Mentored Ministry

GUIDE FOR STUDENTS

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SECTION ONE: INTRODUCTION TO MENTORED MINISTRY

1. The Purpose of Mentored Ministry

The mission of Westminster Theological Seminary is to be accomplished by:

1. Forming men for the ordained Gospel ministry as pastors, teachers, evangelists, missionaries, and other tasks specified by the church; and
2. Training men and women to serve Christ in Kingdom ministries other than those which require ordination.

The accomplishment of these goals outlined in the seminary’s Mission Statement requires not only classroom instruction but on-the-job training. The goal of the Mentored Ministry program is to provide this integrative experience under the supervision of experienced mentors. Therefore, all M.Div. and M.A.C. students are required to participate in the Mentored Ministry field experience program.

Wisdom integrates comprehension, competence, and character. While much attention is given to the tasks of ministry, the ultimate goal is to see our service to the Lord flow from “a learned ministry, set in the lifestyle of humble and ‘holy affection’ for Jesus Christ.”

At Westminster, Ministerial Formation is the expression used for the comprehensive preparation of an individual for ministry in His Kingdom. This can be further subdivided into the elements of Spiritual Formation and Professional Formation.

A. Spiritual Formation

Spiritual formation is “spiritual maturity.” While it is difficult to measure, the qualifications set forth for the special offices of the church (1 Timothy 3; Titus 1) are noteworthy in that only one (“apt to teach”) refers to ministry function. All of the others refer to the fruit of a godly character flowing from a vital walk with Jesus Christ.

In the national Profiles in Ministry survey, the six most sought after qualities relating to a minister’s personality were:

• Service without regard for acclaim
• Personal integrity
• Christian example
• Responsible functioning
• Positive approach
• Acknowledgement of limitations

This confirms that church members care even more about who their ministers are as much as what they can do.

Ironically, your seminary years can become a time of serious spiritual drought. Our desire is that your walk with the Lord will grow deeper and more vital inasmuch as these are years in which you will be seeking to clarify and confirm His call upon your life. In “Orientation to Ministry” (PT111 for M.Div. Pastoral and General students) and “Dynamics of Biblical
Change” (PTC 151 for M.Div. Counseling students), you will be challenged to examine the spiritual disciplines of your life.

B. Professional Formation

1. Competence in Ministry Skills

There are a multitude of skills that an individual is called upon to demonstrate in the context of ministry. Your gifts (natural and spiritual) will make some of these easier to accomplish than others. However, there is a basic level of competence that each minister should be able to demonstrate in the basic functions of ministry.

Your Mentored Ministry experience is designed to complement your classroom studies at Westminster by giving you the opportunity to develop increasing competence in these skills under the oversight of an experienced mentor who will provide encouragement and evaluation as you grow in effectiveness for His glory.

2. Clarification of Gifts and Calling

As the Apostle Paul was overseeing the ministerial formation of Timothy, he wrote that he should “be diligent in these matters; give yourself wholly to them, so that everyone may see your progress” (1 Timothy 4:15). Your participation in a local church or other venue under the supervision of an experienced mentor will help you better understand your dominant ministry gifts and skills as well as your call to ministry. This is particularly relevant for those who are moving toward ordination for whom it is crucial that the testing and confirmation of ministry gifts be carried out within the context of the local church.

An important assignment for all M.Div. students is the completion of the Ministry Preparation Commitment to identify and establish a relationship with a local church. An important aspect of this assignment will be to discover the requirements for ordination (if applicable) or other professional objective and to set a prospective timetable for reaching this goal.

2. Why “Mentor-based” Training?

The mentor-student relationship focuses not merely on knowledge, but also on the comprehensive picture of ministerial formation represented by Witmer’s Pyramid (introduced in PT 111). This holistic approach is crucial in effective equipping for ministry. For this reason, the most effective ministry training has always been relational. It is an incarnational approach as you see the very principles of servant leadership modeled in the life of your mentor. There are several roles in which your mentor will serve you.

Teacher: Your mentor will be serving you as a teacher in the best sense of the word. As indicated above, the mentoring experience is designed to provide holistic equipping for the student who is preparing for Kingdom leadership.

Model: Your mentor will strive to model not only ministry skills, but attitudes toward His work and His people. In 2 Thessalonians 3:9, Paul described himself as a “model” for the believers to...
imitate. The word translated “model” originally referred to the “visible impression of a stroke or pressure.” Undoubtedly, you will carry a deep impression from your mentor into your life and ministry.

**Trainer:** One of the most important commitments of your mentor is to train you in practical ministry experience. Your mentor has had years of experience in ministry and he will strive to share godly wisdom he has gained through that ministry experience. This approach is designed to move you from being a mere observer to being a fruitful participant in ministry. This is training and equipping at its best!

