

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.

## Field Education Learning Agreement

The student is to turn in the Learning Agreement to his/her Field Ed. Cluster Instructor at the second meeting of the semester. The student must **keep a copy** for evaluation at the end of the semester and for his/her own use throughout the Field Education experience at HGST.

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**Student's Name** \_\_\_\_\_ **Student I.D. #** \_\_\_\_\_

Instructor: \_\_\_\_\_ # of Field Ed units taken including this one: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Degree Program \_\_\_\_\_

Street Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Phone(s) \_\_\_\_\_

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**Ministry Site Supervisor's Name** \_\_\_\_\_

Email Address \_\_\_\_\_ Phone(s) \_\_\_\_\_

Church/Organization \_\_\_\_\_

Denomination \_\_\_\_\_ # of Attenders \_\_\_\_\_

Street Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

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**Learning Goals** *(to be completed by student; attach extra paper if needed)*

Each goal should ...

- ❖ be specific
- ❖ include a strategy for attaining it
- ❖ be measurable (how many times, how well, how many people)
- ❖ be attainable
- ❖ have a target date for completion

1. Ministry skill development goals (from Ministerial Actions Checklist) and how you plan to accomplish these goals:

2. Personal development goals (spiritual/physical/emotional/moral) and how you plan to accomplish these goals:

3. Integrative reflection goals— list three or more connections you hope to explore with your site supervisor between classes, theological themes, your life, and your ministry site experience (e.g., “I want to reflect on how the doctrine of salvation discussed in my theology class relates to the way I approach young adult ministry,” “I want to discuss with my site supervisor how a theology of grace relates to church leadership,” “I want to think about how what I’ve learned in my Bible class relates to how I lead a Bible study in my church,” “I want to think more about the practical and theological issues related to this approach to pastoral counseling”):

### Ministry Responsibilities

Please list the primary ministry responsibilities that the student will have and the approximate number of hours per week allocated to each. Remember that the student is expected to spend at least **eight hours per week** in the ministry setting as part of fulfilling this unit of Field Education.

1. Ministry Area \_\_\_\_\_ hrs/wk  
Description of responsibilities:

2. Ministry Area \_\_\_\_\_ hrs/wk  
Description of responsibilities:

3. Ministry Area \_\_\_\_\_ hrs/wk  
Description of responsibilities:

(If needed, attach additional sheet with further description of ministry responsibilities.)

**Ministry Site Supervision** *(to be completed by the Ministry Site Supervisor)*

As part of the student's field ed. experience, he/she is to meet regularly with you, the Ministry Site Supervisor, for mentoring and guidance. This will preferably take place weekly for one hour, but must take place at least every other week for one hour (a minimum of eight times during a 15 week semester). In order to maximize the student's learning, these sessions should be outside of/in addition to regular full-staff meetings.

1. When/where will these sessions take place?

Day of week \_\_\_\_\_ Time \_\_\_\_\_

Dates \_\_\_\_\_

Place \_\_\_\_\_

2. I have received from the student and have read the Ministry Site Supervisor Letter.

\_\_\_\_\_  
initials

3. I have reviewed and discussed the student's Ministerial Actions Checklist and agree to collaborate with the student to provide these opportunities.

\_\_\_\_\_  
initials

4. I have reviewed the student's goals in this Learning Agreement, and at the end of the semester I will provide an evaluation from my perspective as a supervisor of how the student did in meeting these goals.

\_\_\_\_\_  
initials



### Ministry Site Supervisor and Student Commitments

1. We affirm a mutual commitment to prepare and equip the student for joining in God's ministry.
2. We agree to work together toward the learning goals stated above.
3. As part of reaching these goals, the student commits for the whole semester to work at least **eight hours/week** in this ministry context.
4. We commit to meet regularly throughout the semester as set forth above.
5. We understand that this Learning Agreement may be adjusted by mutual consent as we move through the experience. All modifications will be brought to the Field Ed. Cluster Instructor for approval prior to their implementation.
6. If questions or problems arise, either or both of us will contact the Field Ed. Cluster Instructor immediately.
7. We will use this Learning Agreement as a basis for evaluation at the end of the semester.

Your signatures below indicate that you both have read and discussed the contents of this Learning Agreement and will prayerfully work to fulfill it.

\_\_\_\_\_ Date \_\_\_\_\_  
Student (please sign *and* print your name)

\_\_\_\_\_ Date \_\_\_\_\_  
Ministry Site Supervisor

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### For Office Use

Learning Agreement Approved By:

\_\_\_\_\_ Date \_\_\_\_\_  
Field Education Reflection Group Instructor

## Evaluation of Field Education Learning Agreement

- 1. Ministry Site Supervisor's Evaluation of Student:** Please evaluate how the student did in meeting his/her goals. *(To be completed by Site Supervisor. Attach additional pages if needed.)*

We affirm that the student fulfilled the responsibilities set forth in the Field Education Learning Agreement above.

\_\_\_\_\_ Date \_\_\_\_\_  
Student (please sign *and* print)

\_\_\_\_\_ Date \_\_\_\_\_  
Ministry Site Supervisor (please sign and print)

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**For Office Use**

Evaluation reviewed and accepted.

Evaluation reviewed and rejected  
(student does not pass).

\_\_\_\_\_ Date \_\_\_\_\_  
Field Education Reflection Group Instructor