

MB Biblical Seminary  
4824 East Butler Avenue  
Fresno, CA. 93727

**IS 605, 606, 705, 706**  
**Supervised Ministry Experience 1, 2, 3, 4**  
**1.5 units per SME course**  
**Summer, 2005**  
**Dave Thiessen, M. Div.**  
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**Campus Mailbox: Located at the East end of the Campus Center**

## **Course Description**

SME provides participants with an opportunity for learning through experience in a congregation, agency, or school 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 reflection on ministry conferences, experience in ministry reports, and a variety of evaluative & assessment tools, including the ATS provided Profiles of Ministry Entrance and Exit instruments.

## **Course Objectives**

The primary objective of IS 605, 606, 705, and 706 is increased readiness for kingdom mission & ministry in the church & world, including growth in personal maturation, theological integration, character formation, and skill competence. The SME program seeks to accomplish this overall purpose by means of the following five goals:

- Participants explore their vocational identity, calling, and ministry focus by assuming the role of a servant-minister in the setting of a congregation, agency, or school.
- Participants 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.
- Participants develop an operational theology that supports their praxis of ministry by integrating their understanding of theology with their own ministry experience.
- Participants enhance their competency in a wide variety of ministry skills, growing in attitudes essential for effective Christian ministry.
- Participants express their faith in Jesus Christ, the church, and the world by serving as preachers, teachers, counselors, encouragers. These are all occasions to confess faith in Jesus Christ.

## **Degree Related Objectives**

IS 605, 606, 705, 706 seeks to address the following M. Div. outcomes:

Knowledge of the history and principles of biblical study and interpretation, the kingdom of God and the church, the role of denominations and parachurch ministries, the biblical qualities of maturity and leadership, the principles of healthy interpersonal relationships and communication, the resources of faith, prayer, community and worship, the principle and practice of ministry and leadership;

Appreciation of the personal application of the Bible to contemporary life, the exercise of accountability, discernment and encouragement, the ministry of the church, the influence of the church community in shaping one's life, the importance of a godly life and pleasing social qualities;

Development of the skills of creating and leading Bible studies, reflecting theologically on personal, social and philosophical issues, listening to the counsel of the laity, maintaining healthy interpersonal relationships, making logically and theologically sound decisions, communicating the faith through preaching, teaching, worship, missions and evangelism, and ministering in the local church with sensitivity.

## Required Texts

- Raymond Bystrom, Supervised Ministry Experience: 2003-'04 Handbook. MB Biblical Seminary, 2004/05. Available in FPU/MBBS Bookstore or from the Instructor on May 5th.
- Jeffrey H. Mahan, et. al., \*Shared Wisdom: A Guide to Case Study Reflection in Ministry. Abingdon, 1993.
- William T. Pyle & Mary Alice Seals, editors, \*Experiencing Ministry Supervision: A Field-Based Approach. Broadman & Holman, 1994.

\* In addition to being available at Pacific Bookshop, both new and used editions of these texts are available online at various bookseller sites.

## Course Schedule

**SME Seminar**  
**Thursday, May 5th**  
**8:30am - 4:30pm**

Required of all SME 1 students (SME 2, 3 and 4 students are exempt). SME I students cannot miss this class. Any student who fails to attend will receive an "F" for the class.

If your schedule prevents you from attending either this class or the class on the 18<sup>th</sup> of August, it is recommended that you enroll in SME I in the Fall '05 semester.

In preparation for the Class please read Experiencing Ministry Supervision and Shared Wisdom and familiarize yourself with the SME Handbook.

The day-long class will be divided into 7 sections as follows:

**Session One    Introducing Supervised Ministry Experience & Designing Learning Covenants**

Preparation: Bring a completed proposal form (see SME Handbook p.62ff) and a rough draft of your learning covenant (see SME Handbook for samples covenants and a reproducible outline).

**Session Two    Initiating Supervisory Conferences**

Preparation: Bring a list of the tentative dates of your anticipated sessions with your supervisor for Summer 2005 semester, emphasis on “tentative.”

