

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
 Fall, 2005
Raymond Bystrom, D. Min.

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 conferences, experience in ministry reports, and a variety of evaluative & assessment tools, including the ATS provided Profiles of Ministry Entrance and Exit instruments.

Special Note:

Master of Divinity students are expected to complete SME 1, 2, 3, & 4. However, M. Div. students who have received 3 units of Advanced Standing in SME (see Academic Handbook) are expected to complete SME 1 and SME 4 (3 units of credit).

M.A. in Christian Ministry students are expected to complete SME 1 and SME 4 (3 units of credit). Also, advanced standing in SME is not available to MA Christian Ministry students.

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:

1. 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;
2. 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;
3. 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 O. Bystrom, *Supervised Ministry Experience: 2004-'05 Handbook*. Self-published, 2005. Available in FPU/MBBS Bookstore only.

- Raymond O. Bystrom, *Slices of Ministry: The Case Study Method of Teaching and Learning*. Self-published, 2005. Available in FPU/MBBS Bookstore only.

Course Schedule

SME Seminar

Seven Mondays, August 29 to December 12 (No Class on
September 5)

11:30 a.m. to 1:00 p.m.

Required of all SME 1 students (SME 2, 3 and 4 students are
exempt)

Session One **Introducing Supervised Ministry Experience**

Preparation: In advance of the seminar session, please purchase an SME Handbook 2004/05 and acquaint yourself with its content. Also, acquaint yourself with the IS 605, 606, 705, 706 syllabus for Fall 2005, especially the list of course requirements.

Session Two **Designing Learning Covenants**

Preparation: In advance of the class session, please read the appropriate chapter in the SME Handbook on learning covenants. Also, bring a "rough draft" of a tentative learning covenant for Fall 2005. It is not necessary to have your supervisor's signature on the "rough draft."

Session Three **Initiating Supervisory Conferences**

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

Session Four **Keeping a Ministry Journal**

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

Session Five **Securing Lay Mentors**

Preparation: In advance of the class session, please read the SME Handbook section on securing lay mentor teams (pp. 33-36). Also, submit a tentative list of at least three persons who could act as your lay mentors in your placement site during the Fall 2005 semester (emphasis on "tentative list").

Session Six **Writing Cases Studies**

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

Session Seven **Evaluating Ministry Experience**

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

Case Study Conferences

Six Mondays, November 7 to December 12

11:30 a.m. to 1:00 p.m.

Required of SME 1, 2, 3 students (SME 4 students are exempt)

NOTE: All SME 1, 2, & 3 students are required to submit a case study to the instructor by **Friday, October 28, 2005** (email it to me, or better, place a hard copy in my MBBS mailbox). You are expected to use the case study format presented in *Slices of Ministry*. Students who are asked to present their case study during one of these six Mondays must select a facilitator for their case study conference one week in advance of the conference (see *Slices of Ministry*, 70-89).