**Discipler:** Ultimately, what your mentor is providing for you is discipleship in the context of a ministry setting. Your mentor is committed to encourage your growth in Christ, ministry skills, and confirmation of gifts and calling. All of these are important elements of what it means for you to follow Christ.

3. Qualifications and Commitments to Maximize Your Training

   A. Faithful

   Let a man regard us in this manner, as servants of Christ and stewards of the mysteries of God. In this case, moreover, it is required of stewards that they are found trustworthy.

   1 Corinthians 4:1–2

   1) **In your life and ministry.**

   In order to be maximize your ministerial development, it is crucial that your life reflect faithfulness to the Lord, your family, and your ministry. You must seek the Lord’s strength to be faithful with all of the gifts entrusted to you and faithful to all the commitments you have made including those you have made to complete this training.

   2) **To your mentor and the equipping process.**

   Your mentor has made an extraordinary commitment to you. It is important that you respect his guidance in order to make the most of your experience. Your mentor will remain your constant source of guidance, encouragement, and support.

   B. Available

   In order to maintain the integrity of the relationship with your mentor and the integrity of the training process, you are asked to be willing to do the following:

   1) **Work with your mentor through each Mentored Ministry Proposal and Evaluation.** The Proposal and Evaluation provide markers for you along the path of growth. These progressive learning units are drafted jointly by mentor and trainee within guidelines described later in this manual. A step-by-step guide from preparing a proposal to completing the evaluation is found on pages 8-9.
2) **Complete your ministry assignments.** We are striving to bring the best instructors and practitioners available to guide you in your training. Your opportunity to minister in a “live” setting is truly a gift to you by the church or ministry organization and is one of the primary means the Lord will use to confirm your gifts and calling. Therefore, in the Lord’s strength, be diligent to fulfill the responsibilities of your respective ministry assignments.

3) **Meet with your mentor regularly for 60-90 minutes.** These regular times of interaction are the heartbeat of the mentor-trainee relationship. This is when you will receive the training, teaching, and encouragement from your mentor. Ideally, these mentoring times should occur weekly, but no less than monthly.
SECTION TWO: MENTORED MINISTRY REQUIREMENTS - MDIV

1. Mentored Ministry Field Experience (4 Units)

M.Div. students are required to complete 4 units of field experience with the help of an experienced mentor. A unit is comprised of from 100-120 hours of ministry experience with a total minimum requirement of 400 hours. No credit is given for ministry experience prior to matriculation at Westminster inasmuch as Mentored Ministry is the integration of current theological training with field-based experience. Transfer credit may be given for up to 2 units of Mentored Ministry to those who transfer from seminaries with approved programs of supervised field experience. All such transfers must be approved by the Director of Mentored Ministry in consultation with the Registrar.

Important Note: Mentored Ministry units will not be approved retroactively. A proposal MUST be approved before, or near the beginning of the ministry experience. Therefore, don’t wait until your year of graduation and expect to turn in 4 units without having previously had the work approved! Establishing mutually agreed upon Learning Goals before the ministry experience and reflecting together in evaluation times are invaluable aspects of the mentoring process.

M. Div. Pastoral students should strive to get as broad an exposure to the practice of pastoral ministry as practicable. See the Recommended Learning Activities in Section 4 for a listing of possibilities. The wise student will also strive to dovetail the requirements of your ecclesiastical judicatory’s internship with Westminster’s Mentored Ministry program.

M. Div. General students should strive to tailor their Mentored Ministry proposals to grow in the areas of their perceived calling. For example, those sensing a call to missions should strive to include short-term missions experiences as part of their field experience. Those sensing a call to become teachers should strive to gain as much teaching experience as possible. However, this should not preclude the inclusion of the recommended learning experiences included in the list of “Recommended Learning Activities for M.Div. Pastoral and General Students” (Section Four). This is particularly relevant to those general students who are expecting that they might well seek ordination one day, though not currently in the M.Div. Pastoral program.

Cross-Cultural Ministry. You are encouraged (though not required) to complete at least one unit in a cross-cultural context. Hopefully, this will help you to minister in an increasingly global environment.

M. Div. Counseling students should seek opportunities where they will be able to be engaged in the ministry of counseling taking into consideration the following options:

Counseling in the Local Church. Since the M.Div. program is designed for the context of ministry in the local church, it is preferable that one unit be completed on site in a local church.
If this unit had a distinctly counseling focus, a typical job description could include the following:

- meeting at least bi-weekly with someone on the pastoral staff
- face-to-face counseling
- observing the counseling ministry of the pastoral staff
- attending relevant staff/session meetings
- teaching biblical counseling
- involvement in small group leadership and training

Such a unit should consist of at least 100 hours including all of the relevant elements including a realistic amount of preparation time (15 minutes prep per hour of ministry). You are to be encouraged to pursue such opportunities. An elder or pastor, who has agreed to be your supervisor, should meet you at least bi-weekly. This supervisor will complete an evaluation at the completion of the field experience. Please follow the steps outlined in the section called “Steps for Completing a Mentored Ministry Unit” (below) to complete church-based units.

