

Wesleyan Ministerial Preparation



**Supervised Ministry Course C51-53, 55
Handbook (Supervisor Copy)**

SUPERVISED MINISTRY HANDBOOK

This *Supervisor and Student Handbook* provides detailed descriptions of the various curriculum components for the Supervised Ministry requirement. It consists of four sections, including outlines for the general requirements for all terms and outlines for each specific trimester of the supervised ministry year. Each section includes detailed descriptions and examples of the assignments to be completed. Instructions will be provided concerning which assignments are to be (1) discussed and developed in supervisory sessions, (2) submitted to the District Coordinator of Supervised Ministry, and (3) submitted to the Supervised Ministry instructor.

Your Supervised Ministry instructor is:

Education & Clergy Development

E-mail: westonn@wesleyan.org **Phone:** 317-774-3912

Mail: Education and Clergy Development

PO Box 50434

Indianapolis, IN 46250

Please check with your district DBMD to see who is the district coordinator of supervised ministry. They must receive a copy of all the evaluations forms the same as the supervised ministry instructor listed above.

A checklist of items to be submitted will be included at the end of the section for each trimester. You will need to **pay close attention** to these details in order to meet the requirements for Supervised Ministry.

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First Trimester C51

Introduction to Ministry

Supervisory Sessions and Reports

Student and supervisor will be expected to spend at least one hour per week in a supervisory session. **Where geography makes weekly sessions impossible, supervisory sessions may be completed by telephone. When telephone supervisory sessions are involved, it will mean this was our last resort.* Total supervisory session time for each trimester should be equal to at least sixteen hours.

Up to four hours of supervision time each month may also be assigned to a staff minister or other specialist in a particular field. For example, the student might be assigned to spend one hour with a hospital chaplain or funeral director to learn from that professional in ways that will aid his/her ministry. Such sessions are to be related to the student's ministry in obvious ways and must include instruction as to how the student might function more effectively in the given ministry role. Other possible resources for these hours of supervision time include time with a wedding consultant, a counseling professional, or an administrator or church financial planner. In all cases, these supervision sessions must be one-on-one time rather than seminar sessions. The division of the weeks can be assigned as the supervisor directs. The supervisor will discuss the evaluation that is written by the resources.

Supervisory sessions should always include at least three elements: **1)** review of ministry since the last supervisory session, **2)** evaluation of that ministry, and **3)** planning for future ministry. Both student and supervisor should prepare for this session by developing an agenda of items that are important at that particular time. These items may be the result of various ministry involvement through the past week, may reflect upcoming ministry plans for which the student will need the input of the supervisor, or may involve discussion that student or supervisor wish to initiate regarding a particular issue in ministry.

The 16 hours (per trimester) need to be planned out week by week for the year. This way, the student can see how each week will accomplish the requirements. The student should have the name and phone number of a new person that will be giving direction. During the time that another person may be involved, it would be good to have both people together during the hourly meeting. If not possible, the resource person should provide a written report to the supervisor, before the next planned meeting.

Review:

Sessions begin with a review of the student's ministry since the last supervisory session. During this time the student should bring the supervisor up to date on ministry involvement. If either student or supervisor has special concerns related to the ministry, these concerns should surface during this part of the session and be added to the session agenda.

Evaluation:

Evaluation of ministry is an important part of supervision. One of the purposes of supervision is that it helps the student to see his/her practice as the supervisor sees it. The supervisor in effect becomes a mirror for the student to see himself in the ministerial role. In this way, the student may discover more about his/her own ministry and thereby develop more effective methods and practices in ministry. The student should go with the pastor on some of the ministries. During an evaluation it would be easy to take one side of a story as to how a visit went in a home, hospital, follow up on a new person. It would be good to have pastor and student go together so the pastor can observe.

Planning:

This is the place to adjust the 16-week schedule so that it will reflect what needs have come up during the evaluation.

Spiritual Growth:

This is a time that the student and supervisor can ask about spiritual development: 1) devotions 2) fasting 3) tithing 4) study, etc. They could select a book to study on discipline. The spiritual formation of the student should be a part of the plan. This is a good time for the pastor to disciple the student.

At the conclusion of each trimester, brief reports of each supervisory session (the form that is included on page 5) should be submitted to the Supervised Ministry instructor:

Education & Clergy Development

E-mail: westonn@wesleyan.org

Mail: Education and Clergy Development

PO Box 50434

Indianapolis, IN 46250

These should also be sent to your district coordinator of Supervised Ministry (appointed by your DBMD).

