



**Southern Reformed College and Seminary**  
4740 Dacoma Street, #H, Houston, TX 77092  
(713) 467-4501 ♦ admin@srsem.org

**Ministry Practicum Learning Contract**  
(To be completed before internship)

Student Name: \_\_\_\_\_ Semester: \_\_\_\_\_ Fall \_\_\_\_\_ Spring / 20\_\_\_\_\_

Title of Intern Ministry \_\_\_\_\_

Church Name \_\_\_\_\_ Church Phone \_\_\_\_\_

Church Address \_\_\_\_\_

Supervisor's Name (Print) \_\_\_\_\_ Position \_\_\_\_\_

This is an agreement between the student and a ministry supervisor that binds both parties to the mutual goals of support and commitment to each other's life and ministry.

Student's requirements:

1. I will serve faithfully on a weekly basis with a ministry at least **two hours per week for 15 weeks**.
2. I will use this opportunity to further develop my academic experience.
3. I will endeavor to become a committed and caring part of the church in which I am working.
4. I will sign and submit this Christian Service Approval Form to the Dean of Student Affairs by the first service session.
5. I will contact the Dean of Student Affairs immediately if any problems arise.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Requirements:

1. I am experienced in the area of ministry in which the student desires to serve.
2. I will consistently provide personal supervision of the student.
3. I will complete Southern Reformed's *Ministry Practicum Evaluation Form* and review it with the student prior to returning it to the Dean of Student Affairs office.
4. I will commit to the process of helping this student grow in his/her skills and love for ministry.
5. I will immediately contact the Dean of Student Affairs if any problem arises.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean of Student Affairs Signature \_\_\_\_\_ Date \_\_\_\_\_



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**Ministry Practicum Evaluation Form**  
**(To be completed after internship)**

**♦ This part to be completed by the student**

Student Name (print) \_\_\_\_\_ Semester: \_\_\_\_\_ Fall \_\_\_\_\_ Spring / 20\_\_\_\_\_

Church Name \_\_\_\_\_ Church Phone \_\_\_\_\_

Church Address \_\_\_\_\_

Supervisor's Name (Print) \_\_\_\_\_ Position \_\_\_\_\_

Title of Ministry \_\_\_\_\_

**♦ This part to be completed by the evaluator**

Evaluation is a vital way to identify strengths and weaknesses in ministry performance. For the benefit of the student, please take a moment to complete this form and **return to Southern Reformed:** attention Dean of Student Affairs. We appreciate your cooperation for the expansion of the kingdom of God. Please check the following activities in which the student has been involved during this semester.

\_\_\_\_\_ Evangelism    \_\_\_\_\_ Discipleship    \_\_\_\_\_ Lead Meetings    \_\_\_\_\_ Preaching  
 \_\_\_\_\_ Teaching    \_\_\_\_\_ Visitation    \_\_\_\_\_ Social Ministry    \_\_\_\_\_ Business  
 \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Complete the following: 5 Outstanding / 4 Excellent / 3 Good / 2 Poor / 1 Unacceptable / 0 Not Observed

**Ministry Performance**

Preparation                    5 4 3 2 1 0  
 Communication Skills        5 4 3 2 1 0  
 Completes Responsibilities    5 4 3 2 1 0  
 Working up to their Ability   5 4 3 2 1 0

**Relationships**

With Coworkers                5 4 3 2 1 0  
 With Supervisor               5 4 3 2 1 0  
 With those Ministered To    5 4 3 2 1 0  
 With the Church in General   5 4 3 2 1 0

**Personal Qualities**

Dependability                 5 4 3 2 1 0  
 Willingness to Serve         5 4 3 2 1 0  
 Responsiveness to Authority 5 4 3 2 1 0  
 Teachable Disposition        5 4 3 2 1 0

**Leadership**

Respected by Others         5 4 3 2 1 0  
 Initiative                        5 4 3 2 1 0  
 Organizational Ability        5 4 3 2 1 0  
 Judgment / Discernment      5 4 3 2 1 0

What would you consider the student's greatest strengths? \_\_\_\_\_

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What area in your opinion needs the most improvement? \_\_\_\_\_

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Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_



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## **Responsibilities of a Christian Service Practicum Supervisor**

Southern Reformed Theological College and Seminary is committed to providing a Christian education that not only involves intellectual knowledge and spiritual development but also practical application in ministry. Just as attorneys, medical doctors and other professions have internships, so Christians, to more effectively serve God, should have hand-on experience in Christian service. Jesus provided the model of equipping disciples by including practical ministry experiences as a part of their training.

Following the model, our Christian Service (ministry) practicum is designed to give the student a supervised practical application of what has been learned in the classroom into an actual a ministry setting. This allows the student to evaluate themselves in terms of their individual areas of interest and possible professional direction. Most importantly, the practicum experience provides them the opportunity to continue to develop their talents and ministry areas as they discover and validate their gifts, talents, abilities and calling from God.

### **Being a Supervisor**

Supervision is a tutorial and mentoring form of instruction in which a professional minister (mentor) monitors a student's activities in practical experiences in a ministry setting and facilitates the learning and skill development associated with such a setting. Along with monitoring and evaluating the work of the student, the supervisor themselves become a model for one seeking God's call on their life.

### **Qualification of a Supervisor**

A supervisor must:

1. ...be in good standing in their denomination or associational grouping.
2. ...be experienced in the ministry area in which the student is placed.
3. ...share a conviction that the development of the student is important.
4. ...be willing and able to spend the time necessary with the practicum student.

### **Responsibilities of a Supervisor**

1. Understand the supervisory role as one of service and be willing to complete and sign the student's Ministry Practicum Approval Form.
2. Maintain appropriate professional boundaries and ethical practices with the student.
3. Honor the ministerial formation process of a student with respect.

4. Relate to the student as a member of the team without relinquishing supervisory role.
5. Guide the student toward experiences that will encourage personal and professional development.
6. Look for opportunities in competencies to affirm in the student
7. Share with the student about the challenges and considerations ministry entails.
8. At the end of the Ministry Practicum semester complete and return by mail the Ministry Practicum Evaluation Form to the Dean of Student Affairs office.
9. Immediately contact the Dean of Student Affairs office if any problem arises.

#### 인턴십 필수사항

1. 한 학기 (15 주)에 매주 2 시간 이상 사역이 요구됨.
2. 졸업식 전 두 학기 분량의 인턴십이 필요함.
3. 인턴십 전 사역지도 담당자와 인턴이 서명한 사역계약서를 인턴이 학교에 제출함.
4. 인턴십 후 사역지도 담당자가 인턴과 사역평가 후 평가서를 담당자가 직접 학교에 제출함.