*Local Church.* General Ministry Counseling is not limited to face-to-face, 50-minute weekly meetings. Rather, counseling is a feature of all aspects of ministry. Therefore, another unit could consist of general ministry experience such as:

- teaching Sunday School
- individual discipleship
- preaching
- leading worship
- attending Session meetings
- leading prayer meetings
- visiting

Again, please follow steps outlined below to complete church-based units.

*CCEF Internship Program.* The CCEF internship is a 9-month long experience (September-May) designed to further equip the student for counseling-related ministry. Each intern will have his/her own weekly counseling caseload at both CCEF and, in the interest of enacting the second half of our mission of “restoring counseling to the church,” at a separate external site of a church or ministry. The intern will receive weekly individual supervision from a CCEF faculty member or experienced staff counselor and an external site mentor. In addition, the intern will participate in other individual and group training opportunities as noted below. Priority is given to students in the M.Div. (Counseling) or M.A. Counseling programs at Westminster Theological Seminary (WTS). Ordinarily, the intern will be in his/her last year of study or will have recently graduated from the program. The motivated student could potentially obtain 600+ direct and indirect hours of counseling ministry, which will fulfill WTS mentored ministry requirements and could count toward Pennsylvania* standards for licensure. Please check with CCEF for the deadline for applications for next year’s internships. Internships begin with orientation the last week in August. Six to twelve internship positions are available per year. An informational meeting for students will be held in early February at the start of the spring semester to provide program
information, requirements, and applications. For additional information, students may contact Laura Andrews, CCEF’s Intern Coordinator, at landrews@ccef.org.

Prerequisite Course Work: The following courses must have been completed by the start of the internship, without exception.

- PTC 151 Dynamics of Biblical Change
- PTC 178 Helping Relationships (Formerly PTC 453 Methods of Biblical Change)
- PTC 263 Human Personality
- PTC 173 Biblical Interpretation
- PTC 371 or 373 Counseling Observation
- PTC 251 Marriage Counseling
- PTC 243 Theology and Secular Psychology
- With one of the following courses:
  - PTC 221 Counseling and Physiology or PTC 303 Counseling Problems and Procedures

In addition, these courses are strongly recommended:

- PTC 432 Essential Qualities of a Biblical Counselor
- PTC 353 Counseling Children and Adolescents
- PTC 514 Seminar in Professional Orientation
- PTC 523 Counseling in the Local Church

CCEF Consultation for Other Counseling Internships. If you are completing your mentored ministry through a counseling internship at a church or other facility, CCEF may be able to provide counseling consultation in a group setting for a nominal fee for each session. You must be actively counseling on a formal, regular basis at least two hours per week to participate. The availability of a CCEF consultation option is not guaranteed, however, and will be limited. For more information about the availability of this option, please contact Scott Alexander, CCEF’s Counseling Services Administrator, at salexander@ccef.org. Please include a description of where you are counseling.

Psychiatric Institutions, Hospitals, or Other Secular Agencies. A unit of mentored ministry credit can be earned through work in a psychiatric institution, hospital, or agency that provides a social work/counseling experience. Again, this unit must consist of at least 100 hours of ministry experience and must be completed under a supervisor who will evaluate your work on behalf of WTS.

A. Formats for Fulfilling Mentored Ministry Field Experience Units

These hours can be completed through a variety of formats:

1) Part-Time. Students would serve 10-12 hours per week throughout the course of a semester which would then count for 1 unit of mentored ministry credit. A student could complete the requirements by serving four semesters in this format.
2) **Full-Time.** Students would serve 40 hours per week for at least 10-12 weeks (over a summer, for example) which would complete at least 2 units.

Ideally, each student should have the opportunity to serve in a full-time format to get a true picture of pastoral life and/or ministry experience.

**B. Steps for Completing a Mentored Ministry Unit**

1) Review this guide thoroughly as you get involved in the ministry of a local church or ministry.
2) Ask a prospective mentor if he would be willing to serve in this capacity.
3) Provide him with the *Guide for Mentors* and the *Guide for Students*, both available on the Mentored Ministry courses page.
4) Also provide him with the Mentor Commitment and Registration Form.
5) Agree with your Mentor on the details of your proposal form, including:

- Specific tasks to be accomplished;
- Hours for each task including reasonable preparation time; and
- Learning Goals for the proposal.
- Be sure that the proposal includes regular supervisory times with your mentor.

6) Using the upload link(s) on the Mentored Ministry courses page, submit the completed and signed Ministry Proposal for approval by the Department of Mentored Ministry, along with the Mentor Commitment and Registration Form. **Do this before** beginning the ministry experience. The Director of Mentored Ministry reserves the right to make suggestions for the improvement of the proposal as well as the right to determine the number of units for which the work will qualify.

