sad	<ul style="list-style-type: none"> • Appropriate liturgy is utilized. • A sense of the comforting presence of God is brought to those who mourn. • Family members and close friends are visited and ministered to in terms of their own mortality and destiny.
For Weddings - Counsels the intending married couple	<ul style="list-style-type: none"> • Pre-marriage counseling features the Bible teaching on marriage.
Conducts or observes funeral service or wedding.	<ul style="list-style-type: none"> • Appropriate liturgy is utilized. • Knowledge and procedures are clearly understood. • Legal responsibilities are fulfilled.

SOME PRACTICAL RESOURCES:

Manual, Church of the Nazarene. Kansas City: Nazarene Publishing House, 2002.
Funeral Services Information Portal and Directory. <http://www.thefuneraldirectory.com/> (15 January 2002)

NOTE: The level of involvement by the student is to be approved by the pastor of the church. At the pastor’s discretion, this competency may be completed wholly or in part by appropriate role-playing or detailed discussion.

Supervised Ministry—Worship

ELECTIVE MINISTRY FUNCTION: W106, TEACHING

Ministry Skills	Pointers
Plans and prepares all lessons fully	<ul style="list-style-type: none"> • Lessons are prepared and rehearsed in advance. • Teaching ministry is congruent with church strategic plan.
Identifies the needs of different groups and plans teaching accordingly	<ul style="list-style-type: none"> • Teaching to elderly, disadvantaged groups, youth, illiterate, etc., meets their level of understanding and needs.
Uses media and other resources effectively	<ul style="list-style-type: none"> • Audiovisual and other technology are used to enhance teaching process if available. • Use of simple visuals created for teaching, or object lessons or illustrations incorporated in teaching. • Printed resources complement the teaching process having notes to follow along with students
Encourages self-directed learning where appropriate	<ul style="list-style-type: none"> • Learners are self-motivated to learn independently.
Able to train others to teach	<ul style="list-style-type: none"> • Training programs are planned and implemented.

SOME PRACTICAL RESOURCES:

- Brookfield, S. D. *Understanding and Facilitating Adult Learning*. Oxford: Jossey-Bass, 1991.
- Downs, P. G. *Teaching for Spiritual Growth*. Grand Rapids: Zondervan, 1994.
- Griggs, D. L. *Teaching Teachers to Teach: A Basic Manual for Church Teachers*. Nashville: Abingdon, 1982.
- O'Connell, T. E. *Making Disciples: A Handbook of Christian Moral Formation*. New York: Crossroad, 1998.
- Steele, L. L. *On the Way: A Practical Theology of Christian Formation*. Grand Rapids: Baker, 1990.
- Wilkinson, B. H. *The 7 Laws of the Learner: Textbook Edition*. Sisters, OR: Multnomah Press, 1992.
- First Steps and Deeper Life, Printed by ANP for JFHP follow up.

Supervised Ministry—Worship

ELECTIVE MINISTRY FUNCTION: W201, EVANGELISTIC PREACHING

Ministry Skills	Pointers
Incorporates illustrations that move people to decision	<ul style="list-style-type: none"> • Master illustration sums up the message. • Illustrations clarify truth. • Illustrations are necessary for persuasion. • Illustrations hold the attention of the hearer.
The text and the body of the sermon engages the hearer	<ul style="list-style-type: none"> • The text should confront: <ul style="list-style-type: none"> • The unsaved with lostness and powerlessness • Backslider with coldness • Unsanctified with impurity • Challenge the will. • Use pause to emphasize, not volume. • Keep the message simple but not shallow.
Focuses the message to the needs of seekers within the congregation	<ul style="list-style-type: none"> • Challenge people with direct opportunities to repent and be saved. • Be specific in how God can bring purity to character. • Use testimonies of real people to illustrate transformation. • Questions must be used to challenge everyone.
Calls for decision or response at the close of the message. (See Resource 3-3 for a sample altar call.)	<ul style="list-style-type: none"> • Plan your invitation as thoughtfully as possible. • Careful transitions will put your hearers at ease and build on your sermon strengths. • Be positive. • Be confident and speak with authority. • Offer specific instruction to those you feel should respond.
The spirit of evangelistic preaching is a communication of love and not condemnation	<ul style="list-style-type: none"> • The pastor is under commission to win lost people. • Include evangelistic preaching as needed. • Evangelistic preaching enables hearers to respond to God's grace. • Evangelistic preaching causes the minister to be dependent upon the Holy Spirit. The persons who respond make a life commitment to follow God.

Supervised Ministry

Functions

Section 3

Outreach

Supervised Ministry—Outreach

REQUIRED MINISTRY FUNCTION: O101, EQUIPPING AND ASSIMILATING MEMBERS

Ministry Skills	Pointers
Identifies the spiritual gifts of others	<ul style="list-style-type: none"> • Church members are guided to discover their gifts. • Laity are assisted in finding their God-given ministry.
Motivates others to serve God fully	<ul style="list-style-type: none"> • The intrinsic need to serve God is modeled and taught. • Service is God-ordained—not human-centered.
Equips others with ministry skills	<ul style="list-style-type: none"> • Training retreats, etc., are planned and conducted. • Materials and resources are made available. • Ministry roles are clearly delineated.
Encourages others in using their gifts for God	<ul style="list-style-type: none"> • Empowerment of others in ministry is practiced. • Opportunities for others to minister are created.

SOME PRACTICAL RESOURCES:

Barna, G. *Turn-Around Churches: How to Overcome Barriers to Growth and Bring New Life*. Ventura, CA: Regal, 1993.

Bugbee, B., et al. *Network: The Right People in the Right Places for the Right Reason*. Grand Rapids: Zondervan, 1994.

Garlow, J. L. *LITE: Lay Institute to Equip*. Kansas City: Beacon Hill Press of Kansas City, 1980.

Richards, L. O. *Lay Ministry: Empowering the People of God*. Grand Rapids: Ministry Resources Library, 1981.

Supervised Ministry—Outreach

REQUIRED MINISTRY FUNCTION: O102, FACILITATING PERSONAL DECISIONS

Ministry Skills	Pointers
Develops a firsthand experience of the power of salvation through Christ	<ul style="list-style-type: none"> • Personally and confidently witnesses to the transforming power of Christ.
Develops a compassion for those who are spiritually needy	<ul style="list-style-type: none"> • The spiritual needs of others are listened to and understood. • People’s needs are cared for individually as befitting God’s care.
Expresses God’s good news readily and with clarity	<ul style="list-style-type: none"> • The gospel is explained with gentleness and respect. • The gospel is made relevant to personal situations in a simple and clear way.
Facilitates the change in people from “knowing in the mind” to “deciding as an act of will”	<ul style="list-style-type: none"> • Knowledge of the facts of the gospel is laid as a foundation for decision making. • The options for future living and their consequences are clearly explored. • Decisions to follow God’s way—to turn to Him in repentance and faith—are compellingly encouraged.