**Session Three            Keeping a Ministry Journal & Securing Lay Mentors**

**Session Four            Writing Cases Studies**

**Session Five            Evaluating Ministry Experience**

**Case Study Conference**  
**Thursday, August 18th**  
**8:30am to 4:30pm**

Required of SME 1, 2, 3 students (SME 4 students are exempt). Students enrolled in SME 1,2, or 3 cannot miss this class. Any student that fails to attend will receive an “F” for the class

NOTE: All SME 1, 2, & 3 students are required to submit a case study to the instructor by **Monday, July 18th, 2005** (email it, or better yet place a hard copy in the instructor’s mailbox at MBBS). You are expected to use the case study format presented in the SME Handbook.

NOTE: SME 2 students will have an opportunity to volunteer to facilitate the discussion of a peer case for extra credit. Cases will be distributed to the volunteers in class on August 18th and they will be given a minimal amount of prep time while the class continues.

## Course Requirements

1. (FOR SME ONE ONLY) Completion of a **Supervised Ministry Experience Proposal**, signed by the student, the proposed supervisor, and SME Director. Complete the SME Proposal no later than May 5 and submit it to the instructor who will then orient the participant's proposed supervisor to the SME program.

**Due Date: May 5, 2005.**

2. Completion of **at least ONE semester in a church-related social agency**. All Master of Divinity students beginning their program in the fall semester of 2004 or later will be required to complete ONE semester of SME in a church-related social agency (Note: this requirement does not apply to MDiv students beginning their program before the fall of 2004). This course requirement can be met during any of the four required semesters of SME.

3. Completion of **SME Seminar** by SME 1 students. The syllabus outlines the content of the seminars that is designed to prepare participants for each of the three semesters of the SME experience. Attendance at the seminars is required; it is not optional.

**Class Date: May 5, 2005.**

4. Participation in the **Case Study Conference Seminar**. 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 Shared Wisdom in advance of the conferences.

**Class Date: August 18, 2005.**

5. 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 Dates: Rough Draft - May 5, 2005; Final Draft - May 19, 2005.**

6. Completion of a self-referent **Case Study** for the Summer 2005 semester. 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 Date: Monday, July 18, 2005.**

7. 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 at the conclusion of the summer semester. Journals must contain a minimum of 7 entries. It is expected that each entry will be about 500 words.

**Due Date: Thursday, August 18, 2005.**

8. 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 in the instructor's mailbox.

**Due Date: Thursday, August 18, 2005.**

9. 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. Also, a minimum of **5 summaries of your sessions with your supervisor** (see SME Handbook for samples) together with the student's account or report of the supervisor's feedback are to be submitted at the conclusion of the semester.

**Due Date: Thursday, August 18, 2005.**

10. Completion of the **Supervisor's Report/Evaluation**. At the conclusion of the Summer 2005 semester, the supervisor completes the Supervisor's Evaluation form which is first signed by the student and then submitted to the SME Director. Again, it's the participant's responsibility to provide the supervisor with an addressed & stamped envelope for the supervisor to mail to the instructor's office.

**Due Date: Thursday, August 18, 2005.**

11. Completion of the participant's **Self-Evaluation**, including the **Issues in Evaluation** exercise. See the SME Handbook for first semester self-evaluation forms & page 48 for issues in evaluation.

**Due Date: Thursday, August 18, 2005.**

12. Completion of the following **Required Readings**: SME Handbook 2004/05, Shared Wisdom, and Experiencing Ministry Supervision. Submit a one page Reading Log (SME 1 only).

**Due Date: Thursday, May 5, 2005.**

### **The following requirements apply to SME 4 students only**

**Note:** In addition to serving in the setting of a church, school, or social agency, SME 4 students are required to complete the following requirements. SME 4 students are NOT expected to complete requirements #1 to #12 listed above. And please note that graduating students may have a deadline that is earlier than the dates listed below.

**13. Global Evaluation.** This two page (single spaced) reflection paper gives the student an opportunity to consider their overall SME experience. The format is as follows:

- i. Briefly describe two key events and the ministry lesson(s) learned from them.
- ii. Briefly reflect on 1-2 concrete ways in which your ministry experience could have been enhanced.
- iii. Describe how you plan to continue the learning experience.

**Due: Thursday, August 18, 2005**

**14. Resume/Curriculum Vitae.** Prepare a two-three page resume. Students are encouraged to design a resume format that reflects their own ministry style and goals. A sample will be placed in the student's Campus Mail Box by May 15, 2005.

**Due: Thursday, August 18, 2005.**

**15. First Year of Ministry Paper.** This may be an act of imagination for some of you. You are expected 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 (single spaced) sketch of your first year in ministry. (Samples of this assignment will not be provided so as to encourage individuality and creative expression!)