7) Complete the Mentored Ministry field experience.
8) Complete the Student Evaluation Form, and together with your mentor, discuss the Mentor’s Evaluation Form. The unit is considered complete only after these two forms have been submitted and approved by the office of Mentored Ministry.

9) Mentored Ministry requirements should be completed by December 31 of the year preceding anticipated graduation.

**Note:** It is the responsibility of the student to take the initiative in making arrangements for Mentored Ministry units.

**C. Other Opportunities to Consider**

1) **Parachurch or Christian Service Agency.** Another option for a unit of Mentored Ministry credit is involvement in a Christian agency. For example, in this area there are ministries such as Alpha and Amnion Pregnancy Centers, Bethany Christian Services, Harvest, World Harvest Mission, Cradle of Hope, Intervarsity, Campus Crusade, Disciplemakers, CHAIM, Esperanza, Whosoever Gospel Mission, many Christian schools and counseling centers. This unit must consist of at least 100 hours of ministry experience and must be completed under the supervision of a leader who will evaluate your work on behalf of the
A Mentored Ministry Proposal must be completed and turned in to the Mentored Ministry office for approval before beginning this unit.

2) **Evangelism Explosion.** One unit of credit will be granted for the successful completion of the Evangelism Explosion training program in evangelism. A copy of your certification certificate should be submitted to receive credit.

3) **Sonship.** One unit of credit will be granted for the successful completion of the Sonship Program (World Harvest Mission).

4) **Clinical Pastoral Education (CPE).** Many hospitals and institutions provide closely supervised experiences in their respective settings. These are usually summer-long full-time experiences and can count for as much as 2 units.

5) **Short-term Missions.** Cross-cultural ministry experience (either in the United States or abroad) is a valuable experience for anyone preparing for ministry. Units earned must be approved beforehand with the Mentored Ministry Director.

6) **Other Opportunities.** Additional opportunities of various kinds are posted on the [jobs page at wts.edu](http://jobs.wts.edu).

**D. Strategic Partnerships**

Westminster is striving to establish an increasing number of strategic partnerships with various Christian organizations who will provide Mentored Ministry opportunities. Contact the Mentored Ministry office if you are interested in pursuing one of these opportunities:

1) **London City Mission.** Six-week-long experience in London.

2) **World Harvest Mission.** Summer experiences largely in support of church planting in places such as London, Ireland, Uganda, and Spain.

**E. Cross-Cultural Ministry**

You are encouraged (not required) to complete at least one unit in a cross-cultural context. Hopefully, this will help you minister in an increasingly global environment.

2. **Integration Seminars**

M.Div. students are required to take two semester-long Mentored Ministry Integration Seminars (PT 021, PT 023). Students must register for these at the regular registration period. This non-credit seminar is a one-hour weekly workshop in which no more than 12 students will meet with faculty to present, analyze, and discuss case studies from their field experience. The cost is $200 per seminar payable at the time of registration.

3. **Exit Interview**

After completing the Ministry Preparation Commitment as part of PT 111 Orientation to Ministerial Formation, the student will be given the opportunity for an annual review of goals and objectives set forth with the Dean of Student Development. In the spring semester of the student’s year of graduation, an exit interview is conducted with each prospective M.Div. graduate. The purpose of this interview is the final review of the
progress made in the goals and objectives set forth in the Ministry Preparation Commitment, completed in the student’s first semester at Westminster (as required for PT 111). Students should be prepared to discuss their sense of progress in their understanding of God’s calling on their lives, their sense of “readiness” for ministry, and steps they have taken toward the fulfillment of that call through a local judicatory, if applicable. This will also provide opportunity for the student to give an overall assessment of their experience as a Westminster student.
M.DIV. MENTORED MINISTRY CHECKLIST

Use this form to keep track of your Mentored Ministry progress for your own records.

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**INTERGRATION SEMINARS (2) AND EXIT INTERVIEW:**

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<td>EXIT INTERVIEW</td>
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SECTION THREE: MENTORED MINISTRY REQUIREMENTS - MAC

In addition to the other requirements for the Master of Arts in Counseling, students are required to complete a minimum of *one unit (100 hours) of Mentored Ministry*. Please follow the guidelines under M.Div. Counseling (above) for suggestions as to how to complete the unit of Mentored Ministry. See the *Steps for Completing a Mentored Ministry Unit* (above) for detailed instructions. **A Mentored Ministry Proposal must be completed and submitted to the Mentored Ministry office for approval before you begin your field work.** A limited number of internships may be available through CCEF. Please note the specific instructions regarding these internships (above). Contact Cecelia Bernhardt, CCEF Director of Counseling Services at cbernhardt@ceef.org for more information.

**State Licensure**

Westminster Theological Seminary’s counseling program is cohesive, consistent, and biblically persuasive. Its curriculum is designed to give a theological and counseling foundation on which to build various vocations. Graduates have gone on to campus ministry, adoption agencies, mission work, church staffs, counseling centers, youth work, nursing, and many other areas of service. Additionally, a WTS degree can contribute to some of the requirements for becoming a Licensed Professional Counselor (LPC).

However, schools do not award licenses; only states award licenses. Please note that licensure laws vary from state to state, so if you are interested in pursuing licensure please check with your state’s board of licensure to learn about its specific requirements. Typical of other seminary degrees in counseling, you would likely be required to do additional course work at a secular educational institution as well as additional hours of supervised practicum *while enrolled* at WTS.

**Coursework at WTS towards licensure:**

1. The MA in Counseling (MAC) currently offers some courses that are typically required for licensure, including but not limited to the following:  
   a. Counseling Children and Adolescents  
   b. Helping Relationships  
   c. Professional Orientation
2. Some courses may be applied to fulfill additional practicum hours (beyond the 100-hour Mentored Ministry requirement), such as:  
   a. Case Study Seminar  
   b. Counseling Observation  
   c. Essential Qualities of a Biblical Counselor
3. A number of local schools can provide the extra courses needed for licensure:  
   a. Temple University:  
      [http://www.temple.edu/education/programs/masters/counseling_ma.html](http://www.temple.edu/education/programs/masters/counseling_ma.html)
b. University of Pennsylvania: http://www.gse.upenn.edu/degrees_programs/aphd_services.php

c. Arcadia University: http://www.arcadia.edu/academic/default.aspx?id=559

d. Eastern University: http://www.eastern.edu/academic/trad_grad/ssc/cnsl/MA-C-Clinical-Counseling.shtml

e. * Chestnut Hill College: http://www.chc.edu/page_template.asp?section=3&file=339_academic_programs-Licensure


*These institutions offer certificates that assist those with master’s degrees who seek licensure in Pennsylvania.

**Mentored Ministry towards licensure:**

If additional hours of practical experience are required for your state’s regulations, the Mentored Ministry Office can help store your documentation of those hours. This information will then be shared with the Registrar’s Office, so that these extra hours appear on your transcript.
SECTION FOUR: RECOMMENDED LEARNING ACTIVITIES

For M.Div. General and Pastoral Tracks

This outline of recommended learning activities should be taken into consideration when putting together a ministry proposal with your Mentor. The list is weighted toward students on a trajectory toward church ministry. Students with other perceived goals should list competencies that would help prepare you for such goals. Ideally, this should be done in cooperation with your Mentor. Note that this list is recommended, not required. Note also that though the list is by no means exhaustive, it is designed to provide broad exposure to ministry competencies. It might be helpful to note the unit (#1, etc.) next to the learning activity to indicate when you have included it in a ministry proposal.

1. Spiritual Formation

(1) Complete the *SPIRITUAL LIFE INVENTORY* and establish goals for your spiritual growth and place in Part 2 of your Ministerial Formation Notebook. Use your first mentoring meeting to discuss ways to maintain a vital walk with Christ.

(2) Complete the *FAMILY LIFE INVENTORY* and (in consultation with your spouse, if applicable), establish goals for the spiritual growth of your family and place in Part 2 of your Spiritual Formation notebook. Use your second mentoring meeting to discuss practical aspects of maintaining a healthy family life.

2. Professional Formation

1) *FEEDING GOD’S FLOCK*

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<tr>
<td></td>
<td>Questions about Preaching with your Mentor</td>
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<td></td>
<td>10-20 Preaching Opportunities outside of seminary classroom</td>
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<td>10-20 Teaching Opportunities (Sunday school, youth group, etc.)</td>
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2) *LEADING GOD’S FLOCK*

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<td>Question about Leadership with your mentor</td>
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   a. *Lead* in Administration
## Completed? | Unit no.
---|---
☐ | Attend 3 Session Meetings
☐ | Attend 2 Deacons’ Meetings
☐ | Attend 2 Church committee meetings
☐ | Attend 1 Congregational Meeting
☐ | Attend 2 Presbytery Meetings
☐ | Read the Westminster Standards, Book of Church Order Rules of Government Section, and discuss with your mentor

### b. *Lead* in Worship

| Completed? | Unit no.
---|---
☐ | Lead worship at least 5 times
☐ | Lead worship at least 5 times
☐ | Observe 1 funeral service
☐ | Observe 1 funeral service
☐ | Observe 1 wedding service
☐ | Observe 1 baptismal service
☐ | Observe 1 communion service

### c. *Lead* in Ministry

| Completed? | Unit no.
---|---
☐ | Discuss the church’s philosophy of ministry with mentor
☐ | Lead a specific ministry of the church

