

Name: _____

Ministerial Actions Checklist

Field Education – C.P. Haggard Graduate School of Theology

Discuss with your site supervisor areas you want to experience or areas in which you want to grow. For each semester, choose at least three tasks that you want to complete. You may either choose tasks from the list below or add other tasks to the end of the list. You do not have to complete all the tasks by the time your graduate, and you may want to engage in some tasks for more than one semester.

Always remember that ministry is much more than a set of tasks, so this list addresses only one part in your formation for ministry. Your relationship with God, your character formation, your spiritual practices, and your relationships with others are critical elements not fully captured in this list.

Attach a copy of this checklist to your Learning Agreement when you turn it in at the end of the semester. Keep your original for the duration of your time in the school as you will need it for each of your Field Ed sections.

Ministerial Action	Semester and year you undertook this task	Supervisor's initials when completed
1. Help to plan a worship service		
2. Lead in a worship service by reading scripture and leading in prayer.		
3. Preach in a worship service		
4. Teach a class session or lead an activity for children under 12		
5. Teach a class session or lead an activity for youth between 12-18		
6. Teach a class session/Bible study for adults		
7. Help to recruit leaders for your church's Christian education program		
8. Organize, lead, or participate in congregational evangelistic activities		
9. Plan an educational event related to missions and/or plan a mission trip		
10. Participate in a ministry of your church that serves the poor in your area		
11. Observe or lead (with supervision) a pastoral counseling session		
12. Observe or lead (with supervision) a pre-marital counseling session		
13. Help with planning, resourcing, and leadership in your church's small group ministry		

14. Attend a wedding rehearsal and wedding		
15. Participate in planning and leading communion, dedications, baptisms, and funerals (as your church's polity allows)		
16. Practice baptizing a child and a large adult (and, if it is your tradition, an infant)		
17. Contact a first-time visitor and meet with her/him in person		
18. Visit a church member who is in the hospital		
19. Visit an elderly member who has difficulty attending worship services		
20. Visit a church member facing difficulties (e.g., marital or parenting challenges)		
21. Contact someone who has stopped attending worship and meet with him/her in person		
22. Study your church's budgeting process (include an examination/discussion of the budget with your supervisor or treasurer and sit in on a finance committee meeting)		
23. Sit in on leadership/elders'/board meeting(s)		
24. Sit in on various planning meetings (e.g., worship services, Sunday school, summer programs, missions, finances)		
25. Go on a spiritual retreat with your supervisor or other church leaders		
26. Lead/participate in a regular prayer group or prayer service		
27.		
28.		