****If a student is not within a 50-mile radius, instead of meeting each week, the student may have a telephone conference with the supervisor. All of the assignments stay the same. After the phone conference and the assignments are made, they need to be turned in that same week, as when meeting face to face. This will need to be done by fax or e-mail in order for the supervisor to get the assignment within the week. Some substitutions will be necessary, \i.e. board meetings will need to be with the student's church board. The supervisor may adjust other assignments as the need arises, but the material is due within the week—otherwise it defeats the practical side.***

This is for the supervisor to fill out with the student. Both parties sign it.

(Make copies to fill in each week, or recreate on computer. Additional pages may be attached.)

Week # _____

Supervisor's signature

Date _____

Student's signature

1. Time of session
2. Contacts between supervisor/student
3. Work submitted by student
4. Subjects for discussion by student
5. Subjects for discussion by supervisor
6. New assignments for student

If the student is teaching Sunday School, give a report of the lesson that was taught, how it was taught, and the response of the students. The student should teach each age group to have some idea of what happens in Sunday School with all age groups. Sermon outlines should be shown as well.

This is an *example* of a filled-out form

Supervision Log

(EXAMPLE)

(Don't send this sample. Use the form provided on page 4)

Week # _____ Supervisor's Signature _____

Date _____ Student's Signature _____

1. Time and length of supervisory session.
6:10-8:30 p.m. 2 hours, 20 min.
2. Other supervisor/student contacts during the week:
Telephone contact Dec. 26, 31
3. Work submitted by student:
Report on church ministries
4. Subjects initiated by student:
 - How to use board meetings constructively
 - Possibilities for future church ministries
5. Subjects initiated by supervisor:
 - Asked for reports on children's ministry, hospital ministry, young adult ministry
 - Asked for plans concerning summer ministries-district ministry, camps & retreats
 - Asked concerning response to Christmas ministries of the Church
 - Review of goals—progress, setbacks.
6. Spiritual progress:
 - Prayer time
 - Fasting schedule
 - Private study time
7. Recommendations/assignments for student:
Student to be involved in continuing education course for next week.

Copies of these Supervision logs should be sent to the supervised ministry instructor and the district coordinator of supervised ministry at the end of each trimester.

Introduction to Ministry

First Trimester C51

C51 Trimester Requirements

Projects/Assignments for the student:

- 1) Meet with the different boards in the church
- 2) Plan an agenda for a meeting
- 3) Plan projects with the supervisor
- 4) The student, with the help of the supervisor, is to make out a job description. (example included).
- 5) Budget time, using the ministry log (2 examples are included)
- 6) Teach classes (varying age groups)

The Supervisor's part:

- 1) The supervisor should evaluate the student each meeting and help the student set new goals to improve on weaknesses. Strengths need to be pointed out as well as weaknesses.
- 2) The planning sheet for the 16 weeks needs to be done early so everyone knows in advance what is happening each week.
- 3) Various types of visitation should be planned with the supervisor.
- 4) The supervisor should plan to attend a class the student teaches, or have someone else that can evaluate attend the class.
- 5) A spiritual checklist should be made up—to evaluate spiritual growth.

A Note About Projects...

When assigning a project to the student, the supervisor needs to make it clear what the student is to do and whether he/she is supposed to supervise people. They, the people and the student, must be clear as to what their roles are as they work together.

Projects should be for the purpose of strengthening the skills of the student.

A job description for the student needs to be included, with goals and objectives outlined.

There needs to be an interview to determine the weaknesses and strengths of the student, and an evaluation of the theology training, Christian Education, and other areas of communication.

Church Board Meetings

The supervisor should have a list of the church board meetings and schedule a time for the student to meet with the board during the 16-week time. After the meetings with the board, there should be time for the supervisor and student to talk about the meeting. There should be common questions, and other questions may come as discussion continues.

Questions:

- 1) What are the short-term and long-term plans for this committee?
- 2) What are the up-coming events, besides what was discussed in the last meeting?
- 3) What is the over-all objective of this committee?
- 4) Who does this committee answer to?
- 5) When does material for the agenda need to be in?

Organizing/Writing an Agenda

The supervisor is to help the student collect the material for the agenda and outline it for the meeting. If the supervisor plans to let the student lead this meeting, he/she will need to go over the agenda in advance so the student feels comfortable.