### d. *Lead* in Evangelism

| Completed? | Unit no.
---|---
☐ | Discuss the church’s outreach strategy with your mentor
☐ | Participate in some aspect of the church’s outreach
☐ | Make 3 evangelistic calls with your mentor or experienced trainer

### 3) **PROTECTING GOD’S FLOCK (PASTORAL CARE PROPER)**
a. Preventive Pastoral Care
   
i. Shepherding

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ii. Visitation

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b. Responsive Pastoral Care
   
i. Counseling

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ii. Discipline

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SECTION FIVE: REFLECTION ACTIVITIES FOR USE WITH MENTORS

This set of materials is coordinated with the list of recommended learning activities (above). It is designed to help you gain the most from your ministry experience through interactive reflection with your Mentor.

1. Feeding the Flock

The goal of this aspect of training is to gain experience in feeding God’s flock through the preaching and teaching of His Word. It is important to take advantage of as many opportunities as possible to grow in this important aspect of ministry. If possible, please include a completed sermon evaluation form from your mentor.

Questions for your mentor about preaching:

1. How far in advance do you plan your sermons and what factors that shape your plans?

2. When do you prepare your weekly sermon(s) and how long do you allot for this?

3. What have you found to be the most helpful resources for sermon preparation?

4. What is the most difficult part of preaching week after week?

5. What do you do to help you through the “dry” times?

6. What are the factors that help you determine the subject matter of your preaching?

7. What is the most important thing you think I should know as a preacher?

8. Other comments and observations:
**PREACHING**

Aim to preach 15-20 times outside of class. Attached complete evaluation sheets for at least five of these sermons. Use this page to log preaching opportunities.

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<th>Date</th>
<th>Text</th>
<th>Title</th>
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TEACHING

Also try for 15-20 teaching opportunities. Use this page to log all teaching experiences while a student at WTS (small groups, Sunday School, youth ministry, etc.).

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Title/Topic</th>
<th>No. of Lessons</th>
<th>Audience/Context</th>
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2. Leading the Flock

The goal of this aspect of training is to discover and experience the various roles in which the Pastor is called upon to LEAD the local flock of God’s people. It would be great if you would do some of this work in conjunction with the required Leadership Seminar (PT 332).

**Questions for your mentor about leading:**

1. In what ways are you called upon to lead in the church?

2. Which of these are the most challenging and why?

3. Do the officers have a regular planning process for the church? If so, please describe it.

4. Is there a means of evaluating the progress or lack of progress in the ministries of the church? If so, please describe.

5. How do you structure session meetings?

6. How do you decide what issues will be on the docket of a session meeting?

7. What is the greatest challenge you face in moderating session meetings and how have you sought to handle that challenge?
Leading the Flock: Attend a Session Meeting* #1

Date of the meeting attended:

Initials of moderator of the meeting:

Comments and Questions:

Discussed this meeting with mentor (initials):

*Attach docket of meeting that you attended, if possible
Leading the Flock: Attend a Session Meeting* #2

Date of the meeting attended:

Initials of moderator of the meeting:

Comments and Questions:

Discussed this meeting with mentor (initials):

*Attach docket of meeting that you attended, if possible
Leading the Flock: Attend a Session Meeting* #3

Date of the meeting attended:

Initials of moderator of the meeting:

Comments and Questions:

Discussed this meeting with mentor (initials):

*Attach docket of meeting that you attended, if possible
Leading the Flock: Attend a Deacons Meeting* #1

It would be great if you could do this in conjunction with your studies on the office of Deacon in *Church Dynamics and Pastoral Practice (PT 311)*

Date of the meeting attended:

Initials of moderator of the meeting:

Comments and Questions:

Discussed this meeting with mentor (initials):

*Attach docket of meeting that you attended, if possible*
Leading the Flock: Attend a Deacons Meeting* #2

It would be great if you could do this in conjunction with your studies on the office of Deacon in *Church Dynamics and Pastoral Practice (PT 311)*

Date of the meeting attended:

Initials of moderator of the meeting:

Comments and Questions:

Discussed this meeting with mentor (initials):

*Attach docket of meeting that you attended, if possible*
Leading the Flock: Attend a Church Committee Meeting* #1

It would be great if you could do this in conjunction with your studies on the office of Deacon in Church Dynamics and Pastoral Practice (PT 311)

Name of the committee:

Date of the meeting attended:

Initials of moderator of the meeting:

Comments and Questions:

Discussed this meeting with mentor (initials):

*Attach docket of meeting that you attended, if possible
Leading the Flock: Attend a Church Committee Meeting* #2

It would be great if you could do this in conjunction with your studies on the office of Deacon in *Church Dynamics and Pastoral Practice (PT 311)*

Name of the committee:

Date of the meeting attended:

Initials of moderator of the meeting:

Comments and Questions:

