

Dear Ministry Site Supervisor,

Thank you for your willingness to invest in the growth of our student! By meeting with our student regularly during the course of this semester you are serving in a crucial formative role that complements what we are doing in the classroom. In addition to meeting with you regularly, the student will meet regularly during the semester with a Field Ed Reflection Group led by a faculty member (contact info for this person is at the bottom of this page).

Your supervisee may have years of ministry experience or may just be starting out – either way we believe you have an important role to play in our student’s life-long learning process.

Expectations:

- Review and sign student’s Learning Agreement.
- Plan for supervision sessions.
- Meet with student for an hour or more at least once every other week.
- Write a brief evaluation at the end of the semester.

Communication

- You will be contacted once during the semester by the student’s Field Ed Reflection Group Instructor to see how things are going.
- If at any time during the semester you would like to contact us with questions, concerns, ideas, or suggestions, we’d love to hear from you. Our contact information is listed below.

Initiative

- Pray for and with the student regularly.
- Find ways to let the student shadow you when appropriate (e.g., wedding rehearsals, hospital visitation, board meetings).
- Give the student learning opportunities outside his/her normal areas of responsibility.
- Embrace your role as mentor and developer.

We believe that Field Education provides a rich context in which the Holy Spirit continues to form and transform our students. Again, thank you for your willingness to be part of this process of forming God’s people for ministry! Feel free to contact me at any time with questions or suggestions.

Grace and peace,



Rob Muthiah, Ph.D.
Associate Professor of Practical Theology
Director of Field Education
rmuthiah@apu.edu
626-815-5464

Contact Info (to be completed by the student):

Field Ed Reflection Group Instructor: _____

Phone # and email: _____

For Site Supervisors: Topics for Supervision Sessions

What should you talk about when you get together with the student you are supervising?

Below is a list of topics to stimulate your imagination as you think about areas of discussion for your supervision sessions. You might choose topics based on your own sense of where the student needs to grow, or you might look at the list with the student and together choose topics the two of you want to cover this semester.

1. " Worship
 - a. " Planning for a series or a season
 - i. " Who does it?
 - ii. " When?
 - b. " Planning a worship service
 - i. " Ways of doing it
 - ii. " Who does it?
 - c. " Giving away leadership in a worship service
 - i. " Which parts?
 - ii. " How often?
 - iii. " How are others prepared?
 - d. " Preaching
 - i. " Planning throughout the year
 - ii. " Ways of preparing
 - iii. " Scheduling preachers
 1. " Who does this?
 2. " Who is welcome or invited to preach?
 - e. " Role of music
 - i. " Its use and purpose in your worship service
 - ii. " Pastor's relationship with music leaders
 - f. " Aspects of leading the Lord's Supper

2. " Pastoral care
 - a. " Home and hospital visitation
 - b. " How to prepare for and carry out:
 - i. " Baptisms
 - ii. " Weddings
 - iii. " Funerals
 - c. " Counseling
 - d. " Developing a team of pastoral care-givers
 - e. " Dealing with suicidal people
 - f. " Abuse reporting
 - g. " Healthy boundaries
 - h. " Dealing with difficult people and issues
 - i. " Welcoming visitors
 - j. " Leading membership classes
 - k. " Caring across cultural boundaries

3. " Church year
 - a. " The rhythms of church life
 - b. " Pastoral/preaching issues around Advent, Christmas, Lent, Easter
 - c. " Ways of dealing with cultural days of note: Mothers' Day, Fathers' Day, Memorial Day, 4th of July, Labor Day, Thanksgiving

4. " Broader community connections
 - a. " Orientation to the community: possibly tour neighborhoods, hospital, local agencies
 - b. " Reaching out to crucial community leaders
 - c. " Networking with community service groups
 - d. " Relating to the denomination
 - e. " Ministerial associations
 - f. " Ecumenical relations

5. " Mission
 - a. " Developing an identity as a missionary people
 - b. " Choosing mission priorities – saying yes and saying no
 - c. " Home culture as a missionary context
 - d. " Overseas missions
 - i. " Long-term missions
 - ii. " Short-term missions – purpose, value, problems, potentials
 - e. " Budgeting for missions

