



ANDERSON UNIVERSITY SCHOOL OF THEOLOGY

Theological Field Education Manual

Updated 4/15/2009

INTRODUCTION

The integration of the classroom experience with the practice of ministry is a major concern of the seminary. Therefore, several areas of supervised theological field education are required. With supervision from pastoral supervisors, mentors, associates in ministerial training and others in the practice of Christian ministry, students are given the opportunity to interpret, translate and integrate knowledge gained in the classroom into the practice of ministry in various ministry settings.

Theological Field Education primarily occurs in the local congregation, though many other ministry settings offer constructive contexts for supervision and mentoring. The internship program brings students together with selected pastoral supervisors for supervised assignments in pastoral work. Additional non-parish experiences are available. These are in institutional chaplaincies, national parks ministries and urban ministries. In these contexts, students lessen the distance between the classroom and the practice of ministry.

PLACEMENT REQUIREMENTS

The TFE program is designed to make a variety of settings for ministry available for the student. Our goal is for you to find the area of ministry that will best use your particular mix of spiritual gifts, as well as help you to achieve your ministry goals. TFE may be done either in the local church setting or in non-traditional forms of ministry. The seminary requires that your TFE experience be done in behalf of and as a part of a Christian community that provides both support and accountability. In order for an arrangement to qualify for your TFE, the following elements of your learning covenant must be established:

- 1. A written contract for your services and learning goals, which will include:**
 - a. Exposure to the full range of ministry done in that setting
 - b. Involvement on a short-term basis in areas of special interest to the student (teaching a class, special task group, etc.)
 - c. Involvement with the church or agency's mission to its cultural context

- 2. A qualified supervisor, who must be able to commit to the following:**
 - a. To participate in the development of the contract for services and learning
 - b. To meet regularly with the student for theological reflection. The Seminary recognizes the need for flexibility in regard to context and schedule problems, but would expect the time to average one hour per week.
 - c. To demonstrate a model for vocational ministry
 - d. To participate with the student in the progress reports and final evaluation process
 - e. To meet the following qualifications:
 1. Supervisors must attend a Theological Field Education Event for field supervisors when made available by the Seminary.
 2. Supervisors must participate in a self-evaluation and an evaluation of the Field Education Experience.

- 3. Written progress reports and final evaluations**
 - a. Forms and instructions available online
 - b. See evaluation criteria

OPTIONS FOR ASSIGNMENT

Listed are possible areas of ministry that would qualify for the Theological Field Education Requirement. They represent a wide range of, but not all possible, ministries that are available to students. Non-traditional ministries such as chaplaincy, church plant work, etc would also be considered. If you choose a non-traditional form of ministry, you would be responsible for authorizing this work with your instructor and your supervisor to meet the requirements, and for developing a set of evaluation criteria for your work.

The areas of evaluation provided are specific to the each area of ministry and are designed to be used selectively in connection with the Learning Covenant drawn up between you and your supervisor. The purpose is to give accurate feedback on those responsibilities that are applicable to your area of ministry. The Seminary suggests that these feedback criteria are used during your regular meetings.

PASTORAL SERVICES

Areas of Ministry

Ordinances, Rites, and Preaching

DESCRIPTION: Personal and public ceremonies of the church, including baptism, holy communion, marriage, funerals and services of worship, with appropriate concern for worship and church music.

AREAS OF EVALUATION

Worship Leading

- Plans the service as an integral unit
- Uses appropriate music
- Conducts worship with confidence and dignity
- Open to experimentation
- Uses a variety of resources, both traditional and contemporary
- Cultivates an awareness of the presence of God
- Is uplifting and motivating
- Sensitive to human needs within the congregation and community

Preaching Ministry

- Thorough in preparation
- Uses sound Biblical content

- Uses sound theological content
- Relevant to personal needs of the congregation
- Uplifting and has a spiritual dimension
- Challenging and motivating
- Effectively delivered
- Sermons move toward a goal

Counseling

DESCRIPTION: When possible, entry level observation of individual and group counseling for diverse personal crises, within the perspective of the Christian gospel.

AREAS OF EVALUATION

- Competent in premarital counseling
- Competent in marital and family counseling
- Competent in hospital and illness calling and counseling
- Competent in bereavement and terminal illness counseling
- Able to listen sensitively to persons
- Proficient in helping persons grow in their relationship to God in times of stress and crisis
- Knowledgeable of referral services and willing to make referrals
- Open and non-judgmental in the counseling encounter

Pastoral Care and Visitation Ministry

DESCRIPTION: Personal visitation and other forms of sustained contact with persons in hospitals, nursing homes, prisons, or those confined to their own residence.

