

## 460.515 Journeying into Ministry Course Assessment and Delivery Outline

**Campuses:** Henderson, Christchurch, Manukau and DL

Semester 1&2, 2015  
NQF Level 5 15 Credits

### CONTENT OVERVIEW:

1. Introduction to Internship: Call
2. Understanding Context; Setting Objectives
3. Making the most of mentoring
4. Introduction to Strengths Finders
5. Stress management
6. Time management: boundaries and priorities
7. Self-management: recreation and renewal
8. Resource Management: Working in a multi-ethnic environment
9. Resource management: working in community with others
10. Resource management: Handling difficult issues
11. Resource management: managing social media
12. Evaluating management: Success and failure

### ASSESSMENT TASKS AND DUE DATES:

#### 1. Learning Covenant & Ministry Schedule

*Learning Outcomes* 1, 2

*Due Date* End of Week 3

*Percentage Weighting* 10%

*Length* 600 words + objectives and schedule

*NB– all learning objectives should be signed off by your on-site supervisor prior to submission*

#### Learning Covenant

Your Learning Covenant should utilise the supplied worksheet and include the following:

1. A short description of your ministry context (200 words)
2. A short description of your ministry responsibilities (200 words)
3. An explanation of your sense of call (200 words)
4. Learning objectives highlighting four ways you will seek to grow in your service to others this semester and beneath each add 2 steps that will help you in this process.  
Include at least one from each of the following areas...
  - Personal skill formation

- Knowledge of your ministry field
- Personal growth practices e.g., physical, emotional, relational or spiritual development

### Schedule

Using the template provided, designate specific time periods for your student, ministry and personal commitments for the coming semester.

*Refer to Learning Guide for worksheets and further instructions*

## 2. Reflective Practice Project: Strengths Finder

*Learning Outcomes* 3, 4, 7

*Length and Due Dates*

Phase One	500 words	End of week five
Phase Two	200 words	End of week six
Phase Three	200 words	End of week eight
Phase Four	500 words	End of week ten

*Percentage Weighting* 30%

This assignment and is designed to help you identify your strengths and to give you the opportunity to consider ways to develop these with particular reference to your ministry context and practice.

*Please Note*

- You must begin working on this assignment in WEEK FOUR in order to meet its requirements
- This assignment involves an additional course cost of approximately \$100 covering an online assessment and coaching.

Completion of this assessment will take place in four phases and includes readings, an online assessment, coaching and four journal reflections

*Refer to Learning Guide for further instructions*

## 3. Self-Care Essay

*Learning Outcomes*

5, 7

*Due Date*

End of Week Eleven

*Percentage Weighting*

35%

*Length*

1500 words

Refer to at least five texts or articles including chapters 3 – 5 of the core reader, *Preventing Ministry Failure*, in order to write an essay covering the following points.

Part A

- Define self-care
- Locate its purpose and significance for ministry
- Offer a biblical foundation for self-care

Part B

Drawing on course readings on stress management, boundaries and re-creation identify 3-5 significant self-care principles from your reading and explain their usefulness for addressing self-care concerns

### Part C

Drawing on your findings from parts A & B - respond to the points below in relation to your own internship practice:

- weigh up your responsibilities, strengths, personality and personal circumstances, in order to identify likely self-care concerns
- Create a plan that identifies at least one thing you will do to address each issue.

*Refer to Learning Guide for further instructions*

#### 4. Ministry Review (Parts A & B)

<i>Learning Outcomes</i>	1, 4, 5, 6
<i>Due Date</i>	End of Exam Week
<i>Percentage Weighting</i>	25%
<i>Part A: Length</i>	600 words
<i>Part B: Length</i>	N/A

#### Part A: Self Review

Write a summary of your semester of your practical ministry experience highlighting what has been significant learning for you through your application of the action reflection model. Include reflection on the following elements:

1. **Revisit your learning objectives** – to what extent were each of these achieved? What did you learn in relation to your field of ministry? What strengths/challenges did you discover? How did you utilise or address these?
2. What did you learn about yourself and how **your area(s) of gifting/strengths** suits your ministry practice?
3. Discuss 1-2 key learning points about your **personal need for self-care** in order to sustain mission and ministry long-term.
4. Discuss 1-2 key points you have learnt about **wise management** (from the integrative tutorials) and explain how these have assisted you in your ministry practice.
5. Identify and discuss any areas of **learning and experience needing attention** in order for you to continue to grow and develop both personally and in your ministry effectiveness.

#### Part B: Ministry Review by Mentor and On-Site Supervisor

At the end of the semester ministry review forms should be completed by both your on-site supervisor and your mentor and discussed with you prior to submission.

The two report forms and your self-review should be signed and collated by your mentor and submitted to Laidlaw by the end of exam week.

A cover sheet will be completed by your course coordinator based on both reports.

*Refer to Learning Guide for further instructions*

## CRITERIA FOR ASSESSMENT

### 1. Learning Covenant and Schedule

- Understands the nature of his/her ministry task
- Locates role within ministry context and shows appreciation of how his/her role may be shaped by this.
- Demonstrates self-awareness
- Formulates appropriate and achievable learning objectives
- Allocates time commitments realistically and appropriately
- Presentation

### 2. Reflective Practice Project: Strengths Finder

- Coverage of all four reflective phases
- Analysis and Contextualisation of strengths within ministry setting (Journal 1)
- Identifies significant insights from coaching session (Journal 2)
- Evidence of ongoing reflection on strengths in relation to a specific ministry incident (Journal 3)
- Thoughtful reflection on overall development of strengths (Journal 4)
- Presentation and clarity

### 3. Self-Care Essay

- Understanding of the principles of self-care
- Establishment of an appropriate biblical foundation
- Utilisation of course readings in identifying personal self-care concerns
- Integration and Application
- Presentation, Referencing and Bibliography

### Ministry Review

- Pursuit of personal development through goal setting and appropriate follow through
- Openness to learn from others in relation to ministry practice.
- Time management as evidenced in preparation for/management of meetings events and mentoring
- Ongoing work toward skill development in assigned area(s) of ministry practice
- Ability to communicate respectfully, clearly and effectively
- Ability to build and maintain healthy, respectful relationships
- Growth in understanding the nature and need for self-care
- Growth in understanding personal call, giftedness and strengths

## LEARNING HOURS

<b>Elements of learning</b>	<b>Learning hours</b>
Supervised Ministry Practice	96 hours
Mentoring	6 hours
Learning Covenant	10 hours
Reflective Practice Project: Strength Finders	15 hours
Self-Care Essay	20 hours
Ministry Review	<u>3 hours</u>
	<b>150 hours</b>

## **BIBLIOGRAPHY:**

### **Required Text**

Wilson, Michael Todd and Brad Hoffmann. *Preventing Ministry Failure: A ShepherdCare Guide for Pastors, Ministers and Other Caregivers*. Downers Grove: InterVarsity Press, 2007.

### **Additional Resources**

#### **Learning Covenant & Reflective Practice**

Covey, Stephen R., Roger A. Merrill and Rebecca R. Merrill. *First Things First*. New York: Simon & Schuster, 1995. 136-153.

Floding, Matthew, ed. *Welcome to Theological Field Education*. Herndon: Alban, 2011.

Hillman, George. *Ministry Greenhouse: Cultivating Environments for Practical Learning*. Herndon: Alban, 2008.

\_\_\_\_\_, ed. *Preparing for Ministry: A Practical Guide to Theological Field Education*. Grand Rapids: Kregel, 2008.

Huffman, Libby. "Managing Time: Another New Series."<sup>1</sup> Available in Moodle

Jones, Jeffrey D. *Heart, Mind, and Strength: Theory and Practice for Congregational Leadership*. Herndon: Alban, 2008.

Pyle, W. and Mary Seals, eds. *Experiencing Ministry Supervision: A Field-Based Approach*. Nashville: Broadman & Holman, 1995.

#### **StrengthsFinder**

Clifton, Donald O., Albert L. Winseman and Curt Liesveld. *Living Your Strengths: Living Your Strengths: Discover Your God-given Talents And Inspire Your Community*. New York: Gallup, 2004.

Rath, Tom and Barry Conchie. *Strengths Based Leadership*. New York: Gallup Press, 2009.

Rath, Tom. *Strengths finder 2.0*. New York: Gallup, 2007.

#### **Ministry Foundations**

Baab, Lynne. *Reaching Out in a Networked World: Expressing Your Congregation's Heart and Soul*. Herndon. Alban Institute, 2008.

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<sup>1</sup>[http://www.officearrow.com/home/articles/productivity/organization\\_and\\_workflow/p2\\_articleid/552/p142\\_id/552/p142\\_dis/2](http://www.officearrow.com/home/articles/productivity/organization_and_workflow/p2_articleid/552/p142_id/552/p142_dis/2) (Accessed 28 January 2009).

Dodd, Brian. *Empowered Church Leadership: Ministry in the Spirit; According to Paul*. Downers Grove: IVP, 2003.

Malphurs, Aubrey. *Being Leaders: The Nature of Authentic Christian Leadership* Grand Rapids: Baker Books, 2003.

Rinehart, Stacy T., *Upside Down: The Paradox of Servant Leadership* Colorado Springs: Navpress, 1998

Seamands, Stephen, *Ministry in the Image of God: The Trinitarian Shape of Christian Service*. Downers Grove: IVP, 2005.

White, Peter. *The Effective Pastor: Get the Tools to Upgrade your Ministry*. Updated. Fearn: Mentor, 2002.

### **Self-Care**

Allender, Dan B. *Leading with a Limp: Turning Your Struggles into Strengths*. First ed. Colorado Springs: WaterBrook Press, 2006.

Anderson, Ray. *Self-Care: A Theology of Personal Empowerment and Spiritual Healing*. Pasedena: Fuller Seminary Press, 2000.

\_\_\_\_\_ *The Shape of Practical Theology: Empowering Ministry with Theological Praxis*. Downers Grove: InterVarsity Press, 2001.

\_\_\_\_\_ *Living the Spiritually Balanced Life: Acquiring the Virtues You Admire in Others*. Eugene: Wipf and Stock Publishers, 2005.

Brain, Peter. *Going the Distance: How to Stay Fit for a Lifetime of Ministry*. Kingsford. Mathias Media, 2004.

Clineball, H., *Well-Being: A Personal Plan for Exploring and Enriching the Seven Dimensions of Life* (San Francisco: Harper, 1992), 3-16.

Horner, David. *A Practical Guide for Life and Ministry: Overcoming 7 Challenges Pastors Face*. Grand Rapids: Baker, 2008.

Lewis, G. Douglass. *Meeting the Moment: Leadership and Well-Being in Ministry*. Nashville: Abingdon, 1997.

Nash, Sally. *Sustaining Your Spirituality*. Cambridge: Grove Books, 2006.<sup>2</sup>

Oswald, Roy M. *Clergy Self-Care: Finding A Balance for Effective Ministry*. New York: Alban Institute, 1991.

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<sup>2</sup> eBook available for online purchase at [www.grovebooks.co.uk](http://www.grovebooks.co.uk).