Case Conference #1. Presenter: _____
Facilitator: _____

Case Conference #2. Presenter: _____
Facilitator: _____

Case Conference #3. Presenter: _____
Facilitator: _____

Case Conference #4. Presenter: _____
Facilitator: _____

Case Conference #5. Presenter: _____
 Facilitator: _____

Case Conference #6. Presenter: _____
 Facilitator: _____

Course Requirements

1. Completion of a **Supervised Ministry Experience Proposal**, signed by the student, the proposed supervisor (including his/her Social Security number), and SME Director. Complete the SME Proposal no later than September 9 and submit it to the instructor who will then orient the participant's proposed supervisor to the SME program. Proposals are due for each and every semester of SME even if you use the same supervisor for your entire SME experience. **Due: September 9, 2005.**
2. Completion of the **Profiles of Ministry, Stage One** (normally completed in the fall semester of your first year at MBBS) **and Stage Two** (normally, completed in the fall semester of your final year at MBBS), including interview, casebook, field observer and group or individual interpretation sessions. You signal the completion of this requirement by submitting your **Intentional Growth Form and Reflection Essay** to Raymond Bystrom by email robeltb@aol.com By January 15, 2006, you will receive a packet with your Profile of Ministry included. **Due: March 15, 2006**
3. Completion of ONE semester in a church-related social agency (e.g., VORP, World Impact, etc.). All Master of Divinity students beginning their program in the fall semester of 2005 are required to complete ONE semester of SME in a church-related social agency. This course requirement can be met in SME 1, 2, or 3 (but not during SME 4).
4. Completion of **SME Seminars** by all SME 1 students. The syllabus outlines the content of the seminars designed to prepare participants for each of the three subsequent semesters of SME 1, 2, & 3.
5. Participation in the **Case Study Conferences**. Peer group case study reflection conferences are designed to help participants reflect theologically upon their own ministry experiences and actions. Students are expected

to read *Slices of Ministry* in advance of the conferences. Typically, a student brings a case study to the peer group for presentation and theological reflection.

6. 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: Friday, September 23, 2005.**
7. Completion of a self-referent **Case Study** for the Fall 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: Friday, October 28, 2005.**
8. 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: Friday, December 16, 2005.**
9. Completion of the **Lay Mentoring Team Report**. See the SME Handbook for the appropriate Lay Mentor Evaluation forms. Also, it's the participant's responsibility to provide the Lay Mentor Team with an addressed and stamped envelope to be used for submitting the Lay Mentor Evaluations to the Director's office. **Due: Friday, December 16, 2005.**
10. 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 your account or report of the supervisor's feedback is to

be submitted at the conclusion of the semester. **Due: Friday, December 12, 2005.**

11. Completion of the **Supervisor's Report/Evaluation**. At the conclusion of the Fall 2005 semester, the supervisor completes the Supervisor's Evaluation form, which must be 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 Director's office. **Due: Friday, December 12, 2005.**
12. 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: Friday, December 12, 2005.**
13. Completion of the following **Required Readings**: SME Handbook 2004/05, and Slices of Ministry. Submit a one page Reading Log. **Due: Friday, December 12, 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.

14. **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. **Due: Friday, December 12, 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 sketch of your first year in ministry. **Due: Friday, December 12, 2005.**
16. **Ministry Discernment**. You will participate in a discernment process that involves several persons who are capable of giving you honest feedback about yourself and your ministry potential. The instructor will provide a complete set of detailed instructions for this process.

You cannot graduate from MBBS without completing this assignment. **Due: Friday, December 12, 2005.**

17. **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. Guidelines for completing this assignment will be provided by the instructor. **Due: Friday, December 12, 2005.**

18. **General SME Requirements.** Complete assignment # 1 & 12 as described above.

Course Grading

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

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

1. Academic Policies:

MBBS academic policies are described at www.mbseminary.edu/fresno/policies. These policies provide

guidance regarding matters such as academic integrity and plagiarism, incomplete course work, extensions, dates for changing registration, non-discriminatory and inclusive language, appeals, etc. Students are expected to be familiar with these policies and will be held responsible for adhering to them 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 the professor or consult the Registrar or Academic Dean.

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 journalizing 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.

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- Checklist of Requirements -

The following list of requirements applies only to the Fall 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 (applicable to SME 1 students only)

[] Case Conferences required (applicable to SME 1, 2, 3 students).

[] Learning Covenant (SME 4 exempt)

[] Case Study (SME 4 exempt)

[] Seven Bi-Weekly Journal Entries (SME 4 exempt)

[] Five Supervisor Conference Summaries (SME 4 exempt)

[] Supervisor's Report & Lay Mentors' Report (SME 4 exempt)

[] Self Evaluation/Issues in Evaluation/Reading Log

NOTE: SME 4 Students only.

[] Resume or CV

[] Philosophy of Ministry Paper

[] Ministry Discernment Report

[] First Year of Ministry Paper