SOME PRACTICAL RESOURCES:

- Aldrich, J. C. *Gentle Persuasion: Creative Ways to Introduce Your Friends to Christ*. Portland: Multnomah, 1988.
- Campolo, A. *Fifty Ways You Can Share Your Faith*. Eastbourne, UK: Kingsway, 1994.
- Carson, D. A. *Telling the Truth: Evangelizing Postmoderns*. Grand Rapids: Zondervan, 2000.
- Felter, D. J. *Evangelism in Everyday Life: Sharing and Shaping Your Faith: Leader's Guide*. Kansas City: Beacon Hill Press of Kansas City, 1998.
- Hybels, B., and M. Mittelberg. *Becoming a Contagious Christian*. Grand Rapids: Zondervan, 1994.
- Stiles, J. M. *Speaking of Jesus: How to Tell Your Friends the Best News They Will Ever Hear*. Downers Grove: IVP, 1995.
- Towns, E. L. *Winning the Winnable: Friendship Evangelism*. Lynchburg, VA: Church Growth Institute, 1987.

Supervised Ministry—Outreach

REQUIRED MINISTRY FUNCTION: O103, EVANGELISM

Ministry Skills	Pointers
Focuses ministry on the evangelism of the lost	<ul style="list-style-type: none"> • The call to do “the work of an evangelist” is heeded.
Plans and prepares for proactive involvement in evangelism	<ul style="list-style-type: none"> • Gospel outreach is an integral part of ministry planning. • The Bible teachings on reaching “the world” are understood and implemented.
Creates opportunities for personal evangelism; participates in personal evangelism	<ul style="list-style-type: none"> • Personal testimony is readily shared. • Home and family situations are utilized for evangelism. • Meet-the-people programs, door-knocking, planned visitation, etc., are utilized for personal evangelism.
Participates in programs of public evangelism	<ul style="list-style-type: none"> • Opportunities for public evangelism—crusades, special services, etc., are planned and utilized effectively. • Facilitates appropriate response to evangelistic message. • Provides appropriate spiritual guidance.
Participates in programs of seminar evangelism	<ul style="list-style-type: none"> • Opportunities for seminar evangelism—camps, retreats, etc., are planned and utilized effectively.
Meets the needs and interest of the variety of people who need salvation	<ul style="list-style-type: none"> • Salvation of the needs is a major ministry focus. • Outreach programs capture people’s interest and needs.
Able to train others in the methods of evangelism	<ul style="list-style-type: none"> • People are trained in winning others to Christ.

SOME PRACTICAL RESOURCES:

- Aldrich, J.C. *Life-style Evangelism: Crossing Traditional Boundaries to Reach the Unbelieving World*. Portland, OR: Multnomah, 1981.
- Barna, G. *What Evangelistic Churches Do: The Common Traits of Churches That Reach People for Christ*. [Video]. Gospel Light, 1996.
- Henderson, D. W. *Culture Shift: Communicating God’s Truth to Our Changing World*. Grand Rapids: Baker, 1998.
- McIntosh, G. *Finding Them, Keeping Them: Effective Strategies for Evangelism and Assimilation in the Local Church*. Nashville: Broadman, 1992.
- Nichols, A., ed. *The Whole Gospel for the Whole World*. Ventura, CA: Regal, 1989.

Supervised Ministry—Outreach

REQUIRED MINISTRY FUNCTION: O104, EFFECTIVE COMMUNICATION

Ministry Skills	Pointers
Develops incisive skills of written communication	<ul style="list-style-type: none"> • Written expression is succinct, clear, and maintains interest. • Different reader groups—local newspaper, newsletter, letters, etc., are addressed in appropriate forms.
Develops compelling skills of oral communication	<ul style="list-style-type: none"> • Oral expression is coherent and pleasant. • Different audiences—lecture groups, small groups, local radio, etc., are addressed with appropriate language and tone.
Communicates effectively with a variety of audiences	<ul style="list-style-type: none"> • Audience composition is a guiding factor in all communication planning and delivery.
Accesses local media for gospel communication	<ul style="list-style-type: none"> • Gospel presentations in the local media, newspapers, radio, TV, handouts, etc., are actively sought.

SOME PRACTICAL RESOURCES:

Barna, G. *Church Marketing: Breaking Ground for the Harvest*. Ventura, CA: Regal, 1992.

Beebe, S. A. and S. J. *Public Speaking: An Audience-centered Approach*. Englewood Cliffs, NJ: Prentice-Hall, 1991.

Brown, S. W. *How to Talk So People Will Listen*. Grand Rapids: Baker, 1993.

Byrns, J. H. *Speak for Yourself: An Introduction to Public Speaking*, 3rd ed. New York: McGraw-Hill, 1994.

Lucas, S. E. *The Art of Public Speaking*. 5th ed. New York: McGraw-Hill, 1995.

Supervised Ministry—Outreach

REQUIRED MINISTRY FUNCTION: O105, DISCIPLESHIP DEVELOPMENT

Ministry Skills	Pointers
Develops a passion for discipling others to follow Jesus example	<ul style="list-style-type: none"> • Understands the Biblical approach to discipleship and mandate of Christ in the great commission • Learns the steps in being discipled and discipling others. • Follows the basic steps of discipleship in one on one spiritual maturity of new believers.
Develops skills in asking questions to draw out the beliefs and feelings of the disciple	<ul style="list-style-type: none"> • Questions probe appropriate areas of accountability • Disciplines in prayer, fasting, reading and studying the bible are reviewed regularly with the disciple
Appropriately uses the discipleship materials developed by the Church of the Nazarene	<ul style="list-style-type: none"> • The student should use the Stepping Stones discipleship series. • Will complete all exercises and be mentored into how to use them with other new believers
Establishes a program in the church to insure the discipleship of all members in the church	<ul style="list-style-type: none"> • Raise awareness for discipleship by preaching the great commission of Christ. • Enroll church members into a discipleship mentoring group with other believers • Establish ways of follow up and encouragement in the local church to keep discipleship a regular part of the church life.