6. " Interpersonal skills
 - a. " Ways of developing the ability to communicate with others about faith and life
 - b. " Listening skills
 - i. " What are these?
 - ii. " How to develop them?
 - c. " Personal warmth and empathy
 - d. " Enjoyment of people
 - e. " Flexibility
 - f. " Motivational approaches

7. " Evangelism
 - a. " Biblical perspectives
 - b. " Culturally appropriate approaches

8. " Leadership
 - a. " Styles of leadership
 - b. " Developing others ~ identifying gifts, recruiting, and developing leaders
 - c. " Understanding church structures – formal and informal
 - d. " Navigating gender issues
 - i. " Leading mixed-gender teams
 - ii. " Understanding differing leadership tendencies and approaches
 - e. " Healthy and abusive uses of power and authority
 - i. " How do you feel about those with authority over you?

- ii. " How does the gender, ethnicity, age, or socioeconomic background of the other affect how you respond to or exercise authority?
 - f. " Conflict management
 - g. " Time management
 - h. " Change – how to initiate and navigate through; personal issues related to change
 - i. " Functioning in a non-structured environment
 - j. " Flexibility, adaptability, efficiency, and accountability
 - k. " Approaches to decision making -- who makes what decisions? why?
 - l. " Living with a sense of humor – laughing at self, at life
 - m. " Leading in diversity
9. " Administration
- a. " Running meetings well
 - b. " Strategic planning and visioning
 - c. " Finances
 - i. " Stewardship campaign
 - ii. " Budgets
 - iii. " Accountability and transparency
 - d. " Personnel policies and issues
 - e. " Personal finances and clergy taxes
 - f. " Organizational skills
 - i. " Planning
 - ii. " Prioritizing
 - iii. " Choosing between the important and the urgent
 - iv. " Delegating
10. " Personal awareness and well-being
- a. " Personal giftings and strengths
 - b. " The pastor's family
 - c. " Dealing with criticism
 - d. " Defensiveness – when and why does this arise for you, ways of processing it
 - e. " Shifting between roles – pastor, friend, spouse, parent, supervisor, etc.
 - f. " Intimacy—developing intimate relationships, appropriate boundaries
 - g. " Risk – how does the student deal with risk? when to risk?
 - h. " Authenticity and self-revelation – when and how, varying openness based on context
 - i. " Handling failure
 - j. " Dealing with depression
 - k. " Spiritual disciplines
 - l. " Dealing with stress and anger
 - m. " Dealing with insecurities
 - n. " Attending to physical health
 - o. " Healthy sexuality
 - i. " How comfortable are you with your own sexuality?
 - ii. " Relating across gender lines—comforts and discomforts
 - iii. " In relation to cultural messages and expectations
 - p. " Balancing personal and professional needs and responsibilities
 - q. " Ways of finding support

Ministry Site Information Sheet

1. The ministry site is responsible for orienting the student to the ministry site, including an explanation of any potential health or safety risks.
2. The ministry site is responsible for complying with all federal and state laws, including any applicable tax and labor laws related to the student's ministry site experience.
3. The ministry site and the university will comply with federal laws and regulations regarding non-discrimination.
4. The student is fulfilling specific requirements for field experience as part of a degree requirement. The student does not thereby become an employee or agent of the university by virtue of his or her field experience.
5. The ministry site and the university are acting as independent contractors and independent employers, so this field experience arrangement is not to be construed as establishing a legal partnership or joint venture or similar relationship between them. The ministry site understands that the student shall only look to the ministry site for any salary, workers' compensation, employee benefits, or reimbursement of expenses (if any) related to the student's work for the ministry site.
6. The university is not responsible for providing the student's transportation to and from the ministry site, or for providing the student's transportation for any of the student's duties during the student's ministry site experience.
7. The ministry site will keep confidential any student evaluations and other records of the student, and disclose such records only to university and ministry site officials who have a legitimate need to know consistent with their official responsibilities.