



GATEWAY SEMINARY

P1121-P1122
Leadership in
Ministry Practicum

TFE MAC Creation and Process

Writing, Presenting, and Processing Ministry Action Contacts (MACs)

Five Major Goals for MACs

1. To better understand the specific ministry incident.
2. To better understand yourself as a person and a minister.
3. To better understand the other persons involved in the incident.
4. To better understand where and how God was involved in the incident.
5. To enhance your ministry effectiveness.

Tips for Selecting an Event for Your MAC

- Select a real incident from your ministry.
- Select a “critical” experience – one that was challenging, troubling, and/or is still unresolved.
- Select an experience on which you desire feedback: How did you handle it? What could you have done differently? Where do you go from here?

Tips for Writing Your MAC

- Review *A Guide to Theological Reflection*, chapter 7.
- Write your MAC in the third person – while it is your case that happened to you, do not identify yourself.
- The incident is to be confidential; use initials or fictitious names (for yourself, other people and ministry setting) and **do not include your name on the paper.** Use a title page for the MAC copy submitted to your professor.
- Your MAC should be comprehensive, yet brief (usually between two to three type-written pages).
- Include the following format for writing your MAC:

Content of your MAC:

1. Describe participants: Use fictitious names for the central characters.
2. Describe incident: Identify an event or situation on which to reflect.
3. Tipping Point: What happened that led to the critical incident within the event?
4. Initial observation: What else is a play? What was not said? What’s missing?
5. Awareness of others: Describe the feelings of others in the event?
6. Self-awareness: Describe your feelings in the event?
7. Issues: Explore what you think and what dynamics are at play. What are the issues?
8. History: Where have you experienced this before?
9. Holy: Find the contemporary theological meaning. Where is God in the event?

For your Professor:

1. The MAC with a title page plus the following:
 - a. Concluding Thoughts: What you have learned from this reflection?
 - b. Does anything need to be done now? By whom?
 - c. Has anything happened since the event occurred?

MAC Procedure in the Classroom:

1. Everyone reads the MAC.
2. Class may ask the presenter any clarifying questions.
3. The presenter shares what they want from this experience.
4. Presenter silently observes the classroom discussion.
5. Using the Reflection Loop, the class discusses and determines:
 - a. Theological – identify beliefs, align confessed & operational theology
 - i. What does the *holy* tell you?
 - b. Theoretical – identify thoughts, align them with what you know to be true
 - i. What does your head tell you?
 - c. Emotional – identify feelings, align/contrast them with the desired emotional health
 - i. What does your heart tell you?
 - d. Explore Examples, Options, Opportunities
6. Invite the Presenter back into the discussion to share.
 - a. Updates since the MAC was written.
 - b. What did you hear? Learn? Aha moments?
 - c. Does anything need to be done now? By whom?
7. Final comments by the professor.
8. Closing prayer for all persons involved.
9. Student return MAC copies to the presenter.

<h2>Sample Ministry Action Contact (MAC)</h2>

See A Guide to Theological Reflection, chapter 7.