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SM 601 Supervised Ministry

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Supervised Ministry

SM601-03XL

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Fall Semester 2004

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Welcome

Welcome to ExL Supervised Ministries. Supervised ministries is a required core component that aims to bridge the gap between academic theology and ministry practice. If your ministry arena is the church then you have no choice but to be a practical theologian (if you want to be effective!). Supervised Ministry (SMin) seeks to help with your growth as a practical theologian.

Course Requirements

Master of Divinity students will take two Supervised Ministry courses for (2) credit hours each. Each student will arrange with the pastor of an approved local church to do a two, continuous-semester's placement at that church.

Supervised Ministry via ExL is comprised of two main components

1. Field Experience
2. Theological Reflection in a Reflection Seminar.

Each student will have a field placement in a local church or ministry setting in which you practice "hands-on" ministry. You will minister for at least eight hours a week for the duration of the semester under the supervision and mentoring of a qualified minister. This qualifies as your *Field Experience*.

The *Reflection Seminar* is led by a faculty seminar leader. You and other ExL students will reflect together theologically on your ministry experiences using your own self-referent case studies.

The manner in which you will reflect on a case together will be done *asynchronously*. This means that we will share thoughts that are continuous and in a logical stream even though we may communicate at different times throughout the week from widely different geographical sites. This reflection will be done through First Class Client which you received when you enrolled at Asbury Seminary. *As you will see from the schedule below, you are required to read the upcoming case study several days ahead. On Monday you will post the Case Study Preparation assignment (to the office) and then interact critically at least three times with classmates about the Case Study in the Discussion Center by Wednesday Midnight, CST.*

Note To Student Pastors

Usually student pastors are not required to have field supervisors. In lieu of a field supervisor, a student pastor will keep a dialogical journal (according to Student Pastor Handbook format located on Intranet, see Student Pastor Handbook section on journals) three days a week for the duration of the class. On the first Monday of each month journal entries are to be posted to the Professor's Office.

Assignments

1. Watch Orientation Video featuring Dr. Barbara Holsinger.
2. Post a 50 word introduction of yourself and your ministry context to the Discussion Center by September 7th by Midnight CST
3. Submit a Covenant for Learning by posting it to the Professor's Office by Sept 12th, Midnight CST. See The Supervised Ministry Handbook for details of this document.
4. Each week, prior to your participation read thoroughly the case study to be discussed that week. Complete the assignment "Reflection Seminar Preparation" to post each Monday before midnight. Guidelines for this are found in both the Student Pastor Handbook and The Supervised Ministries Handbook under the Extended Case Guidelines section and the Format for Case Studies section.
5. Prepare two case studies using the extended Case Guidelines at the end of the S.Min Handbook. One case study is to be written in the proper format and presented for class processing. The other case study is to be written in proper format and handed in to the professor for evaluation. Students will be assigned dates of their case study presentation as soon as the class roll has been finalized by the Registrar.
6. Submit a final evaluation. (This form is found in the back of the Student Handbook).
7. Submit other course completion forms as determined by the professor or the S.Min Office.

Communicating with each other

You can access the course by clicking on the SMin 601 Folder on your First Class Client Desktop. This folder will open a menu with the following options.

- **Course Center:** The Course Center contains the course materials including a welcome video, S.Min Orientation video, Video of how to write a case study, S.Min Handbook/Syllabus and necessary forms. Videos will be mailed to you via U.S. Mail. If you have not received a video by the assigned date, please email Jared Porter, exl_support@asburyseminary.edu
- **Discussion Center:** In the Discussion Center, class reflection and discussion of a case study will occur. The Discussion center is like a message center in which your reflection Seminar leader and all the class members have access to everything posted here. Do not post any private correspondence here. At the end of each week, our discussions will be saved in the Archive Center. If you want to revisit a discussion we had at any time during the semester visit the Archive Center.

- **SMin 601 Office:** The office is the Icon you may click for personal correspondence with the professor. Only your professor has access to messages sent here. Assignments and private correspondence should be sent here. No other class member is able to access anything sent to this office.
- **Chat Center:** This is the place for “out of class talk.” It is the virtual hallway where informal conversations may be held. The Chat Center is not to be use for any course related material or assignment discussion. When you end your Chat your discussion thread will automatically be deleted. Do not post anything here that you may want to revisit.
- **Resource Center:** The Resource Center holds specific links to a wealth of theological and other valuable resources and aids. By clicking this icon, you have full access to the B.L. Fisher Library and the religious and theological data bases of ATLA, EBSCO HOST and many others. Be sure you use the link of the B.L. Fisher Library and not the link from the web. Further, you have access here to your Student Information page. You register and get your grades here.

Assistance (HELP!)

The team of people who are most able to help you with any of your questions regarding EXL are listed below. Their mission is to be helpful to you. For technical and EXL administrative matters regarding this course contact the following for your particular need:

- **General questions regarding the ExL program,** email ExL_Office@asburyseminary.edu
- **Technical support,** email ExL_Office@asburyseminary.edu
- **Library research support,** contact Information Commons at Information_Commons@asburyseminary.edu
- **Library loans,** contact Dot James at Dot_James@asburyseminary.edu
- **Buying Books.** Address an e-mail to EXLBOOKS. Type in on the “address” line of a new e-mail, EXLBOOKS@asburyseminary.edu. This will send your message to our local Cokesbury bookstore on the Wilmore campus. You may also call the Cokesbury bookstore toll free at 1-866-855-8252.
- **Administrative.** If you have Smin related concerns of any kind such as, academic matters, finding a placement matched to your needs, exploring the possibility of an internship or whatever, please contact our office. Claire Williams, the Administrative Secretary, is ready to assist you. Her email is claire_williams@asburyseminary.edu. (859) 858-2224. Office hours are open for student services as follows: Monday through Friday 8:50 a.m. – 11:50 a.m. and 1 p.m. – 4 p.m.
- For questions regarding the syllabus or our course, post them to your Reflection Leader in the Discussion Center. If you have a particular question, it is likely others in the class will have a similar question and will benefit from the exchange. We want to “iron out any wrinkles” that may inhibit the learning process.

Texts

- This *SUPERVISED MINISTRY HANDBOOK* is your working guide and textbook for two semesters of field education. It serves for SM 601, SM 602, and SM 603. Therefore, it is recommended that you keep it in a separate three-ring binder, since it is not a book-bound. STUDENT PASTORS who are enrolled in SM 601C will not use this handbook but will use the handbook titled, *STUDENT PASTOR HANDBOOK*.
- An addendum of this handbook is the *EXTENDED CASE GUIDELINES* LOCATED AT THE BACK OF THE STUDENT HANDBOOK. The self-referent case study based on our *EXTENDED CASE GUIDELINES* format is the basic learning instrument for courses in supervised ministries. This addendum provides you with the model format and instruction for good case writing.
- SM 601, 602 The text *Lay Leadership for Ministry Training* is required for Courses SM 601 and 602 (not Student Pastors). This text is needed for the Pastor and Local Church Lay Committee members of the local church where you serve. Request free copies via e-mail from the S.Min. office in Wilmore via e-mail to Claire Williams or you can download the material from the Intranet.
- The text *Field Supervisors Handbook: Local Church* should be distributed to your supervising pastor to familiarize him/her with the role of supervising and mentoring pastor. (Student Pastors are exempt from having a Field Supervisor.) Copies are available from the S.Min. office or may be downloaded by clicking on “*Intranet, Students, Class Syllabi, 2003-2004, Wilmore, Fall 2003, Smin 601, 602 FS Handbook.*”
- SM 603 The text *Field Supervisors Handbook: Institutional* should be distributed to your supervisor to familiarize him/her with the role of supervising and mentoring.

Assignment Schedule

- Week 1
 - Watch Orientation Video by Dr. Barbara Holsinger (Please Contact the Supervised Ministries Office to receive the video or ask about watching it online)
 - Post a 50 word introduction of yourself and your ministry context in the Discussion Center by 9/7
 - Presentation dates for case study will be assigned early this week.
 - Covenant for Learning due 9/12
- Week 2
 - Post Case Study for 9/22 by 9/15
 - Read Case Study for 9/22
- Week 3
 - Post Case Study Preparation Assignment by 9/20
 - Interact with classmates about Case Study in Discussion Center by 9/22
 - Post Case Study for 9/29 by 9/22

- Week 4
 - Post Case Study Preparation Assignment by 9/27
 - Interact with classmates about Case Study in Discussion Center by 9/29
 - Post Case Study for 10/6 by 9/29
- Week 5
 - Post Case Study Preparation Assignment by 10/4
 - Interact with classmates about Case Study in Discussion Center by 10/6
 - Post Case Study for 10/13 by 10/6
 - Student Pastors: First set of Journals due by 10/4
- Week 6
 - Post Case Study Preparation Assignment by 10/11
 - Interact with classmates about Case Study in Discussion Center by 10/13
 - Post Case Study for 10/20 by 10/13

- Week 7
 - Post Case Study Preparation Assignment by 10/18
 - Interact with classmates about Case Study in Discussion Center by 10/20
 - Post Case Study for 10/27 by 10/20
- Week 8
 - Post Case Study Preparation Assignment by 10/25
 - Interact with classmates about Case Study in Discussion Center by 10/27
 - Post Case Study for 11/3 by 10/27
- Week 9
 - Post Case Study Preparation Assignment by 11/1
 - Interact with classmates about Case Study in Discussion Center by 11/3
 - Post Case Study for 11/10 by 11/3
 - Student Pastors post second set of journals by 11/1
- Week 10
 - Post Case Study Preparation Assignment by 11/8
 - Interact with classmates about Case Study in Discussion Center by 11/10
 - Post Case Study for 11/17 by 11/10
- Week 11
 - Post Case Study Preparation Assignment by 11/15
 - Interact with classmates about Case Study in Discussion Center by 11/17
 - Post Case Study for 12/1 by 11/17
 - NOTE TWO WEEK SPAN HERE BECAUSE OF THANKSGIVING HOLIDAY!
- Week 12
 - Post Case Study Preparation Assignment by 11/29
 - Interact with classmates about Case Study in Discussion Center by 12/1
 - Second Case study posted to professors office by 12/1
- Week 13
 - No Online Meeting (Reading Week)
- Week 14

- Turn in completed *Activity Checklist* SM601 by 12/8
- Turn in completed Learning Goals Progress Report by 12/8
- Complete Final Evaluation Form by 12/8
- Turn In Final Supervisor Final Evaluation by 12/8
- Turn in Final Lay Committee Report by 12/8
- Student Pastors: Last Set of Journal Due by 12/8

Final Note

I have taught online before, but have not taught online S.Min before. I promise to be patient with all of you if you will be patient with me. I am sure there are some things we will have to figure out as we go. I want to be available to help you in any way I can. The most expedient way to reach me is via email. I check it early and I check it often. So if you have a need, email me right away. If you want to call, you are welcome to do so. My secretary, Tiffany, will let you know if I am available or when I will be available if you want to make a phone appointment. My office hours at the Church are 8 a.m. until 5 p.m. CST and my phone number there is 662.844.3310.