AREAS OF EVALUATION

- Responds immediately to need
- Calls on the sick, shut-in, and those with special problems
- Offers comfort and healing
- Listens skillfully
- Communicates supportive love
- Follows up after initial contacts
- Demonstrates an awareness of God's presence
- Involves the laity in caring ministries

Administration and Stewardship

DESCRIPTION: The coordination of the daily life of the work of the church, its professional and supportive staff, and its various boards and committees. Work with budget problems in relation to program building, management principles, group process.

AREAS OF EVALUATION

Management Ministries

- Skilled in enabling a group to establish goals
- Knows the external conditions facing the church
- Gifted in enabling a group to develop plans
- Skilled in conflict utilization and decision making
- Has effective team building and interpersonal skill
- Imaginative in solving problems
- Competent in enabling a group to evaluate performance
- Competent in volunteer personnel management at the points of recruiting, training, and supporting personnel selection is intentional in helping the congregation be indiscriminant to race, gender, national origin, and disability

Administration Ministries

- Attends to details
- Provides clear organized agenda
- Uses time of self and others effectively
- Effectively delegates work and responsibilities to others
- Provides clear directions for others
- Keeps adequate and neat records
- Punctual and attentive to appointments
- Effective in managing the internal communication network within the congregation
- Effective in external communication beyond the local church, both written and oral

EDUCATION SERVICES

Areas of Ministry

Children and Youth Education

DESCRIPTION: Oversight and development of educational experiences for youth and children, with attention to teacher training, curriculum review, resource development, and special programs.

AREAS OF EVALUATION

- Understands child, youth, and adult learning processes
- Able to diagnose needs and set goals for learning
- Able to present Christian concepts to children
- Able to present Christian concepts to youth
- Able to present Christian concepts to adults
- Able to use a variety of methods for learning
- Supportive of teachers and church school officers
- Effective in training and supervising leaders
- Knows and supports Church of God (or other denominational) teaching sources
- Effective in promoting the program and growth of the church school
- Open to experimentation and innovation
- Adept in planning education events
- Proficient in leadership training

Adult Education

DESCRIPTION: Creation of varied opportunities for adults to reflect on the Christian life and its relation to the world in which they live.

AREAS OF EVALUATION

- Able to use a variety of methods for learning
- Effective in training and supervising leaders
- Effective in promoting the program and growth of the church school
- Open to experimentation and innovation
- Adept in planning education events
- Proficient in leadership training
- Initiates the formation of small groups
- Listens well and facilitates the expression of others

- Is accepting of others
- Involves others in decision making
- Allows for differences
- Adds a spiritual dimension to the group's life
- Assists the group to do theological reflection
- Raises the justice and human rights issues

Youth Fellowship

DESCRIPTION: Religious and recreational activities enabling youth to experience personal and social relations in the exploration of the values and issues of the Christian life.

AREAS OF EVALUATION

- Effectively relates to young people and youth issues
- Relates youth issues to Gospel message and Biblical literacy
- Counsels young people and their families effectively
- Listens well and facilitates the expression of others
- Is accepting of others
- Handles conflict creatively
- Adds a spiritual dimension to the group's life
- Assists the group to do theological reflection
- Open to experimentation and innovation
- Adept in planning education events
- Facilitates both the social and spiritual needs of the group

Special Programs

DESCRIPTION: Identification of special needs and issues of the congregation and ways of meeting them through special programming.

AREAS OF EVALUATION

- Criteria for evaluation tailored to the special program
- Refer to Learning Covenant

Missional Services

Areas of Ministry

Evangelism

DESCRIPTION: Participation in activities in which the church witnesses to the gospel of Jesus Christ in the community.

AREAS OF EVALUATION

- Comfortable in one-on-one witnessing to the Christian faith
- Equips the laity to witness their faith
- Visits new residents
- Adept in leading discipleship classes for youth
- Proficient in leading discipleship experiences for adults
- Knowledgeable concerning resources for evangelism
- Has a theology for evangelism and methods appropriate to it

Social Action Ministries

DESCRIPTION: Corporate actions on specific community and world issues, designed to get at the social roots of problems.

AREAS OF EVALUATION

- Has skills in persuasion, conflict utilization, and intervention and change when dealing with social justice organizations and issues
- Spends appropriate time researching and investigating social justice issues specific to the community or area served
- Sensitive to the poor, the suffering, and the disadvantaged
- Willing to accept community responsibilities
- Proficient in interpreting Christian social principles
- Facilitates elimination of racism and sexism in our society
- Competent in relating the gospel and social justice

Community Resources

DESCRIPTION: Development of relationships with allied helping agencies and professionals as an integrating force in community life.