Creating a Job Description

It is important to have a description for the student as well as those that the student will be working with. Everyone will need to know this is for 16 weeks and it is to fulfill a requirement for this student. There can be some misunderstanding as to what this new person is doing interfering in the church board business.

Job Description

It is helpful for the student to have regular hours.

8:00-12:00 office hours

12:00-1:00 lunch (unless lunch is a meeting with a church person about business) lunch could be a time to meet teens in the schools. This will take longer than an hour.

1:00-4:00 visiting the hospitals, shut-ins, or schools again—to see activities such as football practice, drill team, or other things teens would be involved in.

Teach a Sunday School class

Preach a certain number of times each month

Plan special events during the year

Give accountability reports to the pastor and maybe the board

There are other places that time logs are used to report, but this gets the goals up front with the student and the supervisor.

The interview—questions that should be asked to find out the weaknesses and strengths of the student

- 1) What is your philosophy of ministry?
- 2) Explain your understanding of sanctification.
- 3) What is your philosophy of preaching?
- 4) What method of soul winning and discipling do you use?
- 5) What is your style of teaching?
- 6) What tools would you use to recruit/train others to minister in the church? Introduce a tool to measure spiritual gifts and the personality test. This will help to evaluate the student.
- 7) How do you usually handle conflict?

The supervisor should outline the number of times he/she expects the student to accompany him/her on pastoral calls and the different kinds of visits they will make. Example: hospital, nursing home, home visits to shut-ins, job place, schools to see teens, etc. When the pastor feels he/she has observed enough, the student can turn in a written report as to how the visits have gone.

The student should learn how to meet with the different committees of the church and help with the planning in certain areas. Example:

- C. E. – Ordering the Sunday School curriculum, VBS materials, Wed. evening materials
- Training teachers
- Recruiting new teachers
- Sunday School promotions
- Children's events,
- Fall/harvest festival
- Musicals
- Sunday School class promotions
- Writing teacher job descriptions and Sunday School superintendent job descriptions.

SAMPLE JOB DESCRIPTION SUNDAY SCHOOL SUPERINTENDENT

JOB SUMMARY

The purpose of the Sunday School is to win men, women, young people and children to Christ, and to instruct them in the Christian life through the teaching of God's Word. An administrative head is needed to direct this organization in fulfilling this purpose and the Sunday School Superintendent serves in this capacity.

DUTIES

1. Faithfully attend all church services; Sunday morning and evening, midweek and other special services.
2. Be progressive, having an alertness to new ideas and methods.
3. Be enthusiastic, giving inspiration to the entire school
4. Be devoted to people, having concern and interest for children, young people and adults. (If unsure, reconsider the position.)
5. Be prompt and regular in attendance (46 Sundays of the year, and at least 15 minutes ahead of opening time).
6. Take advantage of opportunities to up-date knowledge by attending seminars and workshops, etc.
7. Read church bulletins, newsletters, books, periodicals, and other Christian Education materials to be informed of local church events, denominational activities and latest professional methods.
8. Meet regularly with pastor for evaluation, development, and improvement.
9. Responsible for planning meetings.
 - a. Periodic organized meetings with Sunday School staff.
 - b. Leadership training, workshops, seminars.
10. Cooperate with special denominational emphases.
11. Do advance planning for the year's activities.
12. Project enrollment and attendance goals and share with staff.
13. Stress evangelism in the Sunday School.
14. Implement a program of outreach—community census, regular teacher visitation and other ministries.

15. Give oversight to teachers, seeing that they have proper equipment (chairs, tables, aids, space, etc.).
16. Recruit workers, discuss job descriptions, provide substitutes where necessary, counsel with teachers, and be alert to activities of entire school.
17. Give oversight to purchasing approved teaching materials.
18. Promote good home/church relationships.
19. Observe and evaluate work of staff members.
20. Be happy!

ORGANIZATIONAL RELATIONSHIP

Although elected by the church, the Sunday School Superintendent works cooperatively and closely with the pastor and the Board of Christian Education. He/she is responsible to the pastor and the LBA.

QUALIFICATIONS

The Sunday School Superintendent shall be a dynamic Christian and be a faithful attending and supporting member of the local church. He/she should be a recognized leader in the church, understanding the ministry of the Sunday School and having experience in teaching. He/she definitely should have administrative ability and be in complete harmony with the doctrine and policy of the Wesleyan Church

SAMPLE JOB DESCRIPTION SUNDAY SCHOOL TEACHER

JOB SUMMARY

Since the purpose of the Sunday School is to reach people for Christ and teach them the truths of God's Word, the Sunday School teacher is the key individual in seeing this purpose fulfilled. His/her task is that of providing meaningful learning experiences for students so they can explore new meanings, feelings, and actions within a supportive climate. He/she opens doors so that others will see opportunities that are new and realize potentials within themselves of which they are not aware.