SOME PRACTICAL RESOURCES:

Stepping Stone Discipleship Series: First Steps, Deeper Life, Growing Together, The Masters Plan

**Supervised Ministry
Functions - Required**

Section 4

Management

Supervised Ministry—Management

REQUIRED MINISTRY FUNCTION: M101, CHURCH STRATEGIC PLANNING

Ministry Skills	Pointers
Involves church members in church goal setting and planning	<ul style="list-style-type: none"> • Church members participate in the whole strategic planning process. • Church members develop ownership of plans. • Lay leaders are connected to the strategy of church growth and planting new churches.
Thinks creatively and laterally about church growth	<ul style="list-style-type: none"> • Church plans are forward thinking and relate to the future. • Develops a step by step process in reaching goals with evaluations along the way to measure growth and effectiveness.
Prioritizes the church goals and develops action plans for the goals	<ul style="list-style-type: none"> • The needs of the people are measured and used for priority planning. • Action plans involve the church people achieving their goals.
Develops teamwork across the church membership	<ul style="list-style-type: none"> • Team skills of others are identified and measured. • Church uses the gifts of many to accomplish the overall growth goals.

SOME PRACTICAL RESOURCES:

- Barna, G. *The Habits of Highly Effective Churches: Being Strategic in Your God-Given Ministry*. Ventura, CA: Regal, 1999.
- Callahan, Kennon L. *Effective Church Leadership*. San Francisco: Harper and Row, 1990.
- Dale, Robert D. *Leadership for a Changing Church: Charting the Shape of the River*. Nashville: Abingdon Press, 1998.
- George, C. F. *The Coming Church Revolution: Empowering Leaders for the Future*. Grand Rapids: Fleming H. Revell, 1994.
- McNamarra, C. *Strategic Planning (in nonprofit or for-profit organizations)*. (1999)
http://www.mapnp.org/library/plan_dec/str_plan/str_plan.htm (16 January 2002)
- Miglore, R. H. *Church and Ministry Strategic Planning from Concept to Success*. New York: Haworth, 1994.

Supervised Ministry—Management

REQUIRED MINISTRY FUNCTION: M102, LOCAL CHURCH ADMINISTRATION & FINANCE

Ministry Skills	Pointers
Understands the administrative structures of the local church and their functions	<ul style="list-style-type: none"> • Annual Church Meeting • Church Board • NMI, NYI, Sunday School Ministries
Understands and uses the appropriate decision making structures of the church	<ul style="list-style-type: none"> • Decisions are made collaboratively and in the appropriate forum.
Understands and uses the appropriate consultative structures of the church	<ul style="list-style-type: none"> • Consultation is broadly based and appropriate.
Understands and uses the church reporting procedures	<ul style="list-style-type: none"> • Reports on ministry functions are acceptable by appropriate groups. • Familiar with the report forms used by the local church in reporting to the District Assembly.
Understands the church financial management procedures	<ul style="list-style-type: none"> • Development of a local church budget • Preparation of financial reports • Accountability and reporting structures for handling all church monies •
Understands the legal, taxation, and finance sector requirements as they affect the local church	<ul style="list-style-type: none"> • Aware of legal requirements affecting church property, finances, and staffing • Aware of taxation requirements • Aware of the procedures in dealing with the finance sector for insurance, bank accounts, loans, etc. •

SOME PRACTICAL RESOURCES:

- Manual, Church of the Nazarene.* Kansas City: Nazarene Publishing House, 2002.
- “What Every Nazarene Church Board Needs to Know.” Kansas City: Nazarene Publishing House.
- Cousins, D., et al. *Mastering Church Management.* Portland, OR: Multnomah, 1990.
- George, C. F. and R. E. Logan. *Leading and Managing Your Church.* Old Tappan, NJ: Fleming H Revell, 1987.

Supervised Ministry—Management

REQUIRED MINISTRY FUNCTION: M103, CHURCH BOARD MEETING

Ministry Skills	Pointers
Plans and prepares for proactive agenda, based on church strategic plans	<ul style="list-style-type: none"> • Meeting agendas contribute to forward action planning. • Meeting details are planned in advance; reports and presentations are prepared in advance.
Understands meeting procedures and applies them effectively using “Robert’s Rules of Order”	<ul style="list-style-type: none"> • Meetings and committees feature consistent procedures. • Notes taken on any major decisions made by the board.
Reacts sensitively and constructively to conflict situations	<ul style="list-style-type: none"> • Tension-reducing language and actions are used. • People are guided to win-win situations.
Able to train others for leadership	<ul style="list-style-type: none"> • Training for suitable people is organized. • Leadership development is part of the regular business of the church board activities.

SOME PRACTICAL RESOURCES:

- Bunker, M. L. *Helps for Church Business Meetings*. Kansas City: Beacon Hill Press of Kansas City, 1982
- Gangel, Kenneth O. *Communications and Conflict Management in Churches and Christian Organizations*. Nashville: Broadman Press, 1992.
- Johnson, B. E. *Refereeing the Meeting Game: The Management of Business Meetings*. Kansas City: Beacon Hill Press of Kansas City, 1979.
- Robert, H. M. *Robert’s Rules of Order*. New York: Bantam, 1982.
- Rules Online.Com. <http://www.parlipro.org/robert/welcome.htm> (16 January 2002)
- Robert’s Rules of Order: <http://www.constitution.org/rror/rror--00.htm>
<http://www.robertsrules.org/>

Supervised Ministry—Management

REQUIRED MINISTRY FUNCTION: M104, DENOMINATIONAL ADMINISTRATION

Ministry Skills	Pointers
Understands the denomination's administration structure	<ul style="list-style-type: none"> • The management structure and function of the denomination at district and general levels is understood. • The roles of the district superintendent and the various district boards are understood. • The structure and function of the District Assembly is understood. • Appropriate contact is made when help and advice is needed.
Is conversant with services provided by the denomination	<ul style="list-style-type: none"> • Services to the community and churches are known and understood. • Good use of suitable denominational services is encouraged.
Understands the role of local churches in the denomination's structure.	<ul style="list-style-type: none"> • The local church commitment to the denomination and to other members of the family of churches is supported. • The accountability and reporting mechanisms to the district are clearly understood.

SOME PRACTICAL RESOURCES:

Manual, Church of the Nazarene. Kansas City: Nazarene Publishing House, 2002.
 "What Every Nazarene Church Board Needs to Know." Kansas City: Nazarene Publishing House.

Supervised Ministry—Management

ELECTIVE MINISTRY FUNCTION: M105, LEADERSHIP ABILITY

Ministry Skills	Pointers
Develops a vision for the church future	<ul style="list-style-type: none"> • Church vision is clearly understood and articulated.
Exercises a leadership role in church management	<ul style="list-style-type: none"> • Management decisions are made in collaboration with others. • Management processes are consistent with church goals.
Understands how to implement change	<ul style="list-style-type: none"> • The timing and pace of change are sensitively handled. • Change is preceded by commitment of the people involved.
Develops trust in others and builds mutual trust	<ul style="list-style-type: none"> • Relationships with others are built on trust. • Trust in others mirrors our trust in God.
Coordinates and organizes major projects and programs	<ul style="list-style-type: none"> • Major projects—seminars, camps, special programs are effectively organized.
Delegates ministry tasks to gifted and willing people.	<ul style="list-style-type: none"> • Opportunities for other people to engage in ministry are carefully planned. • Gifted people are engaged in ministry.
Able to train and develop others in leadership skills.	<ul style="list-style-type: none"> • Opportunities are organized to develop the knowledge and skills of others in ministry.

SOME PRACTICAL RESOURCES:

- Bennett, D. W. *Metaphors of Ministry: Biblical Images for Leaders and Followers*. 2nd rev. ed. Carlisle, UK: Paternoster Press, 1993.
- Church Leaders' Guide. <http://www.churchservicesdivision.com/index.html> (19 April 2001)
- Dale, R. D. *Pastoral Leadership: A Handbook of Resources for Effective Congregational Leadership*. Nashville: Abingdon, 1986.
- George, C. F. *The Coming Church Revolution: Empowering Leaders for the Future*. Grand Rapids: Fleming H. Revell, 1994.
- Oswald, R. M. *Personality Type and Religious Leadership*. Washington, DC: Alban Institute, 1998.
- Webminster.com. *Church Leadership and Administration*. (19 April 2001)
<http://www.webminister.com/home1.htm>

Supervised Ministry

Functions

Section 5

Personal Learning

Supervised Ministry—Personal Learning

REQUIRED MINISTRY FUNCTION: P101 PERSONAL DEVOTIONS

Ministry Skills	Pointers
Develops a sound prayer base for all ministry and personal life	<ul style="list-style-type: none"> • Prayer to God is: Regular Planned and spontaneous With others and alone Private and public
Retreats for meditation are regularly planned	<ul style="list-style-type: none"> • God is met for extensive periods alone. • Relationship with God is reflected upon and renewed.
Involved in extensive study of God’s Word	<ul style="list-style-type: none"> • The Bible is studied regularly and in depth. • The Bible is studied both alone and with others.
Regularly journals	<ul style="list-style-type: none"> • The journal is used for devotions. • The journal is used as a tool for study. • The journal records growth in personal relationship with God.
Participates in an Accountability Group	<ul style="list-style-type: none"> • Establishes an appropriate Accountability Group. • Meets regularly with the group. • Is responsive to their input.

SOME PRACTICAL RESOURCES:

Bond, R. *Journey into Prayer: A Resource for Prayer Ministry*. Kansas City: Beacon Hill Press of Kansas City, 1990.

Drury, K. W. *Spiritual Disciplines for Ordinary People*. Grand Rapids: Zondervan, 1991.

Foster, R. *Celebration of Discipline: The Path to Spiritual Growth*. San Francisco: Harper & Row, 1978.

Johnson, B. C., and A. Dreitcer. *Beyond the Ordinary: Spirituality for Church Leaders*. Grand Rapids: Eerdmans, 2001.

Tracy, W. D. *The Hunger of Your Heart: Finding Fulfillment Through a Closer Walk with God*. Kansas City: Beacon Hill Press of Kansas City, 1998.

_____. *The Upward Call: Spiritual Formation and the Holy Life*. Kansas City: Beacon Hill Press of Kansas City, 1994.

Supervised Ministry—Personal Learning

REQUIRED MINISTRY FUNCTION: P102, CALL TO MINISTRY

Ministry Skills	Pointers
Develops and confirms a clear call to ministry	<ul style="list-style-type: none"> • Confidence in the call of God to minister is openly expressed. • Seeking God’s direction is the priority in ministry.
Reflects on personal faith and on God’s calling	<ul style="list-style-type: none"> • Reflection is an integral part of ministry experience. • Reflection addresses the call of God to ministry.
Refines beliefs about ministry	<ul style="list-style-type: none"> • Self-motivation in understanding the needs of ministry is evident.
Develops an accountability relationship with one or more wise people	<ul style="list-style-type: none"> • Assistance in confirming and clarifying the call of God is sought. • Advice from others on the call of God is accepted.

SOME PRACTICAL RESOURCES:

Barna, G. *The Power of Vision*. Ventura, CA: Regal, 1992.

Belleville, L. L. *Women Leaders and the Church: 3 Crucial Questions*. Grand Rapids: Baker, 1999.

Dawn, M. J., et al. *The Unnecessary Pastor: Rediscovering the Call*. Grand Rapids: Eerdmans, 2000.

Dittes, J. E. *When the People Say No: Conflict and Call to Ministry*. New York: Harper & Row, 1979.

Grenz, S., and D. M. Kjesbo. *Women in the Church: A Biblical Theology of Women in Ministry*. Downers Grove, IL: InterVarsity Press, 1995.

MacArthur, J. F. *Rediscovering Pastoral Ministry: Shaping Contemporary Ministry with Biblical Mandates*. Dallas, TX: Word, 1995.

Peterson, E. H. *Under the Unpredictable Plant: An Exploration in Vocational Holiness*. Grand Rapids: Eerdmans, 1992.

Willimon, W. H. *Calling and Character: Virtues of the Ordained Life*. Nashville: Abingdon, 2000.

Supervised Ministry—Personal Learning

REQUIRED MINISTRY FUNCTION: P103 ROLE EXPECTATIONS & FAMILY RELATION TO MINISTRY

Ministry Skills	Pointers
Develops an awareness of personal spiritual gifts	<ul style="list-style-type: none"> • Spiritual giftedness is identified. • Spiritual gifts are developed through training and experience. • Weaknesses are identified and given special attention.
Develops a service orientation to ministry	<ul style="list-style-type: none"> • Serving others, as Jesus did, is the priority orientation of ministry.
Maintains a balance across the many demands of ministry	<ul style="list-style-type: none"> • God’s calling in ministry remains an open issue. • An openness to change and adaptation is evident. • Ministry changes reflect a needs basis.
Develops a supportive role for spouse and family	<ul style="list-style-type: none"> • Personal love and support are given readily. • Support is given both publicly and privately in confirming call to ministry in being open and welcoming in being united as a family team • People are listened to with care and respect. • Confidences are strictly kept.
Develops realistic expectations and goals for self	<ul style="list-style-type: none"> • Goals and expectations are achievable, Related to church goals within the scope of time and capacity

SOME PRACTICAL RESOURCES:

Cloud, H. *Boundaries: When to Say Yes, When to Say No to Take Control of Your Life*. Grand Rapids: Zondervan, 1992.

Kesler, Jay. *Being Holy, Being Human: Dealing with the Expectations of Ministry*. Waco, TX: Word, 1988.

Cedar, Paul A. *Mastering the Pastoral Role*. Portland, OR: Multnomah Press, 1991.

Perkins, P. H., and F. J. Perkins. *Together in Ministry: With Hearts Set on Pilgrimage*. Kansas City: Beacon Hill Press of Kansas City, 1992.

Langford, D. L. *The Pastor’s Family: The Challenges of Family Life and Pastoral Responsibilities*. New York: Haworth Pastoral Press, 1998.

Supervised Ministry—Personal Learning

REQUIRED MINISTRY FUNCTION: P104 MINISTERIAL ETHICS

Ministry Skills	Pointers
Practices a moral Christian life	<ul style="list-style-type: none"> • The reality of sexual temptation is understood. • Strategies to remain sexually faithful have been developed.
Practices the truth	<ul style="list-style-type: none"> • Honesty in speech, relationships, and business dealings is evident.
Practices confidentiality	<ul style="list-style-type: none"> • Information of a private nature and from counseling sources is never revealed.
Upholds the rights of personhood	<ul style="list-style-type: none"> • Persons are respected as individuals, their rights to privacy preserved. • Persons are not criticized when their actions are under scrutiny.
Treats fellow pastors ethically	<ul style="list-style-type: none"> • Consultations with fellow pastors are initiated when pastoral duties may overlap <ul style="list-style-type: none"> ▪ questionable transfers of members ▪ visiting former pastorate ▪ funerals and weddings in another pastorate

SOME PRACTICAL RESOURCES:

- Balswick, J. O., and J. K. Balswick. *Authentic Human Sexuality: Finding Wholeness in a Sexually Saturated Society*. Downers Grove, IL: IVP, 1999.
- Fortune, M. M. *Is Nothing Sacred? When Sex Invades the Pastoral Relationship*. San Francisco: Harper & Row, 1991.
- Guinness, O. *Time for Truth: Living Free in a World of Lies, Hype and Spin*. Grand Rapids: Baker, 2000.
- Harmon, N. B. *Ministerial Ethics and Etiquette*. 2nd ed. Nashville: Abingdon, 1987.
- Mosgofian, P., and G. W. Ohlschlager. *Sexual Misconduct in Counseling* [Contemporary Christian Counselling, vol. 10]. Dallas: Word, 1995.

Supervised Ministry

Functions - Optional

Section 6

- **Care**
- **Worship**
- **Outreach**
- **Management**
- **Personal Learning**

Supervised Ministry—Care

ELECTIVE MINISTRY FUNCTION: C201, MINISTRY TO ERRING MEMBERS

Ministry Skills	Pointers
Is proactive to identify erring members and sensitive to develop a love and concern for their souls	<ul style="list-style-type: none"> • Wisdom and care are exercised in identifying those who have left the church or have allowed sin to enter their lives and are separated from the church. • Consults the pastor at every stage of contact with the members and their families. • Approaches to erring members are made in accepting them as persons, but rejecting their actions.
Gives clear messages of hope and assurance	<ul style="list-style-type: none"> • Nonjudgmental attitudes are expressed. • The love of God for all who sin is expressed and modeled. • Confidentiality is maintained.
Copes effectively with aberrant behaviors	<ul style="list-style-type: none"> • People involved in sexual/physical abuse, substance abuse, occultism, alcoholism, etc., are cared for as children of God.
Knows when to refer to other agencies	<ul style="list-style-type: none"> • Complies with mandatory reporting requirements of the state government. • Knowledge of suitable referral agencies available. • Referrals are made when expert help is needed.

SOME PRACTICAL RESOURCES:

Contemporary Christian Counseling Series. Dallas: Word.

Dale, R. D. *Surviving Difficult Church Members.* Nashville: Abingdon, 1984.

Resources for Christian Counseling Series. Dallas: Word.

White, J., and K. Blue. *Church Discipline That Heals: Putting Costly Love Into Action.* Downers Grove, IL: Intervarsity Press, 1992.

NOTE: The level of involvement by the student is to be approved by the pastor of the church.

Supervised Ministry—Care

ELECTIVE MINISTRY FUNCTION: C202, MARRIAGE COUNSELING

Ministry Skills	Pointers
Is proactive in building strong and healthy marriages	<ul style="list-style-type: none"> • A positive family ministry centered on God’s plan for marriage is developed. • Effective marriage enrichment experiences are planned and organized.
Is proactive in counseling pre-marriage couples	<ul style="list-style-type: none"> • A positive, Bible-based premarriage counseling program is planned. • Premarriage couples are involved in appropriate counseling.
Is proactive in counseling failed marriage partners	<ul style="list-style-type: none"> • Partners in failed marriages are counseled using God’s plan for marriage as the basis.
Counsels partners in troubled marriage situations	<ul style="list-style-type: none"> • Troubled marriages—De facto, non-Christian partners, adulterous unions, etc. are counseled with a basis of Christian marriage beliefs.

SOME PRACTICAL RESOURCES:

Contemporary Christian Counseling Series. Dallas: Word.

Deasley, A. R. G. *Marriage and Divorce in the Bible and the Church.* Kansas City: Beacon Hill Press of Kansas City, 2000.

Forster, G. *Cohabitation and Marriage: A Pastoral Response.* London: Marshall Pickering, 1994.

Resources for Christian Counseling Series. Dallas: Word.

Storkey, R. *Marriage and Its Modern Crisis: Repairing Married Life.* London: Hodder & Stoughton, 1996.

Virkler, H. A. *Broken Promises.* Dallas: Word, 1992.

Worthington, E. L. *Marriage Counseling: A Christian Approach to Counseling Couples.* Downers Grove: InterVarsity Press, 1989.

Wright, H. N. *Premarital Counseling.* Chicago: Moody, 1982.

NOTE: The level of involvement by the student is to be approved by the pastor of the church. At the pastor’s discretion, this competency may be completed wholly or in part by appropriate role-playing and discussions rather than actual participation in counseling.

Supervised Ministry—Worship

ELECTIVE MINISTRY FUNCTION: W201, EVANGELISTIC PREACHING

Ministry Skills	Pointers
Incorporates illustrations that move people to decision	<ul style="list-style-type: none"> • Master illustration sums up the message. • Illustrations clarify truth. • Illustrations are necessary for persuasion. • Illustrations hold the attention of the hearer.
The text and the body of the sermon engages the hearer	<ul style="list-style-type: none"> • The text should confront: <ul style="list-style-type: none"> • The unsaved with lostness and powerlessness • Backslider with coldness • Unsanctified with impurity • Challenge the will. • Use pause to emphasize, not volume. • Keep the message simple but not shallow.
Focuses the message to the needs of seekers within the congregation	<ul style="list-style-type: none"> • Challenge people with direct opportunities to repent and be saved. • Be specific in how God can bring purity to character. • Use testimonies of real people to illustrate transformation. • Questions must be used to challenge everyone.
Calls for decision or response at the close of the message. (See Resource 3-3 for a sample altar call.)	<ul style="list-style-type: none"> • Plan your invitation as thoughtfully as possible. • Careful transitions will put your hearers at ease and build on your sermon strengths. • Be positive. • Be confident and speak with authority. • Offer specific instruction to those you feel should respond.
The spirit of evangelistic preaching is a communication of love and not condemnation	<ul style="list-style-type: none"> • The pastor is under commission to win lost people. • Include evangelistic preaching as needed. • Evangelistic preaching enables hearers to respond to God's grace. • Evangelistic preaching causes the minister to be dependent upon the Holy Spirit. The persons who respond make a life commitment to follow God.

Supervised Ministry—Outreach

ELECTIVE MINISTRY FUNCTION: O201, INVOLVING THE CHURCH IN THE COMMUNITY

Ministry Skills	Pointers
Attends public functions as a representative of the church	<ul style="list-style-type: none"> • Public functions—civic receptions, public awards and presentations, school functions, etc., become opportunities to meet the community.
Invites civic dignitaries to church functions	<ul style="list-style-type: none"> • Local dignitaries—mayor, councilmen, police, major community leaders, etc., are involved in special church functions. • Understand appropriate letter writing for such occasions.
Participates in public ceremonies	<ul style="list-style-type: none"> • Gospel ministry representations are made at public ceremonies if given the opportunity. • Involvement in local school boards, community groups, and special events where the name of the church can be recognized • Public ceremonials are featured as a part of church life.
Encourages the involvement of the church in local community projects	<ul style="list-style-type: none"> • Local community needs—abuse centers, homeless centers, rescue missions, food banks, child development centers, etc., are supported.

SOME PRACTICAL RESOURCES:

Campolo, A., W. Rice, and B. McNabb. *Ideas for Social Action*. El Cajon, CA: Youth Specialties, 1993.

Kysar, R. *Called to Care: Biblical Images for Social Ministry*. Minneapolis: Fortress, 1992.

Logan, R. E., and L. Short. *Mobilizing for Compassion: Moving People into Ministry*. Grand Rapids: Fleming H. Revell, 1994.

Nees, T. G. *Compassion Evangelism: Meeting Human Need*. Kansas City: Beacon Hill Press of Kansas City, 1996.

Powers, E. M. *Building a Caring-sharing Community of Believers*. Kansas City: Beacon Hill Press of Kansas City, 1983.

Supervised Ministry—Outreach

ELECTIVE MINISTRY FUNCTION: O202, SOCIAL JUSTICE ISSUES

Ministry Skills	Pointers
Plans and prepares a proactive ministry to reach those who are especially needy	<ul style="list-style-type: none"> • People and groups of people with special needs are identified and ministered to.
Develops a caring ministry to those in poverty	<ul style="list-style-type: none"> • People who have insufficient food or clothing or shelter are targeted for practical assistance. • The gospel is shown in both word and action to the poor.
Develops a caring ministry to those suffering from discrimination	<ul style="list-style-type: none"> • Groups of people—racial and ethnic groups, elderly, children, handicapped, etc.
Develops a balanced and caring attitude to the role of women in the church and community	<ul style="list-style-type: none"> • The role of women in the church and community is valued.

SOME PRACTICAL RESOURCES:

- Campolo, A., W. Rice, and B. McNabb. *Ideas for Social Action*. El Cajon, CA: Youth Specialties, 1993.
- Christensen, M. *City Streets, City People: A Call for Compassion*. Nashville: Abingdon, 1988.
- Kysar, R. *Called to Care: Biblical Images for Social Ministry*. Minneapolis: Fortress, 1992.
- Logan, R. E., and L. Short. *Mobilizing for Compassion: Moving People into Ministry*. Grand Rapids: Fleming H. Revell, 1994.
- Meeks, M. D., ed. *The Portion of the Poor: Good News to the Poor in the Wesleyan Tradition*. Nashville: Kingswood, 1994.
- Nees, T. G. *Compassion Evangelism: Meeting Human Need*. Kansas City: Beacon Hill Press of Kansas City, 1996.
- Powers, E. M. *Building a Caring-Sharing Community of Believers*. Kansas City: Beacon Hill Press of Kansas City, 1983.
- Sider, R. J. *Rich Christians in an Age of Hunger*. London: Hodder & Stoughton, 1990.
- Stackhouse, M. L. *Mutual Obligation as Covenantal Justice in a Global Era*. Zadok Papers: S102 Spring/Summer 1999/2000. Hawthorn, VIC: Zadok Papers, 1999.
- _____, et al. *Christian Social Ethics in a Global Era*. Nashville: Abingdon, 1995.
- Truesdale, A. L. *Evangelism and Social Redemption: Addresses from a Conference on Compassionate Ministries*. Kansas City: Beacon Hill Press of Kansas City, 1987.

Supervised Ministry—Outreach

REQUIRED MINISTRY FUNCTION: O203, MEDIA PROMOTION

Ministry Skills	Pointers
Plans and prepares promotional opportunities for the church	<ul style="list-style-type: none"> • Orderly processes of promotion are deliberately planned. • Specific tactics to promote the church mission are planned. • Uses multiple options including fliers, newspaper announcements, radio advertising or internet web site if available, etc.
Develops a clear articulation of the real “product” of the church—the core relationship with Jesus Christ	<ul style="list-style-type: none"> • Word of mouth advertising is fostered. • Personal testimonies of trusted people are featured. • Existing personal relationships with God are modeled for others. • Media releases center on the church’s mission to the community.
Develops a vision for an alive and growing ministry—worthy of promoting	<ul style="list-style-type: none"> • The church vision is clear and widely promulgated. • Includes the core values of the church and our mission statement.

SOME PRACTICAL RESOURCES:

- Barna, G. *Church Marketing: Breaking Ground for the Harvest*. Ventura, CA: Regal, 1992.
 _____. *The Power of Vision*. Ventura, CA: Regal, 1992.
- Kenneson, P. D., and J. Street. *Selling Out the Church: The Dangers of Church Marketing*. Nashville: Abingdon, 1997.
- Miglore, R. Henry. *Church and Ministry Strategic Planning from Concept to Success*. New York: Haworth Press. 1994
- Oster, J. C. *Communication and Growth: How a Church Can Reach Its Community*. Kansas City: Beacon Hill Press of Kansas City, 1978.

Supervised Ministry—Management

ELECTIVE MINISTRY FUNCTION: M201, FILING & LIBRARY SYSTEMS

Ministry Skills	Pointers
Plans and develops a filing system for sermons, lessons, notes, etc.	<ul style="list-style-type: none"> • Filing system operates effectively. • Divisions are appropriate for situation and easily retrieved when needed. • Alphabetical or chronological filing systems understood and when to use them.
Establishes an efficient index system for the files	<ul style="list-style-type: none"> • Indexing system operates effectively. • Local file types are used for separating annual records and reports
Establishes an index system for personal library and other resources	<ul style="list-style-type: none"> • Library is well organized and effectively used. • Divisions for personal files separate from church files. • Development of others who can help keep the administrative functions of the church current without over burdening the pastor.
Uses appropriate technology to gain efficiencies in filing and indexing	<ul style="list-style-type: none"> • Computer systems, etc., are applied to enhance effectiveness where available • Electronic storage systems used to keep long term details and files.

SOME PRACTICAL RESOURCES:

Barber, C. J. *The Minister's Library-essential for Building and Organizing an Orderly and Useful Library*. Grand Rapids: Baker, 1974.

Church Related Online Software Systems. *Library 1.7*. (4 January 2001) <http://www.cross-products.com/> (16 January 2002)

Wilkie, O. *The Minister's Good News Filing Systems*. <http://raymondhouse.org> Raymond House, 2001. (16 January 2002)

Supervised Ministry—Management

ELECTIVE MINISTRY FUNCTION: M202, EVALUATION

Ministry Skills	Pointers
Plans an effective evaluation of church programs and progress	<ul style="list-style-type: none"> • Feedback on processes is organized, collated, and used in future planning. • Measurement of the outcomes of programs is planned and evaluated.
Evaluates the work of church personnel in ministry	<ul style="list-style-type: none"> • Work is evaluated, not persons. • Work evaluations are made against the agreed action plans. • Work evaluations are used for future planning.
Evaluates own ministry process and performance	<ul style="list-style-type: none"> • An ongoing process of self-evaluation is adhered to. • Congregational Support Team is involved in formally evaluating ministry performance. • Ministry evaluations are used for future planning.

SOME PRACTICAL RESOURCES:

Barna, G. *Turn-around Churches: How to Overcome Barriers to Growth and Bring New Life*.
Ventura, CA: Regal, 1993.

Chadwick, N. *Church Ministry Evaluation Survey*.

<http://www.webedelic.com/church/paseval2f.htm> (18 January 2002)

Supervised Ministry—Personal Learning

ELECTIVE MINISTRY FUNCTION: P201, HEALTH

Ministry Skills	Pointers
Balances time spent on ministry with spouse, with family, and with God	<ul style="list-style-type: none"> • Time is shared in a planned way across all responsibilities.
Participates in recreational pursuits	<ul style="list-style-type: none"> • Activities—sport, cultural activities, hobbies, exercise, etc., form a part of each week’s program.
Incorporates personal disciplines in health	<ul style="list-style-type: none"> • Proper exercise and diet.
Guards emotional stability	<ul style="list-style-type: none"> • Periods of relaxation are preserved. • Burdens are shared with others for emotional relief.

SOME PRACTICAL RESOURCES:

Alcorn, R. C., and N. Alcorn. *Women Under Stress*. Portland, OR: Multnomah, 1986.

Cloud, Henry. *Boundaries: When to Say Yes, When to Say No to Take Control of Your Life*. Grand Rapids: Zondervan, 1992.

Hart, A. D. *Coping with Depression in the Ministry and Other Helping Professions*. Waco, TX: Word, 1984.

Hull, J. D., and L. Hull. *Fully Alive: Discovering the Adventure of Health and Holy Living*. Kansas City: Beacon Hill Press of Kansas City, 1997.

London, H. B., and N. B. Wiseman. *Pastors at Risk: Help for Pastors, Hope for the Church*. Wheaton, IL: Victor, 1993.

National Church Life Survey. *Church Life: Burnout Resources*.

<http://www.ncls.org.au/topic.asp?topic=26> (18 January 2002).

Powell, C., and G. Barker. *Unloading the Overload: Stress Management for Christians*. Sydney: Strand, 1998.

Supervised Ministry—Personal Learning

ELECTIVE MINISTRY FUNCTION: P202, GENERAL EDUCATION

Ministry Skills	Pointers
Enhances an understanding of God and His Word	<ul style="list-style-type: none"> • A desire to continually grow in knowledge of God is evident. • Learning about God and His Word is a continuing, lifelong process.
Reads, consults, and studies widely	<ul style="list-style-type: none"> • Knowledge and understanding of a wide range of topics is pursued—science, history, psychology, etc. • Continuous learning involves widespread media use—books, periodicals, films, newspapers, TV, seminars, Internet, etc.
Enhances understandings of life and people	<ul style="list-style-type: none"> • Life experiences are seen as learning experiences. • Other people are seen as a source of learning.
Updates knowledge and skills of ministry	<ul style="list-style-type: none"> • Learning in areas of Caring and counseling Worshiping and preaching Evangelism Management and leadership

SOME PRACTICAL RESOURCES:

- Charry, Ellen T. *By the Renewing of Your Minds: The Pastoral Function of Christian Doctrine*. Oxford: Oxford University Press, 1997.
- Perrine, L., et al. *Adventures in Appreciation*. New York: Harcourt, Brace, Jovanovich, 1973.
- Sire, J. W. *Habits of the Mind: Intellectual Life as a Christian Calling*. Downers Grove: IVP, 2000.

Supervised Ministry

Functions

Appendix: Charts and Report Forms

Ministries Function Guide

Prescribed Experience (Complete all 25)	Experience Completed	Report Submitted
1. C101 Relationship Building		
2. C102 Pastoral Visitation & Ministry to Members		
3. C103 Sunday School/Small-Group Ministry		
4. C104 Conflict Management		
5. C105 Pastoral Compassion*		
6. W101 Worship Service		
7. W102 Special Worship Events – Dedications/Installations		
8. W103 Preaching		
9. W104 Administering Sacraments*		
10. W105 Formal Events-Weddings/Funerals/Ceremonies*		
11. W106 Teaching		
12. O101 Equipping and Assimilating Members		
13. O102 Facilitating Personal Decisions		
14. O103 Evangelism		
15. O104 Effective Communication		
16. O105 Discipleship Development		
17. M101 Church Strategic Planning		
18. M102 Local Church Administration & Finance		
19. M103 Church Board Meeting		
20. M104 Denominational Administration		
21. M105 Leadership Ability		
22. P101 Personal Devotions		
23. P102 Call to Ministry		
24. P103 Role Expectations & Family Relation to Ministry		
25. P104 Ministerial Ethics		

*Note: The level of student involvement in experiences with an * is at the coach's discretion.*

Optional Experiences: (Select 5 of these 10)	Experience Completed	Report Submitted
1. C201 Ministry to Erring Members*		
2. C202 Marriage Counseling*		
3. W201 Evangelistic Preaching		
4. O201 Involving the Church in the Community		
5. O202 Social Justice Issues		
6. O203 Media Promotion		
7. M201 Local Church Financial Management		
8. M202 Evaluation		
9. P201 Health		
10. P202 Spouse and Family Relation to Ministry		

Notes

Supervised Ministry Experience Course Plan

Student Name: _____ Pastor-Coach: _____ Location of Placement: _____

Number of Ministry Hours Planned for Course: _____ weeks x _____ hours = _____ hours

Arrangements for Pastor-Student Conferences: Biweekly: Day of the week: _____ Time: _____ Place: _____

Ministry Functions to Be Studied

Function No. and Name	No. of Hours Allocated	Major Events Planned	Important Deadlines	Reports Planned

Signed: Student: _____ Date: _____

Pastor-Coach: _____ Date: _____

Bring a signed copy of this plan to the second class meeting to be held on _____

Ministry Function Report

Supervised Ministry

STUDENT NAME _____

PASTOR-COACH _____

MINISTRY FUNCTION _____

SECTION A

NOTES: ___ Ministry Function Observed ___ Ministry Function Activity

Ministry Function	Date Commenced	Date Completed	Number of Hours

SECTION B *You may wish to use additional space.*

What was your learning purpose in selecting this Ministry Function? How did you prepare?

Outline what happened during your study of this Ministry Function. What went well? What did not go well? What did you learn about yourself as a person in this Ministry Function?

Background Information

Identify the persons involved in the event including such details as age, sex, vocation, marital status, roles of the individuals within the ministry involved, etc. Identify the conditions, locations, and time of the events and the relationships that were developed through the experience.

Personal Reflections

Analyze the experience by detailing facts about the outcome of the event. Remember to include details about the roles you observed or played and what were the turning points in the event. What was the most memorable or significant thing that happened? What skills did you observe were needed and did you learn these skills through this experience? What did you learn about yourself or others through the event?

Theological Reflections

Summarize the spiritual implications of the event. What spiritual gifts were evident? Did the actions that were taken reflective of the character of God? (grace, mercy, love) What biblical models/traditions did you follow? What kind of theological knowledge do you need to strengthen in order to be more effective in this area?

Personal Future

Critically evaluate your abilities, skills, and knowledge in this particular area of ministry. What further practice do you need for this kind of experience? What do you need to do in order to gain those skills or find an alternative for ministry application? How will you minister differently the next time you face this experience?

SIGNED:
STUDENT _____ **DATE** _____
PASTOR-COACH _____ **DATE** _____

Student's Evaluation Report

Supervised Ministry

Notes

1. This Evaluation Report is to be submitted to the facilitator along with the Student Journal and other reports within 30 days after the last lesson.
2. Evaluation reports are an integral part of Supervised Ministry, enhancing the learning that takes place and assisting the process of reflection.
3. You are asked to write your evaluation under each of the four headings indicated below. The questions included are for your guidance only.
4. Copies of your evaluation are to be provided to your pastor-coach and your CST. The original is to be included as part of your Journal.
5. The evaluation report should include your name, pastor-coach, and church placement.

Evaluation Topics

Ministry Growth

- How have you functioned in your placement?
- What skills have you learned?
- What skills should you have learned?
- What insights have you gained into ministry?
- How have you incorporated the new skills into your ministry?
- How do you rate your progress?
- Which of the Ministry Functions do you need to revisit?
- What gifts of ministry do you believe God has given you?

Relationship Building

- What kind of relationship have you developed with your pastor-coach?
- What kind of relationship have you developed with your CST?
- What kind of relationship have you developed with members of the congregation?
- What relational skills have you learned?
- How have you initiated the building of relationships?
- What team skills have you developed?
- How have you incorporated the new skills into your ministry?
- How do you rate your progress in learning relational skills?
- Evaluate your interpersonal skills.

Reflections

- What strengths have you discovered?
- What weaknesses have you discovered?
- In what areas have you grown?
- What are your immediate goals? Your long-range goals?
- What is your understanding of your calling from God?

- What do you understand by acceptable performance?
- What do you understand by quality performance?
- What discoveries have you made about your relationship with God?

Summary and the Future

- How does your theological conviction find expression in the above statements?
- How has your field placement clarified your understanding of ministry?
- What do you need for future ministry training?
- How has your recent experience affected your future plans?

Pastor-Coach Evaluation Report Supervised Ministry

Notes:

1. This Evaluation Report is to be submitted to the facilitator at the end of the year of placement.
2. Evaluation reports are an integral part of Supervised Ministry, enhancing the learning that takes place and assisting the process of reflection.
3. You are asked to write the evaluation under the three headings indicated below. The questions are included for guidance only.
4. Copies of your evaluation should be provided to the student and the CST. The original should be forwarded to the facilitator.
5. The evaluation report should include your name, church, the year of study, and the student's name.

Evaluation Topics

Student Growth

- How has the student developed towards ministry? (Use the Ministry Functions as a guide.)
- What professional growth have you observed?
- What personal growth has the student made?
- In what ways has the student integrated knowledge about ministry with the performance of ministry?

The Learning Environment

- How has the mentoring relationship developed?
- How has the student facilitated building this relationship?
- How have you facilitated building this relationship?
- How might the coach-student relationship be improved?
- What has been the effectiveness of the CST?
- What are the strengths of your church as a teaching church?
- What are the weaknesses of your church as a teaching church?
- What plans are necessary to improve the learning environment for student pastors at your church?

General Comments

- How do you evaluate the effectiveness of the Supervised Ministry program?
- How do you evaluate the role of the educational provider?
- How do you evaluate the role of the facilitator?
- Any related issues?