AREAS OF EVALUATION

- Knowledgeable in understanding and diagnosing community needs
- Aware of and skilled in relating to community organizations
- Adept in formulating and participating in strategies to meet community needs
- Has a theological foundation for involvement in community ministries and in dealing with pluralism
- Has skills in persuasion, conflict utilization, and intervention and change when dealing with community organizations and issues
- Sensitive to the poor, the suffering, and the disadvantaged
- Proficient in interpreting Christian social principles
- Facilitates elimination of racism and sexism in our society
- Competent in relating the gospel and social justice

Ecumenical and Denominational Relations

DESCRIPTION: Cooperative planning among various religious organizations; the creative use of Church of God (or other Denomination) resources and cooperation with the general church efforts

AREAS OF EVALUATION

Ecumenical Ministries

- Knowledgeable of the faith and practices of other denominations, particularly those who are adjacent to the local church
- Sensitive and supportive of the integrity of work of other denominations
- Good in communicating objectively and effectively the attitude and positions taken by other denominations
- Has an adequate theology of pluralism and ecumenical programs
- Willing and effective in participating in ecumenism
- Willing and effective in participating in ecumenical programs

- Effective in ecumenical encounters in interpreting and representing own church theology and practices

Denominational Ministries

- Knowledgeable about the church's programs
- Persuasive in promoting the church's programs
- Able to interpret and adapt programs and resources to the local church
- Effective in interpreting the missional program and opportunities of the denomination

ADDITIONAL FEEDBACK CRITERIA

Elements of Trust in Evaluating Ministry

One important issue in evaluation is the level of trust that exists between the persons who are being evaluated, doing the evaluating, and receiving the evaluation. The partners in the SOT evaluation are the supervisor, the student, and the seminary.

The elements that will make for a trust relationship are:

1. Shared ownership of the process; therefore, the recommendation is that the student and the supervisor develop an evaluation process to which they can agree.
2. Clarified expectations and realistic priorities for what the supervisor and the student are wanting to accomplish: therefore, two meetings set aside each year specifically for this purpose are requested, with the results to be put in writing on the form provided.
3. Common orientation for the pastor supervisor, and the student.
4. Adequate time together for both getting acquainted and working is beneficial; therefore:
 - a. Monthly meetings are absolutely essential
 - b. Short worship experiences that highlight common understandings and openness could be developed
 - c. Informal, non-working time is encouraged
5. Starting on a low risk level of feedback and moving to a high risk level

Feedback Criteria for Qualities in Effective Ministry

Ministry is made effective not only by knowledge and skills, but by the personhood of the minister. The following are suggested as criteria by which the specific feedback can be given to the student on the impact of personal dynamics on his/her ministry.

Self-Awareness

- Is self-evaluative
- Receives criticism non-defensively
- Receives affirmation
- Demonstrates being a secure person
- Has come to terms with the “ministerial image”
- Knows own strengths and limitations

Open to Persons

- Reaches out to persons in and outside the church regardless of race, origin, or social status
- Shares self openly with others
- Responds sensitively to the feelings of others
- Listens with patience and understanding
- Respects persons holding different opinions
- Enjoys people

Self Control

- Personal behavior is consistent with professed beliefs
- Demonstrates flexibility in responding to differing situations
- Handles conflict constructively
- Is at ease in social gatherings
- Shares self openly with others
- Handles stress effectively

Openness to Growth

- Seeks feedback
- Is continuing to develop a clear theological and biblical understanding
- Admits lack of knowledge/skill
- Learns from experience
- Plans intentionally for professional growth
- Seeks new ways to do things

Loyal to the Call to Ministry, Mission of the Church, and Denomination

- Is committed to the work of God
- Is enthusiastic about being a minister
- Is committed to the mission of the church
- Supports the program and procedures of the national church group or denomination

Organized and Intentional

- Is punctual
- Fulfills responsibilities
- Is a planner/organizer
- Is decisive
- Encourages groups to do their own planning and decision making
- Is self-initiating

Personal Faith Development

- Strives to grow in a personal understanding and relationship with God
- Reflects theologically on the church's ministry, mission, and program

Sensitive to Human Needs

- Is compassionate and caring
- Is aware of persons in need
- Is concerned about justice issues
- Is concerned about human rights issues (racism, sexism, ageism, etc.)

Trust in the Community

- Has integrity
- Manages personal finances effectively
- Regards pastoral conversation as a trust
- Recognizes the contribution of others

Integration of Professional and Personal Life

- Builds time into schedule for spouse and family
- Gives attention to personal health
- Values and uses leisure
- Provides time away from job