

1-1-2004

## SM 601 Supervised Ministry

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### Recommended Citation

Lowe, C. Milton, "SM 601 Supervised Ministry" (2004). *Syllabi*. Book 1652.  
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# Supervised Ministry

## SM601X Syllabus

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(Please call me Milton)

Fall Semester, 2004

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a word to you,  
the  
student  
minister

Welcome to EXL Supervised Ministries! Supervised Ministries is a required core component of the academic curriculum. It aims to bridge the gap between strictly academic theology and ministry practice. It integrates the light of the chapel, classroom and library with the field laboratory. That is, we want to reduce the gap between learned theology and internalized theology which applies itself to Christian experience and ministry practice. As John Wesley, quoting an ancient, quipped, “God made divinity practical”.

*The following handbook is your manual for both of your Supervised Ministries courses. It sets forth the requirements and nature of Supervised Ministries. It helps guide you through the components and assignments of the course as well as provide you with standards of forms and formats for each of your courses. Thank you for paying close attention to the contents.*

### ***COURSE REQUIREMENTS***

Master of Divinity students will take two Supervised Ministries courses for two (2) credit hours each. Each student will arrange (at least a semester in advance) with the pastor of an approved local church to do a two, continuous-semester’s placement at that church; however, students may, after having satisfactorily completed SM 601, *opt out* of SM 602 and *substitute* one of the following options:

#### ***OPTIONS***

- You may determine that a ministry experience in an institutional setting such as a hospital, prison, campus ministry, certain military chaplaincy settings, or Christian outreach ministry will better serve your academic or vocational goals. Therefore, you may substitute the course SM 603 for SM 602. (Other substitutions are MS 660, MS 661, PC 660, PC 655, and PC 755.)

- You may determine that you will profit most from an intensive, cross-cultural ministry placement. You may substitute SM 604 for SM 602.
- You may want your second Supervised Ministry experience to be a full-time internship over the summer (or some comparable period of time) in a local church with the pastor of your choice. You may substitute SM 701 for SM 602.

### ***NATURE OF THE EXL COURSE ASSIGNMENTS***

You are a pioneer entering a new untracked realm of seminary education--virtual supervised ministry and field education! As far as a consultant to the Association of Theological Schools knows, Asbury is the first seminary experimenting with on-line field education. You may be making history! In any case, our hope in opening this medium is that you will have access to a quality education. Given the experimental nature of the course, we can expect hiccups along the way. Thank you for extending extra mercy and patience to one another during the semester. Supervised Ministry via EXL retains Supervised Ministries' main components:

- Field experience
- Theological Reflection in a Reflection Seminar

Relative to the *Field Experience* component, each of you will have a field placement in a local church or ministry setting in which you will 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.

Relative to the *Reflection Seminar* component, EXL Supervised Ministries gets interesting! 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 in the EXL Supervised Ministry class will reflect on a case together will likely be done asynchronously. The term "asynchronous" means we can 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. Please read more under the heading "**Communicating with Each Other.**"

### ***\*Note to Student Pastors\****

Normally, when possible, student pastors are grouped together in their own class. Otherwise, they will be assigned to SM601/02/03 classes. 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. Once a month journal entries are to be posted to the professor.

## **A WORD ABOUT ATTENDANCE:**

Your full participation throughout the week as structured by your Reflection Leader, is integral to this class. Excused absences must be handled with your professor.

## **ASSIGNMENTS**

Your assignments for your S.Min. course include:

- Submitting a Covenant for Learning (information follows) by posting it to the professor's office by the assigned date. See Module 1.
- Each week prior to coming to class, read thoroughly the case for the upcoming Reflection Seminar. In a minimum of two hours, complete the assignment "Reflection Seminar Preparation" to post each Sunday before midnight.
- Prepare One Case Study using the Extended Case Guidelines format at the end of the S.Min. Handbook. The Case Study is to be written in the proper format and presented for class processing.
- Submit a final evaluation (This form is found in the back of the Student Handbook **or on the intranet.**)
- 'Meet' with your professor at the end of the semester for an exit interview. The means of carrying out the Exit Interview will be established by your professor.

## **COMMUNICATING WITH EACH OTHER**

You can access the course by clicking on the SMin601 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, Smin Orientation video, video of "How to Write a Case Study," video of a case study being processed, Smin Handbook/Syllabus and ALL necessary forms. Videos will be mailed to you via U.S. mail. If you have not received a video by the assigned date, please e-mail [ExL\\_Office@asburyseminary.edu](mailto:ExL_Office@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 class members have access to everything posted here. [Post no private correspondence here!] At the end of each week, our discussions will be saved in the Archive Center for storage. If you want to revisit at any time during the semester a discussion we have had, visit the Archive Center.

### **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 icon for out of “class “ talk. It is the virtual hallway or campus quad where informal conversation may be held. The CHAT CENTER is not to be used for any course-related material or assignment discussion. The Chat Center should be used only by three or less participants for **non-course related** discussion. When the Chat is over, conversations will be automatically deleted. Consult your professor as to whether or not this Chat Center will be used.

### **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.**

### **PRAYER FOLDER**

Let us agree to pray for one another each week. Please post prayer requests in this Prayer Folder.

### **OUR AGREEMENT TOGETHER**

Let us each agree to pray for one another weekly. For the cause of our Lord Jesus, we want one another to succeed. If you have a prayer request to share, please post it in the Prayer Folder. Your Reflection Leader is dedicating himself/herself to interacting on an almost daily basis with you. He/She will be expecting the same of you. Supervised Ministries aims to be more than just ministry practice. We seek to think and interact together biblically and theologically in and about the ministry practice. In the ExL medium, our interacting will extend throughout the week. Your Reflection Seminar leader will receive your e-mail and respond to it in the order in which it was received. In our homework assignments, class discussions, and research paper, please use correct spelling and proper grammatical and syntactical English.

### **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:

## ***Technical Matters:***

### **ExL Contact Information:**

For **general questions regarding the ExL program**, email [ExL\\_Office@asburyseminary.edu](mailto:ExL_Office@asburyseminary.edu)

For **technical support**, email [ExL\\_Office@asburyseminary.edu](mailto:ExL_Office@asburyseminary.edu)

For **library support**, contact Information Commons at [Information\\_Commons@asburyseminary.edu](mailto:Information_Commons@asburyseminary.edu)

For **library loans**, contact Dot James at [Dot\\_James@asburyseminary.edu](mailto:Dot_James@asburyseminary.edu)

### **Obtaining Library Materials and Assistance**

**General Questions:** [information\\_commons@asburyseminary.edu](mailto:information_commons@asburyseminary.edu)  
**Toll-free 1-866-454-2733**

This is the best place to start when you have questions about library resources. Help is available Monday-Thursday from 8AM-7PM and Friday and Saturday from 8AM-5:45PM. If the people at the desk can not answer your questions, they will direct you to the person or department who can.

**Materials Requests:** [library\\_loan@asburyseminary.edu](mailto:library_loan@asburyseminary.edu)  
**Or call toll-free 1-866-454-2733**

ExL Students may request books, photocopies or emailed attachments of journal articles/reference books from Asbury Seminary's Library. Please allow 3-10 business days for all requests to be filled. Contact the library loan office for information on costs and instructions on how to make requests.

ExL students are also encouraged to make use of local library resources. Students who live within a 50 mile radius of either the Florida or the Wilmore campus should come to campus to obtain their materials.

**Research Questions:** [Hannah\\_Kirsch@asburyseminary.edu](mailto:Hannah_Kirsch@asburyseminary.edu)  
**Or call the toll-free number and ask to be transferred to Hannah (x2189).**

ExL students are encouraged to contact Hannah Kirsch for research assistance including help choosing a paper topic, determining the best sources to use for a paper, finding book reviews, or research questions about using the online databases or any other library materials.

