



Southern Reformed College and Seminary
Houston, Texas
academic.sracs@gmail.com

Practicum Learning Contract

Student Name: _____ Semester: _____ Fall _____ Spring / 20_____

Title of Intern's Work _____

Organization/Church Name _____ Org Phone _____

Org/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 service/ministry.

Student's requirements:

1. I will serve faithfully on a weekly basis with a service/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 organization/church in which I am working.
4. I will sign and submit this Learning Contract Form to the Academic Office by the first service/ministry session.
5. I will contact the Director of Academic Services immediately if any problems arise.

Student's Signature _____ Date _____

Supervisor's Requirements:

1. I am experienced in the area of service/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 *Practicum Evaluation Form* and review it with the student prior to returning it to the Academic Office.
4. I will commit to the process of helping this student grow in his/her skills and love for service/ministry.
5. I will immediately contact the Director of Academic Services if any problem arises.

Supervisor's Signature _____ Date _____

Director of Academic Services 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 _____

Org/Church Name _____ Org/Church Phone _____

Org/Church Address _____

Supervisor's Name (Print) _____ Position _____

Title of Service/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 Director of Academic Services. 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



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What would you consider the student's greatest strengths?

What area in your opinion needs the most improvement?

Supervisor's Signature _____ Date _____



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Responsibilities of a 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 for AA & BA / Supervised Ministry for MA and MDiv 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.



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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.

Requests to the 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 Academic Office.
9. Immediately contact the Director of Academic Services if any problem arises.