Discussed this meeting with mentor (initials):

*Attach docket of meeting that you attended, if possible*
Leading the Flock: Attend a Congregational Meeting*

Date of the meeting attended:

Initials of moderator of the meeting:

Comments and Questions:

Discussed this meeting with mentor (initials):

*Attach docket of meeting that you attended, if possible
Leading the Flock: Attend a Presbytery Meeting #1

Name of presbytery:

Initials of moderator of the meeting:

Comments and Questions:

Discussed this meeting with mentor (initials):
Leading the Flock: *Attend a Presbytery Meeting #2*

Name of presbytery:

Initials of moderator of the meeting:

Comments and Questions:

Discussed this meeting with mentor (initials):
Leading the Flock: *Attend a Presbytery Meeting #3*

Name of presbytery:

Initials of moderator of the meeting:

Comments and Questions:

Discussed this meeting with mentor (initials):
Leading the Flock: Ecclesiastical Standards

I have read the doctrinal and governmental portion of the Book of Church Order for my church/denomination.

Date: 
Title: 

Date: 
Title:
Lead the Flock in Worship: Participate in Leading Worship

<table>
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<th>Date</th>
<th>What I did in the service</th>
<th>Comments from my mentor</th>
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Lead the Flock in Worship: Observe One Funeral Service

(Attach a copy of the order of worship)

Date of service:

Questions to discuss with your mentor:

1. How long did you know the deceased?

2. What impact did that have on your preparations for this service?

3. How did you decide on the elements in the service?

4. How did you decide on the text?

5. What are the differences between a funeral sermon and a Sunday sermon?

6. What kind of pastoral care is provided after the funeral?

7. What resource have you found to be the most helpful in preparing for funerals?

Other Questions and Valuable Information:
Lead the Flock in Worship: Observe One Wedding Service

(Attach a copy of the order of worship)

Date of service:

Questions to discuss with your mentor:

1. How long have you known the couple?

2. How many pre-marital counseling sessions do you require?

3. What is the content of these sessions? (If possible, request an outline or an actual set of the pastor’s materials)

4. How do you decide on the elements of the Order of Worship?

5. Walk through and discuss each of the elements of the service (take notes, silly).

6. How do you choose a text for a marriage service?

7. What suggestions do you have about the content of this message?

8. What suggestions do you have about the length of this message?

9. What resources have you found to be the most helpful in preparing for weddings?

Other Questions and Valuable Information:
Lead the Flock in Worship: Observe One Baptism

(Attach a copy of the order of worship)

Date of service:

Questions to discuss with your mentor:

1. *How did you prepare the parents for this commitment?*

2. *What resources have you found to be the most helpful in preparing for this service?*

*Other Questions and Valuable Information:*

Lead the Flock IN WORSHIP: Observe One Communion Service

(Attach a copy of the order of worship)

Date of service:

Questions to discuss with your mentor:

1. *How did you prepare for this service?*

2. *What resources have you found to be the most helpful in preparing for Communion?*

*Other Questions and Valuable Information:*
Lead the Flock in Ministry: Philosophy of Ministry

(Attach a copy of the church’s philosophy of ministry.)

Ideally, have this discussion in conjunction with PT 311 Leadership Seminar

1. Does your church have a written philosophy of ministry?

2. If so, why? If not, why not?

3. When was this Philosophy of Ministry written?

4. What was the process for its development?

5. What are the advantages of having such a document?

6. Are there any disadvantages?

7. Is there a process for its review and amendment?

8. What resources have been most helpful in drafting and implementing this philosophy?

9. Walk through the document with your Mentor.
Lead the Flock in Ministry

List actual experiences you have had in ministry leadership.

Actual Ministry Leadership #1

(Attach any materials that would clarify the nature of your ministry leadership.)

Ministry Name

Dates

Duties

My own observations on my ministry leadership (style, strengths, weaknesses, etc.)

My mentor’s observations on my ministry leadership (style, strengths, weaknesses, etc.)
Lead the Flock in Ministry

List actual experiences you have had in ministry leadership.

Actual Ministry Leadership #2

(Attach any materials that would clarify the nature of your ministry leadership.)

Ministry Name

Dates

Duties

My own observations on my ministry leadership (style, strengths, weaknesses, etc.)

My mentor’s observations on my ministry leadership (style, strengths, weaknesses, etc.)
Lead the Flock in Ministry

Actual Ministry Leadership #3

(Attach any materials that would clarify the nature of your ministry leadership.)

Ministry Name

Dates

Duties

My own observations on my ministry leadership (style, strengths, weaknesses, etc.)

My mentor’s observations on my ministry leadership (style, strengths, weaknesses, etc.)
Lead the Flock in Evangelism

Discuss the church’s outreach strategy with your mentor or the director of the church’s outreach ministry.