**Due: Thursday, August 18, 2005.**

**16. Philosophy of Ministry.** You are expected to write a 4-5 page (single-spaced) philosophy of ministry paper that reflects your theological convictions about Christian ministry and how you will function as Christ's servant in your ministry context. The instructor will provide a set of guidelines for writing a philosophy of ministry paper as well as an example (See your campus mail box after May 15, 2005). You are encouraged to write a paper that you can present to a prospective church and/or employer. Footnotes and/or endnotes are not necessary.

**Due: Thursday, August 18, 2005.**

**17. Ministry Discernment.** You will participate in a discernment process that includes several persons who are capable of giving you honest feedback about yourself and your ministry potential. *See the Registrar Lori James as soon as possible for a set of discernment instructions. You cannot graduate from MBBS without completing this assignment.* Note: While the SME instructor will grade your discernment report, this piece of SME 4 is not administered by the SME instructor.

**18. Doctrinal Statement.** This is an optional assignment. You may choose to complete your denomination's doctrinal questionnaire as part of this course. Keep in mind, that this exercise is required for licensure or ordination by the churches of the MB conference. Extra credit will be granted to students who complete their doctrinal statements in a satisfactory manner. Students choosing to complete this assignment are expected to contact their Denominational headquarters to obtain the appropriate forms. After completing the forms, students are to provide the instructor with a complete photocopy.

**Due: Thursday, August 18th, 2005.**

## Course Grading

The grade for the course is a letter grade. Late assignments will be accepted, but the grade will be reduced by 1/2 grade for each late day (for example, an A paper will be reduced to a A- if late one day, etc.). Also, you cannot miss either the one day seminar or the one day case study conference. Failure to attend either results in an “F” grade for the course. The relative weight for course assignments will be as follows:

<u>SME 1,2, &amp; 3 Students</u>	
Completion of Learning Covenant	15%
Completion of Case Study	25%
Completion of Bi-Weekly Journals	15%
Lay Mentor Team & Supervisor Reports	10%
Supervisory Conference Summaries (5)	20%
Self-Evaluation/Issues in Evaluation/Log	<u>15%</u>
	100%
 <u>SME 4 Students ONLY</u>	
SME Global Evaluation	15%
Resume or CV	15%
First Year of Ministry Paper	20%
Philosophy of Ministry Paper	30%
Ministry Discernment Report	<u>20%</u>
Total	100%

1. MBBS is committed to the use of non-discriminatory language in both class and assignments. Please refer to the resource guides available on the information racks for further information.
2. MBBS academic policies are described in the *Academic Handbook*, which is updated annually. The handbook includes policies on extensions for incomplete work, academic integrity, non-discriminatory language, academic appeals, etc. Students are expected to be familiar with MBBS academic policies and to follow them. Copies of the *Academic Handbook* are available on the MBBS website, [www.mbseminary.edu](http://www.mbseminary.edu).

## Course Time Investments\*

1.5 Units

Experience in Ministry (about 8 hours per week)	120 hours
Reflection on Ministry (3/5 hours per week)	80 hours
Seven Case Study Conference	10 hours
Seminar	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
Preparing Supervisor Session Summaries (5)	10 hours
Self-Evaluations	<u>2 hours</u>
Approximately	85 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 605/606/705/706

**Supervised Ministry Experience 1, 2, 3, 4**

Summer 2005

Dave Thiessen, M. Div.

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

The following list of requirements applies only to the Spring 2005 semester of  
SME  
1, 2, 3,  
and 4.  
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.

- Seminar (SME 1 only)
- Case Conferences required (SME 1, 2, 3 only).
- Learning Covenant (15% - SME 4 exempt)
- Case Study (25% - SME 4 exempt)
- Seven Bi-Weekly Journal Entries (15% - SME 4 exempt)
- Five Supervisor Conference Summaries (20% - SME 4 exempt)
- Supervisor's Report & Lay Mentors' Report (10% - SME 4 exempt)
- Self Evaluation/Issues in Evaluation/Reading Log (15% - SME 4 exempt)

**NOTE:** SME 4 Checklist only.

- Global Evaluation

- [ ] Resume or CV
- [ ] Philosophy of Ministry Paper
- [ ] Ministry Discernment Report
- [ ] First Year of Ministry Paper