

Mennonite Brethren Biblical Seminary

Spring Semester 2010

IS 705 & 706:
Supervised Ministry Experience 3 & 4
(1.5 units)
Tuesdays, 1:45 – 3:15 pm

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I. 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 and assessment tools.

II. Curricular Context:

The material covered in SME is divided into four distinct “curricular blocks,” each of which corresponds to a full semester of the SME sequence. Each block will provide students the opportunity to interact with material that deepens and enriches their ability to engage in effective, reflective pastoral practice. More specifically, in addition to employing the case study method, each semester of SME class sessions will give attention to three key themes:

1. **Pastoral Identity Formation:** this will provide students the opportunity to articulate, employ, and reflect upon a maturing theology of pastoral identity. Each semester will emphasize different facets of pastoral identity and functioning. Roughly four weeks each semester will be devoted to this focus.
2. **The Interpretive Toolkit:** this will enhance the reflective capacities of students by helping them to cultivate a deeper understanding of their communities, their congregations, and themselves as thinking and feeling subjects. Five to six weeks each semester will be devoted to this focus.
3. **The Proficient Officiant:** Each semester will conclude with several weeks of practical-theological instruction related to key ordinances/sacraments and ceremonies over which pastors frequently preside.

All SME students enrolled in the MDiv program are expected to complete each of the four curricular blocks (which can be taken in any sequence), while all SME student enrolled in the MA will complete two. Students in this semester’s class will be undertaking curricular Block D. The four curricular blocks are organized as follows:

<p style="text-align: center;">Block A</p> <ul style="list-style-type: none"> • The Pastor as Reflective Practitioner • Understanding Your “View-From-Here” • Planning and Conducting Wedding Ceremonies 	<p style="text-align: center;">Block C</p> <ul style="list-style-type: none"> • The Pastor as Shepherd • Understanding Your Congregation’s “Hidden Life” • Planning and Conducting the Celebration of the Lord’s Table
<p style="text-align: center;">Block B</p> <ul style="list-style-type: none"> • The Pastor as Missionary and Prophet • Understanding Your Community as Context • Planning and Conducting Baptisms 	<p style="text-align: center;">Block D</p> <ul style="list-style-type: none"> • The Pastor as Person-in-Process • Understanding Your Development in Lifelong Perspective • Planning and Conducting Funerals

III. Course Objectives:

A. Overarching SME Objectives:

The primary objective of the SME sequence is to foster a greater readiness among students for service in the church and the world. With this overarching aim in view, each SME course will aid the student in cultivating an appropriate foundation for continued maturation in the following formative areas:

1. **Your Character:** the pastoral student’s *spiritual* formation
2. **Your Competencies:** the pastoral student’s *skill* formation
3. **Your Convictions:** the pastoral student’s *strategic* formation

The SME program advances these broad formative aims by enabling the student to:

1. *Explore* their vocational identity, calling, and focus by assuming the role of servant-leaders within the context of a ministry placement.
2. *Cultivate* pastoral imagination by which they are able to view themselves, their congregations, and their contexts in light of God’s peaceful reign.
3. *Integrate* theoretical and theological concepts with the practice of ministry through reflection in ministry, responding biblically to the issues and questions arising out of their ministry situations.
4. *Develop* an operational theology that supports their praxis of ministry by integrating their understanding of theology with their own ministry experience.
5. *Enhance* their competency in a wide variety of ministry skills, growing in the attitudes essential for effective Christian ministry.
6. *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.

B. Block C-Specific Objectives:

1. *Develop* a lifelong leadership development perspective regarding one's own life and ministry.
2. *Explore* theological and practical dimensions of preparing for and officiating at funerals.

IV. Required Texts:

- Clinton, Robert. *The Making of a Leader: Recognizing the Lessons and Stages of Leadership Development*. NavPress, 1988.
- MacDonald, Gordon. *A Resilient Life*. Nelson, 2004.
- Rima, Samuel D. *Leading from the Inside Out: The Art of Self-Leadership*. Baker, 2000.
- Bystrom, Raymond O. *Supervised Ministry Experience: 2006 Handbook*. Self-published, 2006. Available from the instructor.
- In addition, students will be presented with a number of articles related to themes to be discussed during class sessions.

V. Course Schedule:

Session:	Weekly Topic(s):	Coming to Class Prepared:
January 26 th	<ul style="list-style-type: none"> • Introduction • Setting the Stage for a Lifelong Leadership Development Perspective 	<ul style="list-style-type: none"> • Acquaint yourself with the course syllabus, especially the list of course requirements.
Feb. 2 nd	<ul style="list-style-type: none"> • The Learning Covenant • Discussion of <i>The Making of a Leader</i> 	<ul style="list-style-type: none"> • Read assigned chapters from Clinton • Bring: 1) a tentative list of at least three persons who could act as your lay mentors in your placement site; 2) a "rough draft" of a tentative learning covenant. • SME Proposal due.
Feb. 9 th	<ul style="list-style-type: none"> • Discussion of <i>Making of Leader</i> 	<ul style="list-style-type: none"> • Read assigned chapters from Clinton • Due: Learning Covenant; Journal Entry #1.
Feb. 16 th	<ul style="list-style-type: none"> • Discussion of <i>Making of a Leader</i> • Case Study Reflection 	<ul style="list-style-type: none"> • Read assigned chapters from Clinton
Feb. 23 rd	<ul style="list-style-type: none"> • Discussion of <i>Leading from the Inside Out, part one</i> • Case Study Reflection 	<ul style="list-style-type: none"> • Read Rima, part one • Journal Entry #2 due.
March 2 nd	<ul style="list-style-type: none"> • Discussion of <i>Leading from the Inside Out, part two</i> • Case Study Reflection 	<ul style="list-style-type: none"> • Supervisory Conf. summary #1 due • Read Rima, part two • SME 4: Resume rough draft due.
March 9 th	<ul style="list-style-type: none"> • Discussion of <i>Leading from the Inside Out, part three</i> • Case Study Reflection 	<ul style="list-style-type: none"> • Read Rima, part three • Journal Entry #3 due.

March 16 th	-----Spring Module Week: No Class-----	
March 23 rd	<ul style="list-style-type: none"> • Discussion of <i>A Resilient Life, part one</i> • Case Study Reflection 	<ul style="list-style-type: none"> • Read MacDonald, part one • Supervisory Conf. summary #2 due
March 30 th	<ul style="list-style-type: none"> • Discussion of <i>A Resilient Life, part two</i> • Case Study Reflection 	<ul style="list-style-type: none"> • Read MacDonald, part two • Journal Entry #4 due.
April 6 th	<ul style="list-style-type: none"> • Discussion of <i>A Resilient Life, part three</i> • Case Study Reflection 	<ul style="list-style-type: none"> • Read MacDonald, part three • Supervisory Conf. summary #3 due • SME 4: Doctrinal Statement rough draft due
April 13 th	<ul style="list-style-type: none"> • <i>A Resilient Life, parts four & five</i> • Case Study Reflection 	<ul style="list-style-type: none"> • Read MacDonald, parts four & five • Journal Entry #5 due.
April 20 th	<ul style="list-style-type: none"> • Funerals: Practical/ Theological Considerations • Case Study Reflection 	<ul style="list-style-type: none"> • Articles may be provided in advance of session. • Supervisory Conf. summary #4 due
April 27 th	<ul style="list-style-type: none"> • Funerals: Practical/ Theological Considerations • Case Study Reflection 	<ul style="list-style-type: none"> • Articles may be provided in advance of session. • Journal Entry #6 due.
May 4 th	<ul style="list-style-type: none"> • Funerals: Preparing to Officiate • Case Study Reflection 	<ul style="list-style-type: none"> • Articles may be provided in advance of session. • Due: 1) Lay Mentoring Team Report; 2) Supervisory Conf. summary #5 due; 3) Supervisor's Report/ Evaluation; • SME 4: Resume & doctrinal statements final drafts due; first year paper due
May 11 th	<ul style="list-style-type: none"> • End of Semester Wrap-up 	<ul style="list-style-type: none"> • Due: 1) Journal Entry #7; 2) Self-Evaluation.

VI. **Course Requirements:**

All assignments may be submitted either in class or by email on the dates indicated.

A. **All SME Students:**

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 semester of SME, even if you use the same supervisor for your entire SME experience. **Due: February 2nd, 2010.**
2. Participation in **case study reflection**. Peer group case study reflection conferences are designed to help participants reflect theologically upon their own ministry experiences and actions. Every student will bring a

case study to the peer group for presentation and theological reflection. More instructions will be provided in class.

3. 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 9th.**
4. Completion of a **Case Study** arising from one's own experience. Each case study is a written description and analysis of a "slice" of the student's own ministry experience or action in ministry. The case study method is used as a tool for theological reflection in ministry with peers and faculty. Presentation dates will be assigned early in the semester.
5. Completion of a **Bi-Weekly Journal** of reflections on the participant's ministry experiences. The journal entries focus on the participant's own ministry experiences in his/her placement site. Journal entries are submitted every-other week. It is expected that each entry will be about 500 words. **Due: every other week during the semester.**
6. Completion of the **Lay Mentoring Team Report**. See the [SME Handbook](#) for the appropriate Lay Mentor Evaluation forms. It is 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 instructor's office. **Due: May 4th, 2010.**
7. 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. With this in mind, the student should bring a minimum of one journal entry to each supervisory conference.

Also, a **summary of your sessions with your supervisor** (see [SME Handbook](#) for samples), together with your account or report of the supervisor's feedback, is **due on each of the following dates: March 2nd, March 23rd, April 6th, April 20th, and May 4th, 2010.** In all, a **total of five summaries** must be submitted.

8. Completion of the **Supervisor's Report/Evaluation**. At the conclusion of the 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 4th, 2010.**

9. Completion of the participant's **Self-Evaluation. Due: May 11th, 2010.**

B. IS 706—SME 4 Students Only:

[PLEASE NOTE: SME 4 students are not asked to turn in biweekly journals, but are to complete the following requirements.]

1. **Resume/Curriculum Vitae.** Prepare a two or three page resume. Students are encouraged to design a resume format that reflects their own ministry style and goals. **Rough Draft Due: March 2nd, 2010; Final Draft Due: May 4th, 2010.**
2. **Doctrinal Statement.** This exercise is required for licensure or ordination by many denominations. Contact the instructor to talk further about this assignment. **Rough Draft Due: April 6th, 2010; Final Draft Due: May 4th, 2010.**
3. **First Year of Ministry Paper.** This is an opportunity to anticipate your first year of ministry and indicate how you will serve in your new assignment. What do you hope to accomplish? What priorities do you anticipate? What goals will you set for yourself – personal? family? ministry? Carefully reflect as you write a three-page sketch of your first year in ministry. **Due: May 4th, 2010.**

VII. **Time Investment Expected:**

Experience in Ministry (about 8 hours per week)	120 hours
Reflection on Ministry (3/5 hours per week)	<u>80 hours</u>
	Approximately 200 hours
Class Attendance	22 hours
Reading (approximately 350 pp.)	20 hours
Case Study Writing	5 hours
Writing Learning Covenant	3 hours
Writing Bi-Weekly Journal Entries	7 hours
Lay Mentoring Session	3 hours
Supervisory Conferences	10 hours
Preparing Supervisor Session Summaries (5)	5 hours
Self-Evaluations	<u>2 hours</u>
	Approximately 80 hours

PLEASE NOTE:

1. 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.
2. Time allotment for journaling is based on a rate of 500 words per hour or 2 pages per hour.
3. Reading time is based on 20 pages per hour.

4. Participants receive graduate level credit for the reflection on ministry experience portion of SME, not the experience in ministry.

VIII. **Course Grading:**

The grade for the course is based on a letter grading system. Late assignments will be accepted. However, the grade will be reduced by 5% for each late day. Attendance at all class sessions is required. 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. Please exercise care in conforming to MBBS writing standards. The relative weight for course assignments will be as follows:

Completion of Learning Covenant	15%
Completion of Case Study	15%
Completion of Bi-Weekly Journals	15%
Lay Mentor Team & Supervisor Reports	20%
Supervisory Conference Summaries (5)	20%
Self-Evaluation, Issues in Evaluation, Log	<u>15%</u>
Total	100%
<u>SME 4 Students ONLY</u>	
SME General Requirements	30%
Resume and/or CV	20%
First Year of Ministry Paper	20%
Doctrinal Statement	<u>30%</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.

IX. **The Instructor's Commitment:**

Having outlined the basic expectations to which you will be held accountable this semester, I also would like to identify the essential commitments that can be expected of me as your instructor. My commitment to you is that I will strive:

1. To model an attitude of openness and an earnestness toward the purposes of God's reign.

2. To honor your investment of time by always being as prepared as I can be.
3. To assume primary responsibility for cultivating within the classroom an atmosphere of hospitality that will enable all participants to feel free and safe to engage openly in the theological reflection process.
4. To cultivate an awareness of what is going on in your ministry placement. I will make a point frequently to ask how things are going. I also will make an effort to make a minimum of one visit to your placement site during the semester, which I will schedule with you in advance. I furthermore assure you that I will abide by the highest standards of confidentiality regarding any sensitive information that you might share with me regarding your ministry placement.
5. To provide the highest quality of administrative oversight of SME that I can. This means that I will be sure to handle all forms, evaluations, and other crucial materials with the utmost care.
6. To provide constructive and helpful feedback on all written assignments in a timely fashion.