



Southern Reformed College and Seminary
26111 Beckendorff Road, Katy, TX 77493
academic.srcs@gmail.com

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? _____

What area in your opinion needs the most improvement? _____

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.