*Questions for your mentor:*

1. Please broadly describe the church’s outreach ministry:

2. What steps are taken to equip and involve the congregation in these efforts?

3. What has been the **most** effective outreach for the church? Why?

4. What has been the **least** effective form of outreach? Why?

5. What are the factors in the community that have the greatest impact on your outreach efforts?

6. What are the most helpful resources you have found to help your outreach ministry?

7. Other observations from this conversation with your mentor:
Lead the Flock in Outreach

Participate in the church’s outreach ministry #1

Ministry in which you participated:

Date(s):

Describe your participation:

Offer some reflections on your experience. What did you learn?

Participate in the church’s outreach ministry #2

Ministry in which you participated:

Date(s):

Describe your participation:

Offer some reflections on your experience. What did you learn?
Lead the Flock in Evangelism

Make three evangelistic visits with your mentor or qualified trainer.

_Evangelistic Visit #1_

Date of visit:

With Whom:

Name of prospect:

Source of this contact (church visitor, referral, etc.):

Over of conversation:

Result of visit:

Follow-up strategy:

Observations of mentor/trainer:
Evangelistic Visit #2

Date of visit:

With Whom:

Name of prospect:

Source of this contact (church visitor, referral, etc.):

Over of conversation:

Result of visit:

Follow-up strategy:

Observations of mentor/trainer:
Evangelistic Visit #3

Date of visit:

With Whom:

Name of prospect:

Source of this contact (church visitor, referral, etc.):

Over of conversation:

Result of visit:

Follow-up strategy:

Observations of mentor/trainer:
Protect the Flock: Preventive Shepherding Plan

Best to do this in conjunction with PT 311 Church Dynamics.

For Discussion with your Mentor:

Do the elders of the church have a shepherding plan?

How does it work?

How have you prepared the elders to shepherd the flock?

How have you communicated your plan to the congregation for the plan?

What are the strengths of the plan you have in place?

What improvements would you like to see in the plan?

Other comments:
Protect the Flock: Preventative Shepherding Plan

Ask your mentor if you can participate in the church’s shepherding plan. If it is possible for you to participate in the shepherding plan, indicate what you did, and discuss with your Mentor:

How I participated in the church’s shepherding plan:

My observations about the shepherding plan:

Discussion with my Mentor about the shepherding plan:
Protect the Flock: Preventative Pastoral Care – Home Visitation

Join your mentor or a qualified trainer on three home visitations.

Church member visit #1

Date of visit:

With whom:

Purpose of visit:

Result of visit:

Your observations:

Discussion with your mentor:
Church member visit #2

Date of visit:

With whom:

Purpose of visit:

Result of visit:

Your observations:

Discussion with your mentor:
Church member visit #3

Date of visit:

With whom:

Purpose of visit:

Result of visit:

Your observations:

Discussion with your mentor:
Protect the Flock: Pastoral Care

Join your mentor or a qualified trainer on three hospital visitations.

_Hospital visit #1_

Date of visit:

With whom:

Condition of patient:

What did your mentor do during the visit?

Your observations:

Discuss the visit with your mentor. What insights did your mentor offer?
Hospital visit #2

Date of visit:

With whom:

Condition of patient:

What did your mentor do during the visit?

Your observations:

Discuss the visit with your mentor. What insights did your mentor offer?
Hospital visit #3

Date of visit:

With whom:

Condition of patient:

What did your mentor do during the visit?

Your observations:

Discuss the visit with your mentor. What insights did your mentor offer?
Protect the Flock: Pastoral Care

Join your mentor or a qualified trainer on two nursing home visitations.

Nursing home visit #1 - Observe

Date of visit:

With whom:

Condition of patient:

What did your mentor do during the visit?

Your observations:

Discuss the visit with your mentor. What insights did your mentor offer?
Nursing home visit #2 - Participate

Date of visit:

With whom:

Condition of patient:

What did your mentor do during the visit?

What did you do during the visit?

Your observations:

Discuss the visit with your mentor. What insights did your mentor offer?
Protect the Flock: Responsive Pastoral Care

*Observe at least one complete counseling case.*

Session #1

Date:

Counselor:

Nature of the case:

Presenting problems:

Heart problems:

Your observations:

Discussion with your mentor:
Observe at least one complete counseling case (cont). [For additional pages, create a separate document, or print this page and complete by hand.]

Session #1

Date:

Counselor:

Nature of the case:

Presenting problems:

Heart problems:

Your observations:

Discussion with your mentor:
Protect the Flock: Responsive Pastoral Care

Church discipline: Read your denomination’s rules of discipline (if applicable) and discuss with your mentor. Discuss an actual case with your mentor.

What was the nature of the charge?

How did the session become aware of the case?

What steps were taken before the session became aware of the case?

What steps has the session taken?

What was the result of the action taken by the session?

Further discussion of the case with your mentor: