



GATEWAY SEMINARY

P1121-P1122
Leadership in
Ministry Practicum

TFE Requirements

Course Requirements for P1121-P1122

P1121-P1122 is a two-semester supervised ministry practicum experience for all degrees. It will bring integration and application of the information gained from classroom study into a ministry internship accomplished in a church, parachurch ministry, or community agency. The following assignments and reports are required for the course. These assignments correspond to the assignments detailed in the syllabus. Theological Field Education (TFE) professors will have additional reading assignments and projects for their classes. Check your syllabus for additional assignments and their due dates.

REQUIRED ASSIGNMENTS IN THE FALL:

1. **Peer Reflection Group:** Students are enrolled in a weekly peer reflection group. Participation and attendance in the same group is mandatory for both semesters.
2. **Class Participation:** The student's participation and presentations are an integral part of the TFE course.
3. **Field Ministry Setting:** The course is a practicum and students are to serve in the same field setting and have the same field mentor for both semesters.
4. **Field Mentor Meetings and Reports:** Students will meet with their field mentor for at least one hour each week with reports to be completed by the field mentor and submitted monthly.
5. **Core Competencies for Ministry:** Students are to complete the Core Competency inventory for their respective degree program at the beginning of the first semester during the first meeting with their field mentor, using an interview format. This will be used to create the covenant of learning.
6. **Covenant of Learning:** Students will create a covenant or learning service agreement that describes what the student desires to learn during the two semesters. Details on the covenant creation is found on the TFE resource page.
7. **Spiritual Formation Mentor Meetings and Reports:** Students will meet with their spiritual formation mentor at least one hour per month for spiritual guidance and accountability, with reports to be completed by the spiritual formation mentor and submitted monthly.
8. **Ministry Reflection Group Meetings and Reports:** Students will enlist and train a group of four to five ministry recipients or partners to be a reflective feedback group with reports to be completed by the MRG representative and submitted bi-monthly. MACC students will meet bi-monthly with a counseling professor as their MRG.
9. **Ministry Action Contact:** Students write and present one ministry action contact (MAC) to his/her peer reflection group in the fall. Details on the MAC creation is found on the TFE student resource page.
10. **Faith Connections:** Students will initiate and develop relationships with at least three new people outside their ministry setting during the first semester with the hope that they will be able to share the gospel with them by the end of the second semester.
11. **Reading:** Students will read and be familiar with all contents of the syllabus, the TFE handbook, the seminary's TFE webpage, and additional reading of required texts. *A Guide to Theological Reflection* by Jim L. Wilson and Earl Waggoner is a required text in all sections of this class.
12. **CoursEval:** The student will complete the CoursEval by the last class of the fall semester.

REQUIRED ASSIGNMENTS DURING THE MIDTERM BREAK:

13. **270° Meeting:** The field mentor, spiritual formation mentor, and the MRG representative will meet during the Dec-Jan break for a midterm assessment of the student and their ministry. The student does not participate in this meeting. This will fulfill the student's meeting obligation with the spiritual formation mentor and MRG. Each mentor will report on the meeting in their Dec-Jan report. See below.

14. **Field Mentor Meetings and Reports:** While the 270 Meeting counts as one of the monthly meetings, students will meet with their Field Mentor three additional times.
15. **Covenant of Learning Evaluation:** During the Dec-Jan break, the student and field mentor will evaluate the covenant and if deemed necessary, make changes that will be due the first week of the spring semester. This will constitute one of the student's 3 meetings with their field mentor.

REQUIRED ASSIGNMENTS IN THE SPRING:

16. **Ministry Action Contact:** Students write and present one ministry action contact (MAC) to his/her peer reflection group in the spring.
17. **Ministry Journal:** Each student will keep a written journal of his or her activities for one full week by spring break of the spring semester. Details on the creation of the journal is found on the TFE resource page.
18. **Faith Sharing MAC:** Students will have at least one personal evangelistic encounter by the end of second semester and report the encounter in the MAC format.
19. **Core Competencies for Ministry:** Students are to open the fall Core Competency inventory at the end of the second semester with their field mentor using an interview format to reflect upon existing and new competency growth in preparation for the 360^o evaluation conference and to assist in writing the theological reflection paper.
20. **Theological Reflection Paper:** Students write a 10-page paper (12pt. Times New Roman, double-spaced plus title page) reflecting upon their TFE Experience. The student's final reflection paper will address their (1) call to and readiness for ministry, (2) assessment of core competencies that were practiced both existing and new, (3) review of strengths-weaknesses-liabilities, (4) evaluate their covenant accomplishment, and (5) reflection upon their development of theological reflection as a spiritual discipline. As the Signature Assignment Artifact for the course, the paper will be turned into the professor & mentors, and posted to the student's ePortfolio. See the Rubric in the syllabus.
21. **Field Mentor Final Evaluation:** Students will submit a final evaluation of their field mentor at the end of the second semester.
22. **360^o Evaluation Conference:** Students will schedule their final evaluation conference with the field mentor, spiritual formation mentor, MRG representative, the student's professor, TFE program facilitator, and the student. See below.
23. **ePortfolio Posting:** Students will reflect upon the competencies related to the course posting to their ePortfolio.
24. **CoursEval:** The student will complete the CoursEval by the last class of the spring semester.