Application for Supervised Ministry

Within the Greater Ohio District

*(The application must be approved and signed by the chairman of the District Board of Ministerial Development before supervised ministry begins and once satisfactorily completed must once again be signed off by the DBMD chairperson.)*

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Church of Service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have other ministry experience prior to this:

Church Position Dates Supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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In order to begin supervised ministry you must secure a supervising pastor. This pastor needs to be a seasoned ordained pastor within the Wesleyan Church. He/She must also meet the approval of the District Board of Ministerial Development. This pastor will also have to agree to the standards and expectations of this course.

Name of Supervising Pastor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position this pastor holds in the church \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(The supervising pastor’s agreement form must accompany this application.)

12 months of supervised ministry is required for all students as a prerequisite to ordination. This supervised ministry course must be completed before May of your year of ordination.

What will be the start date of your supervised ministry \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order to complete this work you must have obtained a basic ministerial license from the Greater Ohio district.

I certify that I was licensed for ministry on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand and agree with all the above statements and have obtained a supervising pastor who has agreed and filled out his/her application for supervising pastor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

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In office

Was student’s license checked: \_\_\_\_\_\_\_\_\_\_\_\_

When was student approved for this course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervising Minister’s Agreement

Each student is expected to have competencies and skills built up when they take the rite of ordination. While all pastors must be ever growing in their knowledge and skills there must be an adequate baseline for all those seeking ordination before receiving the rite. Experience is the best learning tool to gain many of the competencies required in ministry. This course seeks to provide and involve the student in as many experiences as possible to gain those competencies. We also realize that competencies are not just built by going through an experience but also seeking purposeful feedback, deep contemplation, and evaluation of the student’s performance in those experiences. This course seeks to also provide the needed feedback for students to grow in confidence in those competencies so they will be fit and ready to be ministers of the gospel.

We appreciate your willingness to act as a supervising minister to help train up the next generation of ordained pastors for service. As a district we must maintain quality standards in our preparation processes. In order to facilitate this every supervising pastor must:

* agree to the following terms and procedures listed below
* provide us the necessary information needed to help us understand your qualifications
* have the approval of the District Board of Ministerial Development to serve as a supervisor

Supervisor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Location of your service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years of service to the church \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you ordained \_\_\_\_\_\_\_\_\_\_\_\_\_

* He/She must have a pre-course meeting to establish the parameters of the course. The course overview sheet must be completed and submitted with the student’s application for Supervised Ministry.
* He/She must make adequate time available for the student. We require that the student meets with their supervisor at least once per month during the course (can be in person, by phone, or by electronic meeting).
* He/She must give honest, loving feedback and criticism to the student to help him become the best possible minister he can become.
* He/She must report to the chairman of the DBMD the student’s progression through the course.
* He/She must give or deny the student’s readiness for ordained ministry.
* The student must write a reflection paper on each chosen competency which include: truthful evaluation, concepts learned about self and ministry, plan to improve moving forward, supervisor’s reflections and insights.

If you are willing to supervise this student through this course and you agree to the above requirements, please sign and date this form:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervising Pastor’s signature Date signed

Course Planning Worksheet

In each of the six major competencies listed below the mentor will need to mark if he/she believes the student to have a basic competency in that area.

Under each major competency are individual experiences which will help lead the student to a stronger competency in that over all area. As a student has a particular experience the mentor and student must discuss the experience, evaluate the performance in that experience, possibly develop a plan for further action, and possibly repeat the experiences if the supervisor does not feel confident in the student’s ability. Once the experience is completed with satisfaction of the supervisor, the supervisor may “sign-off” by dating the experience as complete.

Please review these competencies with your supervisor and mark which ones you plan to actively work on throughout this course. You must be working on a minimum of 25 experiences over the life of this course and the highlighted competencies are not optional but required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Competency *(student must have at least 4 experiences supervised in each of the competency areas listed below, highlighted experiences are mandatory)* | Student Experienced (date) | Student & Mentor Discussed (date) | Student & Mentor developed further action plan (yes/no) | Mentor’s approval of competency (date) |
| **Personal Spiritual Development** |  |  |  |  |
| * Daily Bible study habits
 |  |  |  |  |
| * Daily personal prayer
 |  |  |  |  |
| * Daily worship
 |  |  |  |  |
| * Weekly rest (Sabbath)
 |  |  |  |  |
| * Personal spiritual growth plan
 |  |  |  |  |
|  |  |  |  |  |
| **Public Performance** |  |  |  |  |
| * Sermon preparation
 |  |  |  |  |
| * Sermon delivery
 |  |  |  |  |
| * Funeral preparation (family meeting, sermon planning, service order…)
 |  |  |  |  |
| * Ceremony planning with couple
 |  |  |  |  |
| * Officiate a wedding
 |  |  |  |  |
| * Plan and conduct a worship service
 |  |  |  |  |
| * Public/community event (prayer or speaking)
 |  |  |  |  |
| * Community ministerial participation
 |  |  |  |  |
| * Serve communion
 |  |  |  |  |
| * Special observance (Easter, Advent, memorial service… choose)
 |  |  |  |  |
| * Baptize and individual
 |  |  |  |  |
| **Spiritual Development and care of Congregation** |  |  |  |  |
| * Disciple an individual
 |  |  |  |  |
| * Develop a discipleship plan
 |  |  |  |  |
| * Preform pre-marriage counseling
 |  |  |  |  |
| * Preform marriage counseling
 |  |  |  |  |
| * Preform general counseling
 |  |  |  |  |
| * Prepare & teach a small group
 |  |  |  |  |
| * Lead a new members class
 |  |  |  |  |
| * Receive a new member
 |  |  |  |  |
| * Personal visitation (hospital, home, shut-in…)
 |  |  |  |  |
|  |  |  |  |  |
| **Leadership/Administration** |  |  |  |  |
| * Develop a mission/vision for church
 |  |  |  |  |
| * Engage in conflict management
 |  |  |  |  |
| * Lead a board meeting (develop agenda, reports, leader training…)
 |  |  |  |  |
| * Lead a committee meeting
 |  |  |  |  |
| * Conduct leadership training
 |  |  |  |  |
| * Establish a community presence through advertising (maintain a web page, Facebook, news article…)
 |  |  |  |  |
| * Recruit a new volunteer
 |  |  |  |  |
|  |  |  |  |  |
| **Church Management** |  |  |  |  |
| * Prepare a church budget
 |  |  |  |  |
| * Manage church finances
 |  |  |  |  |
| * Maintain church records
 |  |  |  |  |
| * Complete yearly district reports
 |  |  |  |  |
| * Maintain church database
 |  |  |  |  |
| * Lead a local church conference
 |  |  |  |  |
|  |  |  |  |  |
| **Evangelism** |  |  |  |  |
| * Develop a personal soul winning plan
 |  |  |  |  |
| * Lead a person to Christ
 |  |  |  |  |
| * Lead Congregational outreach
 |  |  |  |  |
| * Evangelism training for congregation
 |  |  |  |  |
| * Develop an outreach/evangelism program or plan for the church
 |  |  |  |  |
| * Lead an altar call (or a public call to spiritual action)
 |  |  |  |  |

Final Evaluation

This form along with the completed and final course planning worship sheet should be completed by the student and supervisor and then submitted to the District Board of Ministerial Development for review. The DBMD should add comments and make a recommendation concerning credit, then submit the form to Education and Clergy Development for review by the Director of Ministerial Preparation for a final decision about credit to be granted.

1. Briefly outline your primary area of ministry and other duties that you participated in during the period for which credit is requested.
2. Describe the type and extent of supervision involved in your previous situation. (How often did you meet with a supervisor? For how long? What did the supervision sessions entail?)
3. How was this ministry experience evaluated?
4. Identify at least three areas in which you believe you experienced significant personal and professional development through the supervised ministry experience. For each area, include at least two or three sentences describing what you learned. (Attach extra sheets if necessary.)
5. Describe your ability to relate to persons of various ages and types as related to your primary ministry areas during this period.
6. Briefly describe what areas, personal and professional, you feel need further attention and equipping as you engage in full pastoral responsibilities: