

**IS 605**  
**Supervised Ministry Experience 1**  
**1.5 units**  
**Spring, 2008**  
**Thursdays**  
**11:30 a.m. - 1:00 p.m.**  
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**Office Hours: 9-4 M-F**

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### **Course Description**

SME provides participants with an opportunity for learning through experience in a congregation or agency, alongside a qualified supervisor. The SME program is individually tailored for each participant in order to provide a supervised ministry experience in the many dimensions of Christian ministry, using supervisors, lay mentoring teams, theological reflection groups, case study conferences, experience in ministry reports, and a variety of evaluative & assessment tools.

### **Course Objectives**

The primary objective of IS 605 is increased readiness for service in the church & world. The purpose of SME includes growth in personal maturation, theological integration, character formation, and skill competence. The SME program seeks to accomplish this overall aim by means of the following six methods:

- Students will explore their vocational identity, calling, and ministry focus by assuming the role of servant-leaders in the setting of a congregation, agency, or school.
- Through this experience, students will develop pastoral imagination.
- Students will integrate theoretical and theological concepts with the practice of ministry through reflection in ministry, responding biblically to the issues & questions arising out of their ministry situations.
- Students will develop an operational theology that supports their praxis of ministry by integrating their understanding of theology with their own ministry experience.
- Students will enhance their competency in a wide variety of ministry skills, growing in attitudes essential for effective Christian ministry.

Students will express their faith in Jesus Christ, the church, and the world by serving as preachers, teachers, counselors, and encouragers. These are all occasions to confess faith in Jesus Christ.

## **Required Texts**

- Raymond O. Bystrom, *Supervised Ministry Experience: 2006 Handbook*. Self-published, 2006. Available from Rick Bartlett.
- Raymond O. Bystrom, *Slices of Ministry: The Case Study Method of Teaching and Learning*. Self-published, 2005. Available on MBBS Course Website
- Howard W. Stone and James O. Duke, *How to Think Theologically*. Second Edition. Augsburg Fortress Press, 2006.
- William T. Pyle and Mary Alice Seals, *Experience Ministry Supervision*. Broadman and Holman, 1995.

## **Course Schedule**

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Session One - January 31

### **Introducing Supervised Ministry Experience**

Preparation: In advance of the seminar session, please purchase an SME Handbook 2006 and acquaint yourself with its content. Also, acquaint yourself with the IS 606, 705, 706 syllabus for Spring 2008 semester, especially the list of course requirements.

### **Designing Learning Covenants**

Preparation: In advance of the class session, please read the appropriate chapter in the SME Handbook on learning covenants. Also, bring a "rough draft" of a tentative learning covenant for Spring 2008 semester. It is not necessary to have your supervisor's signature on the "rough draft."

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Session Two – February 7

### **Initiating Supervisory Conferences**

Preparation: Bring two photocopies of a journal entry (1 page only – see "Journal Fragment" of SME Handbook, page 97, for an example) that describes a ministry experience that you have had at some time in the recent past in a congregation, school, hospital, or community. The journal entry must describe an event or experience in which you served or ministered to some congregation, group, or person.

### **Keeping a Ministry Journal**

Preparation: The instructor will distribute handouts that give you guidance on how to journal about ministry experiences.

### **Securing Lay Mentors**

Preparation: In advance of the class session, please read the SME Handbook section on securing lay-mentor teams (pp. 33-36). Also, submit a tentative list of

at least three persons who could act as your lay mentors in your placement site during the Fall 2007 semester (emphasis on "tentative list").

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Session Three – February 14

### **Writing Case Studies**

Preparation: In advance of the class session, please read *Slices of Ministry* by Raymond O. Bystrom. Also, be prepared to participate in a case study conference that will use the conference approach explained in *Slices of Ministry*, especially pp. 30-49.

### **Evaluating Ministry Experience**

Preparation: In advance of the class session, please read the SME Handbook, pp. 47-50 and 71-110.

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Additional Sessions - March 13<sup>th</sup> - May 9<sup>th</sup>

### **Case Study Conferences/Practical Pastoral Concerns**

#### **Course Requirements**

- 1.** Completion of a **Supervised Ministry Experience Proposal**, signed by the student, the proposed supervisor (including his/her Social Security number), and submitted to the instructor. Proposals are due for each and every semester of SME even if you use the same supervisor for your entire SME experience. **Due: February 7, 2008.**
- 2.** Attending all **SME Seminar** courses by February 14th. The syllabus outlines the content of the seminars designed to prepare participants for SME.
- 3.** Participation in the **Case Study Conferences (March 13-May 9)**. Peer group case study reflection conferences are designed to help participants reflect theologically upon their own ministry experiences and actions. Students are expected to read *Slices of Ministry* and *How to Think Theologically* in advance of the conferences. Every student will bring a case study to the peer group for presentation and theological reflection. More information will be given in class.
- 4.** Completion of a **Learning Covenant**. By means of the learning covenant, the participant identifies her/his ministry goals and objectives in three different growth areas - doing ("hands"), being ("heart"), and thinking ("head"). **Due: February 7, 2008.**
- 5.** Completion of a self-referent **Case Study**. Each case study is a written description and analysis of a "slice" of the student's own ministry experience or action in ministry. The term "self-referent" means you are required to write

a case study about your own ministry experience, not another person's. The case study method of teaching and learning is used as a tool for theological reflection in ministry with peers and faculty. **Due: March 7, 2008.**

6. Participation in ten **Supervisory Conferences**. The supervisory conferences represent a significant portion of the required 3-5 hours of reflection in ministry each week. Conferences (about one hour in length) are held between the supervisor and participant in order to keep focused on the purpose and goals of the participant's ministry and, most importantly, to do theological reflection on the participant's ministry experience. **Due: May 9, 2008.**

Also, a completion of a **Bi-Weekly Journal** of reflections on the participant's ministry experiences and supervisory sessions. The journal entries focus on the participant's own ministry experiences in his/her placement site. Journal entries are submitted every-other week. Journals must contain a minimum of 7 entries. It is expected that each entry will be about 500 words. **Due: every other week during the semester.**

7. Completion of the **Lay Mentoring Team Report**. See the [SME Handbook](#) for the appropriate Lay Mentor Evaluation forms. Also, it's the participant's responsibility to provide the Lay Mentor Team with an addressed and stamped envelope to be used for submitting the Lay Mentor Evaluations to the Director's office. **Due: May 9, 2008.**
8. Completion of the **Supervisor's Report/Evaluation**. At the conclusion of the Spring 2008 semester, the supervisor completes the Supervisor's Evaluation form, which must be signed by the student and then submitted to the SME Director. **Due: May 9, 2008.**
9. Completion of the participant's **Self-Evaluation**, including the **Issues in Evaluation** exercise. See the *SME Handbook* for first semester self-evaluation forms & pages 42-44 for issues in evaluation. **Due: May 9, 2008.**
10. Completion of the following **Required Readings**: *SME Handbook 2006*, *How to Think Theologically*, and *Slices of Ministry*. Submit a one page Reading Log. **Due: May 9, 2008.**
11. **Enacting the Faith**. Reports of experience in leading and/or planning a:
  - Lord's Supper service
  - Christian Baptism
  - Wedding Ceremony
  - Funeral Service

**Required Readings:** James D. Berkley (Editor). *Leadership Handbook of Practical Theology. Volume One. Word & Worship*, pp. 339-498 (Available in the library). In addition to the above readings, students are expected to write 4 one-page descriptions of their experience in leading, planning & participating in each of these services in the context of their placement site.

**MACM** students must complete this assignment within two semesters.  
**Master of Divinity** students must complete these events within four semesters.

### Course Grading

The grade for the course is a letter grade. Late assignments will be accepted, but the grade will be reduced by 5% for each late day. Attendance at seminars and case conferences is expected. After all the written assignments are graded, your final grade may be adjusted down by as much as 20% for absenteeism, non-participation or negligence. The relative weight for course assignments will be as follows:

Completion of Learning Covenant	15%
Completion of Case Study	25%
Completion of Bi-Weekly Journals	20%
Lay Mentor Team & Supervisor Reports	15%
Special Services Reports (4)	10%
Self-Evaluation, Issues in Evaluation, Log	<u>15%</u>
Total	100%

MBBS academic policies (as well as other school policies) are described at <http://www.mbseminary.edu/fresno/policies>. These policies provide guidance on academic integrity and plagiarism, accommodations for disability, incomplete course work, extensions, dates for changing registration, non-discriminatory and inclusive language, appeals, grading templates, etc. Students are expected to be familiar with these policies and will be held responsible for adhering to them. If you have questions about how these policies relate to you or to a situation that you face in your studies, please speak to your professor or consult the Registrar.

Course evaluations are to be completed online and are due one week after the completion of the course. Official grades will not be posted until the student's evaluation of the course is completed.

## Course Time Investments\*

	<u>1.5 Units</u>
Experience in Ministry (about 8 hours per week)	120 hours
Reflection on Ministry (3/5 hours per week)	80 hours
Seven Case Study Conferences	10 hours
Readings (350 pp.)	20 hours
Case Study Writing	10 hours
Writing Learning Covenant	3 hours
Writing Bi-Weekly Journal Entries	7 hours
Lay Mentoring Session	3 hours
Supervisory Conferences	10 hours
Self-Evaluations	<u>2 hours</u>
Approximately	65 hours

\*a) To earn 1.5 Units of SME or Theological Field Education participants in ATS accredited seminaries are expected to complete 200 hours of ministry experience and reflection. b) Time allotment for journaling is based on a rate of 500 words per hour or 2 pages per hour. c) Reading time is based on 20 pages per hour. d) Participants receive graduate level credit for the reflection on ministry experience portion of SME, not the experience in ministry.

## Select Bibliography

Here is a brief list of selected works that treat the subject of theological field education and its related disciplines:

Beisswenger, Donald F., Tjaard Hommes, & Doran C. McCarty, Editors. Practical Theology and Theological Reflection: Compendium of Selected Articles from Theological Field Education Key Resources. Volumes I and II. ATFE, 1984.

Beisswenger, Donald F., et. al., Editors. Theological Field Education: A Collection of Key Resources. Volume III. ATFE, 1981.

Beisswenger, Donald F. & Doran Mc Carty, Editors. Pastoral Hermeneutics and Ministry: Theological Field Education Key Resources. Volume IV. ATFE, 1983.

Beisswenger, Donald F. Editor. Bibliographic Resources on Field Education and Theological Education. Revised. ATS, 1993.

Coll, Regina. Supervision of Ministry Students. The Liturgical Press, 1992.

Kinast, Robert L. If Only You Recognized God's Gift: John's Gospel as an Illustration of Theological Reflection. Eerdmans, 1993.

Mahan, Jeffrey H., Barbara B. Troxwell & Carol J. Allen. Shared Wisdom: A Guide to Case Study Reflection in Ministry. Abingdon, 1993.

Patton, John. From Ministry to Theology: Pastoral Action & Reflection. Abingdon, 1990.

Pohly, Kenneth. Transforming The Rough Places: The Ministry of Supervision. Whaleprints, 1993.

Pyle, William T. & Mary Alice Seals, Experiencing Ministry Supervision: A Field-Based Approach. Broadman & Holman, 1995.

Whitehead, James D. & Evelyn Eaton Whitehead. Method in Ministry: Theological Reflection and Christian Ministry [Revised Edition]. Sheed & Ward, 1995.

IS 605

## **Supervised Ministry Experience 1**

Spring 2008

### **- Checklist of Requirements -**

The following is a list of requirements for Spring 2008. If you wish to keep your assignment results confidential, please submit your assignments in an envelope. They will then be returned in the same envelope.

- Class attendance first 3 weeks
- Case Conferences last 9 weeks
- Supervised Ministry Experience Proposal
- Learning Covenant
- Case Study
- Seven Bi-Weekly Journal Entries
- Lay Mentors' Report
- Supervisor's Report
- Self Evaluation & Issues in Evaluation
- Required Readings
- Enacting the Faith: Leading or Planning