DUTIES

1. Faithfully attend all church services; Sunday morning and evening, midweek and other special services and maintain a daily personal devotional life.
2. Have a genuine concern for people.
3. Teach for change in lives of class members.
4. Be regular in teaching class (46 Sundays of the year.)
5. Be prompt in attendance, at least 10 minutes ahead of opening time for prayer, meeting class members, etc.
6. Be concerned about class, contacts made in times of crisis, need and for special observances.
7. Visit in homes of class members at least twice annually.
8. Use approved teaching materials.
9. Participate in staff meetings.
10. Cooperate with other teachers and entire church program.
11. Seek to lead pupils to Christ and train them to reach others.
12. Encourage class members to serve Christ.
13. Notify superintendent if unable to teach the class.
14. Cooperate in special denominational Sunday School enlargement programs.
15. Keep accurate attendance records.

16. Use a variety of teaching methods, including new methods.
17. Take advantage of opportunities to update knowledge, such as leadership training courses, workshops, seminars, etc.
18. Know age group characteristics of class.
19. Read church bulletin, newsletters, periodicals, and other related Christian educational materials to be informed of local church events, district and denominational activities and latest professional methods.
20. Evaluate class sessions, teaching methods, etc.
21. Keep Superintendent informed of activities of class absences, problems, conversations, necessary instructional aids needed, etc.

ORGANIZATIONAL RELATIONSHIP

The Sunday School teacher is directly responsible to the Superintendent of the department in which he/she serves.

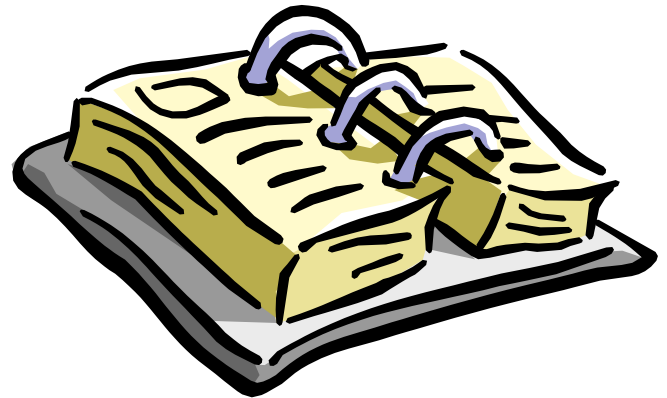
Budgeting Time Wisely

The examples can be used or the supervisor may have a pattern he/she wants to use. The idea is to help the student plan a realistic time log in the first week.

At the end of the week the student and supervisor will go over the log to make adjustments. The second week and the weeks to follow should show improvements as to how time can be managed. We can all improve ways we spend our time.

Time log should include:

- Church time – office hours (study time)
 - appointments with people
 - visiting
 - recreation/exercise
- Personal time – day off (take one)
 - family time
- Spiritual time – devotions
 - prayer time
 - etc.



Supervised Ministry – Completing written assignments and reports
 Reading requirements for this and/or other classes being taken

Student's Ministry Log-

The Ministry Log is a good tool for students to evaluate how they are doing with their time. First week keep a time log of how you are spending your time. Start with the time you get up until the time you go to bed. Try to do this hour to hour. The purpose of this is to find out how you are spending your time. You must be as accurate as possible in order to make realistic adjustments. This will take about three weeks to get a good picture of your log. First week will be how you are presently spending your time.

Second week will be a log with adjustments made by you and your supervisor. Third week will see if the new time suggestions are working or if there needs to be another adjustment. When the schedule is put together so that it works for you and your supervisor, you will want to stay with it. The idea of the log is not just for the course, but to help make adjustments though-out life. The supervisor may ask during the months to come, to see the schedule or ask

questions about it during the weekly meeting time. Things will happen to alter the best-laid plans. This is truer in the ministry than any other work force. This is why it is important to have a schedule, but also be flexible when necessary. Wisdom comes into play to know when you should change the schedule and when to stick with it.

Time management:

The student should know how to:

Set up a calendar for long range planning. Example: the 1st year of this plan should include: church dates, CE dates, children's special dates, teens' special dates, adult's special dates, weddings, showers, etc. (Make an example.)

