



GATEWAY SEMINARY

P1121-P1122

Leadership in Ministry Practicum

TFE Requirements

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Specific Course Requirements for P1121-P1122

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

THESE ASSIGNMENTS ARE REQUIRED 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. Field Mentor Meetings and Reports: Students are required to meet with their field mentor for at least one hour each week with reports to be completed by the field mentor and submitted monthly.
3. Initial Core Competencies for Ministry: Students are to complete the Initial Core Competencies for Ministry 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.
4. 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 TFE student resource page.
5. 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 monthly.
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 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.
12. Class Participation: The student's participation and presentations are an integral part of the TFE course.
13. CoursEval: The student will complete the CoursEval by the last class of the fall semester and email the professor upon completion.

THESE ASSIGNMENTS ARE REQUIRED DURING THE MIDTERM BREAK:

14. 270° Meeting: 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, their ministry, and an evaluation of the first semester. The student does not participate in this meeting. This will fulfill the student's meeting obligation with the spiritual formation mentor and MRG. The student will only need 3 face-to-face meetings with their field mentor during this Dec-Jan break.
15. Covenant of Learning Mid-Course Evaluation: During the Dec-Jan break, the student and field mentor will evaluate the covenant and make necessary changes. This will constitute one of the student's 3 meetings with their field mentor.

THESE ASSIGNMENTS ARE REQUIRED 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 in the spring semester. Details on the TFE student 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. Final Core Competencies for Ministry: Students are to complete the Final Core Competencies for Ministry before the end of the second semester (with their field mentor using an interview format to reflect upon) to assist in writing the final theological reflection paper.
20. Final Theological Reflection Paper: Students are to write a 8-page paper (12pt. Times New Roman, double-spaced plus title page) reflecting upon their TFE Experience. The paper must include the following: (1) description of their calling to ministry; (2) review core competencies and share their greatest strengths, weaknesses, and growing edges; (3) evaluation of the covenant of learning; and (4) reflect theologically on how God is shaping them as a result of their TFE experience and what they learned about themselves in this experience. The completed paper will be archived in the student's ePortfolio without a title page. When the paper is submitted, the student must indicate in writing to the professor that the paper has been uploaded into the ePortfolio.
21. Field Mentor Final Evaluation: Students are responsible for submitting a final evaluation of their field mentor in the latter part of the second semester.
22. 360° Evaluation Conference: Students will schedule their final evaluation conference with the field mentor, spiritual formation mentor, the MRG representative, the student's professor, a person representing the TFE program, and the student.
23. ePortfolio Posting: Students will reflect upon five insights they have gained from the course, post to their ePortfolio, and copy the professor.
24. CourseEval: The student will complete the CourseEval by the last class of the spring semester and email the professor upon completion.

Sample Cover Sheet

GATEWAY SEMINARY
[YOUR CAMPUS]

[ASSIGNMENT/FORM TITLE GOES HERE]

Leadership in Ministry Practicum
P1121 - P1122
[TFE Professor's Name], Peer Reflection Group Leader

[Your Name]
[Student ID#]
[Date]

TFE Evaluation Conference Process and Procedures (For Courses with “In-Person” Peer Groups)

Overview

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

- Provide a forum for the student to receive composite feedback from his/her 360° supervision team in a single setting
- Reflect upon the student’s overall TFE experience
- Explore the student’s strengths and “growing edges” in both personhood issues and ministry skills
- Provide constructive feedback concerning the student’s readiness to do practical ministry

Persons Involved in the Evaluation Conference

- Conference Facilitator:
 - ✓ Director of TFE – *OR* –
 - ✓ Regional Campus TFE Coordinator – *OR* –
 - ✓ Regional Campus Director
- Peer Reflection Group Leader (TFE professor)
- Field Mentor
- Spiritual Formation Mentor
- One representative from the student’s Ministry Reflection Group (MRG)

Evaluation Conference Scheduling Process

1. The Evaluation Conference Facilitator will give a list of available days and times for Evaluation Conferences to each campus’s Peer Reflection Group Leaders (TFE Professor) by March 15th.
2. Peer Reflection Group Leaders will share the available times with the students in their Peer Groups.
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 Ministry Reflection Group.
4. The following assignments must be uploaded to the TFE Report System at least one week prior to the date of their Evaluation Conference:
 1. Evaluation Conference Participants Form
 2. Final Core Competencies for Ministry Self-Assessment
 3. Theological Reflection Paper
 4. Field Mentor Final Evaluation of Student
 5. Spiritual Formation Mentor Final Evaluation of Student
 6. MRG Final Evaluation of Student
 7. Student Evaluation of Field Mentor