



# GATEWAY SEMINARY

**P1121-P1122**  
*Leadership in*  
*Ministry Practicum*

## **270<sup>0</sup> & 360<sup>0</sup> Meetings**

## **TFE 270<sup>0</sup> Conference Process and Procedure**

### **Overview**

The Field Mentor, Spiritual Formation Mentor, and the MRG representative will meet and report 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.

1. Provide a forum for the mentors to have a "how's our student doing" meeting.
2. Reflect upon the student's first semester TFE experience
3. Identify issues that need to be addressed in the second semester
4. Determine collaborative and constructive feedback concerning the student's readiness to do practical ministry

### **Persons Involved in the 270<sup>0</sup> Evaluation Conference**

1. Field Mentor
2. Spiritual Formation Mentor
3. One representative from the student's Ministry Reflection Group (MRG)

### **270<sup>0</sup> Meeting Scheduling and Reporting Process**

1. While the mentors will schedule the meeting at their convenience, the student is responsible for making certain that the meeting takes place.
2. Each mentor will report independently on the 270<sup>0</sup> meeting in their Dec-Jan monthly report.

# **TFE 360<sup>0</sup> Evaluation Conference Process and Procedures**

## **Overview**

Each student enrolled in Theological Field Education will complete a 360<sup>0</sup> Evaluation Conference near the end of the course. The meeting is a one-hour session where the student is given formal feedback from his/her 360<sup>0</sup> team. The goals of the 360<sup>0</sup> Evaluation Conference are to:

1. Provide a forum for the student to receive composite feedback from his/her 360<sup>0</sup> team in a single setting
2. Reflect upon the student's overall TFE experience
3. Explore the student's strengths, growing edges, and potential liabilities in both personhood issues and ministry skills
4. Provide constructive feedback concerning the student's readiness to do practical ministry

## **Persons Involved in the 360<sup>0</sup> Evaluation Conference**

1. Conference Facilitator: TFE Director, Campus TFE Coordinator, or Regional Campus Director
2. Peer Reflection Group Leader (the TFE professor)
3. Field Mentor
4. Spiritual Formation Mentor
5. One representative from the student's Ministry Reflection Group (MRG)
6. Student

## **360<sup>0</sup> Evaluation Conference Scheduling Process**

1. The conference facilitator will provide a list of available days and times for 360<sup>0</sup> Evaluation Conferences to each TFE professor by March 1<sup>st</sup>.
2. TFE professors will share the available times with their students.
3. Students are responsible for selecting a specific time and for coordinating the attendance of their Field Mentor, Spiritual Formation Mentor, and a representative from their MRG.
4. The following assignments must be uploaded to the TFE Report System at least one week prior to the date of their Evaluation Conference:
  - Evaluation Conference Participants
  - Final Core Competencies Review with Field Mentor
  - Theological Reflection Paper
  - Field Mentor Final Evaluation of Student
  - Spiritual Formation Mentor Final Evaluation of Student
  - MRG Final Evaluation of Student
  - Student Evaluation of Field Mentor