There are several different types of people who need help in time management.

- 1) One is the person just starting in the ministry. This person may be single or married, with or without children. They may have lots of energy, spend most of their time at the church or with church people, and want to see the church grow. They may not see the need to take a day off. Since the couple spends time together at the church, they may see no need to have time alone.
- 2) Family in the ministry—The pastor may expect the family to understand why attending ball games, school functions, or other events that family attends can't be worked into his schedule.
- 3) Balance—A person that knows how to make half the work so that there is a good pattern of work and play.
- 4) The secret to this is to start in the beginning of your ministry to pace yourself.

These are certain elements that need to be set up:

- 1) A day off—when in a solo church this can change. The pastor may need to go to the hospital on the regular day off, but this just means another day is taken. The board and church need to know what day this is.
- 2) There need to be regular church office hours when the pastor can be reached in the office.
- 3) After-hour calls— answer machines that can be checked after hours are great to screen calls.

Suggestions for being off:

Make the time off count. Some pastors take Monday off because Sunday is so draining. This really may not be the best day off. This is not always best for the rest of the family. The spouse may be at work and children in school.

Look at how many evenings take you past the bedtime of the children. Maybe a day and a half is better so there is an evening home and a full day. Find a time away that works with your family or will help to set a standard for when you have a family and the church.

Meeting time with student

Time log Ministry duties (written description) of what has been done.

Outlines of teaching/preaching preparations.

These will bring out strength and weaknesses that can be worked on for the next session. Use the calendar I gave as an example to show your schedule at a glance.

Evaluating Ministry

The topics should be planned out week by week so the supervisor and the student know what they will talk about each week when they meet. This can be changed as the need arises. One of the

topics that was thought to be important may not need to be discussed, while something else may surface that needs to be added. The idea of this course is to help answer the questions the student is asking. To evaluate properly, let the student report what he/she understood the assignment to be and what he/she did to accomplish the assignment. Affirm what was done and then make suggestions as to what might help make things better. There are some ministries that are better learned by doing together. Hospital, shut-in, visitation. These can be evaluated by the supervisor after the visit.

(EXAMPLE)

Ministry Log - October 2

7:00 Rise, shower, breakfast
8:00 Devotions
8:45 Midweek preparation
10:00 Church errands
10:45 Theological reading - I am trying to prepare for a graduate course I will take in theology in January. The reading is very stimulating and challenging. It is helping me to keep sharp theologically while living in the daily routine of pastoral ministry.
12:00 Lunch
1:00 Calling - I spent about two hours with the Church Treasurer this afternoon. The financial picture of the church is certainly not bright. We will need to take some immediate steps to cut costs wherever possible. In addition, of course, we must develop a broader base of support by growing in the number of giving units. Other calling was on the older people of the church who are home in the afternoon. They want the pastor to visit in their homes, and the building of relationships is important.
4:00 Study
5:00 Supper
6:00 Final preparation for Bible study
6:45 To midweek Bible Study - Bible study was a bit of a challenge tonight. Old Mr. Johnson (87) got started telling us about his neighbor and I thought we would never get back to the study. Twice I thought I had succeeded in bringing the topic back to the fore, but he managed to get it back to this fellow again! As a matter of fact, everyone seemed to have their own topic. We didn't get far with the study, but sometimes there is ministry in letting people talk about the things that concern them. These people desperately need to become a part of each other's lives and perhaps this was the night to facilitate that kind of interaction.
9:00 Reading, relaxation
11:20 Bed

These logs are to be used between you and your supervisor. They are not to be sent to the supervised ministry instructor or the district coordinator of supervised ministry.

Sample Calendar Time Log: This is a sample calendar, which can be used by the student to mark important dates in the supervised ministry period. The student may choose to use a daytimer type calendar or a PDA.

Week one of this trimester begins _____.

Week seventeen concludes _____.

Time log to submit in weekly meeting. Make adjustments as suggested by supervisor.

