

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
Spring 2007
Thursdays - 11:30 a.m. to 1:00 p.m.
Raymond Bystrom, D. Min.
Office Hours: By Appointment

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 as many forms of Christian ministry as possible, 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, students in the M. Div. program, who have received 3 units of Advanced Standing in SME (see *Academic Handbook*) because they have substantial prior full-time ministry experience, are still expected to complete SME 1 and SME 4 (3 units of credit).

All M.A. in Christian Ministry students are required to complete SME 1 and SME 4 (3 units of credit). Advanced standing in SME is not available to MA Christian Ministry students irrespective of the number of years of prior full-time ministry experience.

Course Objectives

The primary objective of IS 605, 606, 705, and 706 is increased readiness for participation in God's mission in the world through the church. The purpose of SME includes growth in personal maturation, theological integration, character formation, and skill competence. The SME program seeks to accomplish this overall aim by means of the following five methods:

- Participants explore their vocational identity, calling, and ministry focus by assuming the role of a servant-leaders 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, and 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: Student Handbook*. 2006 Edition. Available in FPU/MBBS Bookstore only.
- Raymond O. Bystrom, *Slices of Ministry: The Case Study Method of Teaching and Learning*. 2005. Available in FPU/MBBS Bookstore only.

- Howard W. Stone and James O. Duke, *How to Think Theologically*. Second Edition. Augsburg Fortress Press, 2006. ISBN # 0-8006-3818-2
- William T. Pyle and Mary Alice Seals (Editors), *Experiencing Ministry Supervision: A Field-Based Approach*. Broadman & Holman Publishers, 1995. ISBN#0-8054-1163-1

Course Schedule

<p>SME Seminars Seven Thursdays, 11:30 a.m. to 1:00 p.m. January 11 to February 22</p>
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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: Student Handbook. 2006 Edition and acquaint yourself with its content. Also, acquaint yourself with the IS 605, 606, 705, 706 syllabus for spring 2007 semester, especially the list of course requirements. Also, be prepared to submit an SME Proposal (see *SME: Student Handbook* for a copy).

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 the spring 2007 semester. 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 "Sample Journal Entry" in SME Handbook) 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. Also, submit a tentative list of at least three persons who could act as your lay mentors in your placement site during the spring 2007 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 section on evaluation in the SME Handbook.

Case Study Conferences
 Seven Thursdays, 11:30 a.m. to 1:00 p.m.
 March 1 to April 12

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 **Thursday, March 1, 2007** (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*.

Case Conference - Presenter: _____ Facilitator: _____

Case Conference- Presenter: _____ Facilitator: _____

Case Conference- Presenter: _____ Facilitator: _____

Case Conference - Presenter: _____ Facilitator: _____

Case Conference - Presenter: _____ Facilitator: _____

Case Conference – Presenter: _____ Facilitator: _____

Case Conference – 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 January 11 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: January 11, 2007.**
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 robelt@aol.com
3. Completion of **ONE** semester in a church-related social agency (e.g., VORP, World Impact, Community Hospital). All Master of Divinity students beginning their program are required to complete ONE semester of SME in a church-related social agency. This course requirement can be met in SME 1, 2, 3, or 4.
4. Completion of seven **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, including SME 2, 3, & 4.
5. Participation in the seven **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: Thursday, January 26, 2007.**

7. Completion of a self-referent **Case Study** for the fall 2006 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: Thursday, March 1, 2007.**
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: Thursday, April 19, 2007.**
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: Thursday, April 19, 2006.**
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: Thursday, April 19, 2007.**
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: Thursday, April 19, 2007.**
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: Thursday, April 19, 2007.**

13. Completion of the following **Required Readings**: SME Handbook: 2006 Edition, and Slices of Ministry, plus Thinking Theologically. Submit a one page Reading Log. **Due: Thursday, April 19, 2006.**

14. **Enacting the Faith**. Reports of experience in leading and/or planning a Lord's Supper service, a Christian Baptism, a Wedding Ceremony, and a Funeral Service. **Required Readings**: James D. Berkley (Editor). Leadership Handbooks of Practical Theology, Volume One, Word & Worship, pp. 339-498. All SME students are expected to gain experience in leading, planning & participating in key aspects of Christian worship (communion and baptism) as well as special services (wedding and funeral services). In addition to the above readings, students are expected to write 4 one-page descriptions of their experience in leading, planning & participating in each of these special services in the context of their placement site. **MACM** students in SME 1 must complete this assignment within two semesters so that the first two reports are **due on Thursday, April 19, 2007**. **Master of Divinity** students in SME 1 must complete it within four semesters so that the first of four reports is **due on Thursday, April 19, 2007**.

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.

15. **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: Thursday, April 19, 2007.**

16. **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: Thursday, April 19, 2007.**

17. **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 Dean of Students (Rick Bartlett) will provide a complete set of detailed instructions for this process. You cannot graduate from MBBS without completing this assignment. **Due: Thursday, April 19, 2007.**

Submit One final copy of your discernment report to the SME Director and a second copy to the Dean of Students – Rick Bartlett.

18. **Doctrinal Statement.** The completion of a doctrinal statement is a required assignment for MB students but it is an optional assignment for all other students who may choose to complete their 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 non-MB students who complete their doctrinal statements in a satisfactory manner. Guidelines for completing this assignment will be provided by the instructor. **Due: Thursday, April 19, 2007.**
19. **General SME Requirements.** Complete assignments # 1 (Proposal – only if you have changed your SME site or supervisor!) #2 (PoM-Stage Two) #12, (Self-Evaluation) #14 (Enacting the Faith) 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	15%
Completion of Bi-Weekly Journals	10%
Lay Mentor Team & Supervisor Reports	15%
Special Services Reports (4)	10%
Supervisory Conference Summaries (5)	20%
Self-Evaluation, Issues in Evaluation, Log	<u>15%</u>
	100%
<u>SME 4 Students ONLY</u>	
SME General Requirements: #1, #2, #12, #14	20%
Special Services Report (4 th)	10%
Resume and/or CV	10%
First Year of Ministry Paper	10%
Philosophy of Ministry Paper	15%

Ministry Discernment Report	10%
Doctrinal Statement – MB Students	<u>25%</u>
Total	100%

Academic Policies: Students should note that MBBS academic policies are described at <http://www.mbseminary.edu/fresno/policies>. These policies provide guidance on academic integrity and plagiarism, accommodation for disabilities, incomplete course work, extensions, dates for changing registration, non-discriminatory language, academic appeals and inclusive language. Students are expected to be familiar with these policies and to follow 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.

Course Time Investments*

	<u>1.5 Units</u>
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 Spring 2007 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.

- | | Seven Seminars (applicable to SME 1 students only)
- | | Seven Case Conferences required (SME 1, 2, 3 students).
- | | Learning Covenant (SME 1, 2, 3 students)
- | | Case Study (SME 1, 2, 3 students)
- | | Seven Bi-Weekly Journal Entries (SME 1, 2, 3 students)
- | | Five Supervisor Conference Summaries (SME 1, 2, 3 students)
- | | Enacting the Faith or Special Services Report (SME 1, 2, 3 & 4 students)
- | | Supervisor's Report & Lay Mentors' Report (SME 1, 2, 3 students)
- | | Self Evaluation/Issues in Evaluation (SME 1, 2, 3, & 4 students)

NOTE: SME 4 Students complete #1, #2, #12, and #14 above plus the following:

- | | Resume or CV
- | | Ministry Discernment Report – Copy to Dean of Students/Rick Bartlett
- | | First Year of Ministry Paper
- | | Doctrinal Statement – all MB students- optional for others.