Log	Sun	Mon	Tue	Wed	Thu	Fri	Sat
(1)	1 Jan	2	3	4	5	6	7
(2)	8	9	10	11	12	13	14
(3)	15	16	17	18	19	20	21
(4)	22	23	24	25	26	27	28
(5)	29	30	31				
			Feb	1	2	3	4
(6)	5	6	7	8	9	10	11
(7)	12	13	14	15	16	17	18
(8)	19	20	21	22	23	24	25
(9)	26	27	28	29	30		
					March	1	2
(10)	3	4	5	6	7	8	9
(11)	10	11	12	13	14	15	16
(12)	17	18	19	20	21	22	23
(13)	24	25	26	27	28	29	30
(14)	31						
	April	1	2	3	4	5	6
(15)	7	8	9	10	11	12	13
(16)	14	15	16	17	18	19	

Term Evaluations Checklist

Evaluation forms are provided at the conclusion of each trimester. Things that have been completed/accomplished should be noted. Goals that have not been completed call for planning concerning how to move toward them. Here is what should be sent to the supervised ministry instructor and the district coordinator for supervised ministry from C51:



- 1. Copies of the Supervision Logs from each week. This form is found on page 4.**
- 2. The evaluation form for c51 found on the next page.**

The Supervised Ministry instructor is:

Education & Clergy Development

E-mail: westonn@wesleyan.org

Mail: Education and Clergy Development

PO Box 50434

Indianapolis, IN 46250

These should also be sent to your district coordinator of Supervised Ministry (appointed by your DBMD).

Please note: The ministry logs that are used for time management do not need to be sent to the instructor. They are to be used in your weekly discussions with your supervisor only.

Student's Trimester Evaluation Report
C51 1st Trimester

Student's Name _____ Date _____

Covers period from _____ to _____

Major activities included:

Experiences I especially enjoyed:

I learned the most from/about:

Experiences in which I felt especially inadequate:

Remember that weekly supervision sessions are expected. Your supervision log, submitted in week 16, should include log sheets for each week/session. Total supervision session time should be at least 16 clock hours.

Submit copies of your supervision logs. You may wish to keep copies of everything you mail in order to prevent possible loss, or in case there are questions later.

This report is to be filled out by the student and gone over with the supervisor.

Comments:

Signature of Supervisor

Signature of Student

Please mail this form and copies of the supervision logs for c51 to the Supervised Ministry Instructor and your district coordinator of supervised ministry.

The Supervised Ministry instructor is:

Education & Clergy Development
E-mail: westonn@wesleyan.org
Mail: Education and Clergy Development
PO Box 50434
Indianapolis, IN 46250

Second Trimester C52

NOTE: If you have not already, please be sure to read the “Supervisory Sessions Overview” on page 1 of this packet, paying special attention to the option if your supervising pastor is further than 50 miles from you.

C52 Requirements

The student should know how to:

- 1) Write policies for the church (examples)
 - a) Decision-making policies
 - b) Weddings—policy for doing a wedding
 - c) Using the facilities for a wedding
 - d) Counseling sessions for weddings
- 2) Write policies for counseling
 - a) Referral list
 - b) What are your limitations?
 - c) Time you will give your people
- 3) Plan and execute **one** of the following:
 - a) Teacher training session
 - b) Appreciation banquet for teachers or other group leaders in the church.
 - c) Another project similar in time and people involvement—assigned by the supervisor.

Projects:

- 1) The supervisor will assign the projects and work the time assignment as to when this starts and ends.
- 2) There should be a time to talk about spiritual matters to evaluate growth. The projects in this section should help to sharpen the administration skills.
- 3) Time can be spent in talking about sermon preparation, teaching Sunday School , or another assignment of teaching people.

Introduction

- 1) The student should have a project that will help him/her learn to develop policy or delegate the making of policy.
- 2) Counseling:
 - a) It is important that a student pastor find out early
 1. What are his gifts?
 2. How much time can he give a person?
 3. Time management
 - b) What kind of help can he really give?
 - c) Know when to let someone else help.
 - d) Make a referral list.
- 3) Know how to train people to have an effective ministry. Train teachers, win people to Christ, disciple new converts and leaders.

Projects (choose one to complete from this list or one designed by you and your supervisor)

These are to help the student strengthen his weaknesses, so the supervising pastor needs to assign these projects or others that will accomplish this.

a. Training sessions: 4 times a year. This could happen each time the new curriculum comes out—easy to put this on the calendar.

b. Recruiting: plan a month to study spiritual gifts during the Sunday evening services. Focus on people using their gifts to minister to the Body. The last Sunday, give people a chance to sign up for the areas they want to be involved in. Follow this up with an interview to find out where they feel their talent could be best used. The student can learn a lot by helping to plan the event and being a part of the interviews.

c. Plan a teacher appreciation banquet to say thanks to teachers who have taught during the year. Invite new people that signed up to be future teachers.

d. Plan special events, like children's musicals. The purpose of this is to reach the adults that will come to watch. When there is practice for the children, what will the parents be doing while they wait for their children? Plan for the adults as well.

How many of these will you do? Christmas/Easter? Why do these?

- To give the children something to do?
- To reach the children for Christ?
- To reach the adults through their children?
- To give the children a ministry and to reach the parents?

Make sure the student learns that all that is being done in the church has a purpose to accomplish a ministry goal.

The student needs to learn administration. Some of the responsibilities will include writing policies. The following is an example of writing policies if your church had a family life center. Help the student to learn how they go about the decision making process and the actual writing of policies for the church.

Use of the Church Family Life Center fellowship hall or classrooms.

Cleanup the room and/or fellowship hall after the event.

A checklist is provided to the person in charge of the event. They will put a team together in order to accomplish the cleaning up after the event. If there is a fee to rent the room this should be stated in the policy. If the custodian is to be paid for any assistance, this is to be stated in the policy.

Sample Checklist:

- Wipe off tables and chairs before putting them away
- Clean the floor
- Clean up kitchen (if used)
- Leave NO food
- Wipe off all counter tops
- Clean and put away all dishes
- Hang towels and dish cloths
- Clean stove
- Any leftover food to be stored in refrigerator is labeled with class and person's name

When all items are checked off, the person in charge signs and dates it and turns it in to _____.

Weddings are a little different to schedule. The calendar of events may already be filled and then a couple wants to schedule a wedding. By policy, a wedding would be one thing that would take precedence over scheduled events. This needs to be written policy, and taught to the congregation. This way when a wedding bumps an event, everyone knows how that happened and that the event will be rescheduled.

Wedding package example:

- Pastor philosophy
- How many counseling sessions before the wedding?
- When do you agree to perform the ceremony and put the wedding on the calendar? First session?
Second session?
- Outline what you will cover in each session.
- What work do you want them to do in advance and bring to the next session?
- Book list you want them to read.
- Fees—
 - Changing rooms—do you charge for use of the rooms?
 - Sanctuary
 - 1) Sound system, sound person.
 - 2) Instruments, Instrumentalists
 - 3) Singer
 - 4) Cleanup – take care of returning candles, ribbons, flowers, kneeling bench, etc.
 - 5) Put things back in place for Sunday service.
 - 6) If custodian takes care of these things, what is the fee?
 - Fellowship hall, kitchen, and changing rooms

- 1) Who is responsible for clean up?
- 2) Clean up kitchen (if used)
 - Leave NO food
 - Wipe off all counter tops
 - Clean and put away all dishes
 - Hang towels and dish cloths
 - Clean stove
- 3) If custodian does this cleaning, what is the fee?

The student should be able to put a package together that will at least help to guide a couple through all of the details of the work that goes into this event. It also keeps the pastoral staff from walking into church on Sunday and finding it set up for a wedding.

Other areas of administration may be added, depending on the supervisor. The long-range planning will help to avoid major conflicts between individuals, departments, and the over-all church.

Student's Trimester Evaluation Report C52 2nd Trimester

Student's Name _____
Date _____

Covers period from _____ to _____

Major activities included:

Experiences I especially enjoyed:

I learned the most from/about:

Experiences in which I felt especially inadequate:

Remember that weekly supervision sessions are expected. Your supervision log, submitted in week 16, should include log sheets for each week/session. Total supervision session time should be at least 16 clock hours.

Submit copies of your supervision logs. You may wish to keep copies of everything you mail in order to prevent possible loss, or in case there are questions later.

This report is to be filled out by the student and gone over with the supervisor.

Comments:

Signature of Supervisor

Signature of Student

Please mail this form and copies of the supervision logs for c52 to the Supervised Ministry Instructor (listed below) and your district coordinator of supervised ministry.

The Supervised Ministry instructor is:

Education & Clergy Development

E-mail: westonn@wesleyan.org

Mail: Education and Clergy Development

PO Box 50434

Indianapolis, IN 46250

Evaluating Ministry

Third Trimester C53

NOTE: If you have not already, please be sure to read the “Supervisory Sessions Overview” on page 1 of this packet, paying special attention to the option if your supervising pastor is further than 50 miles from you.

C53 Requirements:

Student is to:

- 1) List any books that you and your supervisor have studied together.
- 2) Report what you feel has helped you the most.
- 3) Break down the changes you plan to make.
 - a. Short range plans—starting with a month to a year
 - b. Long range—starting with a year and going to 5 years.

Introduction

The over-all task of C53 is to help the student with administration. The projects should help to lay a foundation that will continue to help the student in all areas of growth and ministry. The student should be able to project his/her ministry for the next 5 years.

Student Projects:

- 1) Share a brief summary of help you received from the books you read.
- 2) Write a report about what you learned from your supervisor that will carry over into your ministry. You can break it down into
 - a. Goals to set
 - b. Communication
 - c. Conflict managing, etc.
 - d. Take the personality test and give it to others
 - e. Give the spiritual gift test
- 3) Time management:
 - a. Break down short-range planning of events that are a part of the daily ministry duties.
 - b. Plan the special events and other activities for the year.
 1. Christmas events
 2. Easter
 3. Sunday School events to promote
 - a. Growth
 - b. Winning people
 - c. Discipling people
 - d. Starting new classes.
 4. Children’s and Youth events
 5. Men’s and Women’s ministry events
 - b) Sermon preparation
 - c) Vacation Time—include people to substitute in your absence.

Work this into a five-year plan. This is for your local church.

Student's Trimester Evaluation Report C53 3rd Trimester

Student's Name _____ Date _____

Covers period from _____ to _____

Major activities included:

Experiences I especially enjoyed:

I learned the most from/about:

Experiences in which I felt especially inadequate:

Remember that weekly supervision sessions are expected. Your supervision log, submitted in week 16, should include log sheets for each week/session. Total supervision session time should be at least 16 clock hours.

Submit copies of your supervision logs. You may wish to keep copies of everything you mail in order to prevent possible loss, or in case there are questions later.

This report is to be filled out by the student and gone over with the supervisor.

Comments:

Signature of Supervisor

Signature of Student

Please mail this evaluation and the copies of the supervision logs for c53 to the Supervised Ministry Instructor (listed below) and to your District Coordinator of Supervised Ministry.

The Supervised Ministry instructor:

Education & Clergy Development

E-mail: westonn@wesleyan.org

Mail: Education and Clergy Development

PO Box 50434

Indianapolis, IN 46250



Final Evaluations

The final evaluation process may be completed any time between week thirteen and week sixteen of C53. The process includes a final evaluation form to be completed and submitted.

Student Evaluation: The evaluation form is included at the back of this *Handbook*. The student evaluation should be completed carefully, in the light of the outlined goals of the supervised ministry experience. If the student is completing only this trimester (C53) the evaluation will cover only the seventeen week period. If completing the full supervised ministry requirement (C51-C53), the evaluation must cover the entire twelve-month period. Once the student has completed the evaluation, student and supervising pastor should discuss the evaluation in a supervision session. The supervising pastor will then need to sign the form and it should be submitted (along with the c53 evaluation and the supervision logs for c53) to the District Coordinator of Supervised Ministry **and** The Supervised Ministry instructor:

Education & Clergy Development

E-mail: westonn@wesleyan.org

Mail: Education and Clergy Development

PO Box 50434

Indianapolis, IN 46250

District Coordinator's Recommendation: The district coordinator will receive and review the evaluation of the student. The coordinator will then write a letter which includes any comments on the student's supervised ministry experience and his recommendation concerning whether credit should be granted. The district coordinator's recommendation is then sent to the supervised ministry instructor for final review. The final decisions regarding the completion of the supervised ministry requirement rest with Department of Education and Clergy Development. A copy of these evaluations should be kept in the District Board of Ministerial Development's file for the student.

Final Evaluation (Student fills out and Supervisor reviews and signs)

To be completed at the end of C53.

What is the greatest lesson you learned in this trimester?

How did you learn this lesson? (Give details.)

List the areas of ministry that you were involved in. (This list should be from the list of duties your supervisor assigned.)

Based on meetings with your supervisor, what three weaknesses emerged and how are you correcting them?

What changes have you made in time management?

(Final Evaluation, page 2)

Describe conflicts you have encountered and how you feel they were resolved.

Take a recent area of ministry and develop a two-year plan that can be workable for your or could be handed off to someone else.

How have you grown spiritually through this period of time? (Please include spiritual disciplines and other areas of growth.)

I have reviewed this final evaluation with the student in a supervisory session:

_____ Supervisor

I am recommending that credit be granted for supervised ministry Yes No

Additional comments:

Send this form along with your supervision logs for c53 to the supervised ministry instructor and the district coordinator of supervised ministry.