### **Online Databases:**

To access the online library resources including the library catalog and full-text journal databases, go to [www.asburyseminary.edu/library](http://www.asburyseminary.edu/library) and enter your 10 digit student id number in the login box. Your student id is provided on the biographical information section of the student registration webpage. Add a 2 and enough 0's to the front to make a ten digit number

(20000XXXXX where XXXXX = your student id). If you have questions, contact the information commons desk.

**Buying Books.** Address an e-mail to ATS Bookstore. Type in on the “address” line of a new e-mail, [ATS\\_Bookstore@asburyseminary.edu](mailto:ATS_Bookstore@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.

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.

### ***Administrative/Academic Matters:***

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 at [claire\\_williams@asburyseminary.edu](mailto:claire_williams@asburyseminary.edu). **(859) 858-2224**. The fax number for faxing assignments if needed is **(859) 858-2168**.

### ***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, *SUPERVISED MINISTRIES SM 601, SM 602 - STUDENT PASTOR*.

In addendum of this handbook is the *EXTENDED CASE GUIDELINES* (Some professors may also use the text *CASE BRIEF GUIDELINES*). 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. This handbook can be purchased at the Cokesbury seminary bookstore.

- Other *required texts*:  
SM 601, 602 The text *Lay Leadership for Ministry Training* is required for Courses SM 601 and 602. This text is needed for the Pastor and Local Church Lay Committee members of the local church where you serve. You can download the 7 page Lay Committee Handbook 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. Copies are available from the S.Min. office or may be downloaded by clicking on the *Course Center*.

- 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.

### ***YOUR PLACEMENT AND FIELD SUPERVISOR: need assistance?***

Rather than assign you to a placement, we assume you would prefer to choose the field supervisor with whom you might best work. As an EXL student, you likely have obtained a placement before enrolling in the course. If you have not, you will need to find a ministry placement in your locale. The following guidelines will assist you in finding the placement appropriate for you:

- For local church placement, consider choosing one in your own denomination. Consult with your denominational supervisor if you are unsure.
- Speak to the pastor of the church or the supervisor of the ministry which you are interested in doing your placement about the possibility of her/him supervising you. As far as the S.Min. expectations of the supervisor go, keep these expectations in mind:
  - Your field supervisor should be an experienced practitioner with at least five years of ministry experience. Generally, supervisors should have an appropriate academic degree.
  - Your field supervisor should be able to minister within Asbury's Statement of Faith, found in front of the school's academic catalog.
  - See mentoring and supervising you as a service to Jesus Christ and His Church.
  - Be willing to meet with you for an hour a week for theological reflection.
  - Be willing to receive instruction on the role of supervisor and mentor.
- When you have obtained approval from a supervisor, please have your supervisor complete a Field Supervisor Profile found in the S.Min. Student Handbook which is found in the *Course Center*. This must be posted or mailed to the S.Min. Office for the Director's approval before class begins.
- *Helpful advice regarding your placement:*
  - \* Work a year in advance to secure a placement
  - \* Involve yourself in the local church at which you will do your placement
  - \* In the three-year academic course sequence, SMin is supposed to be completed in the second 33 hours of study. In the four-year academic course sequence, SMin is supposed to be completed in the third 24 hours of study.

**\* All placement assignments must be confirmed with and approved by our office as soon as possible following pre-registration during the semester prior to the actual placement.** Please feel free to consult our Administrative Secretary, *Claire Williams*, [claire\\_williams@asburyseminary.edu](mailto:claire_williams@asburyseminary.edu) if you have any questions.

## ***CONCLUSION***

In conclusion, Supervised Ministry provides you with an opportunity to meld Christian mind and ministry practice.

'War stories' circulate about supervised ministry. Some undoubtedly are true. For many students, having to anticipate performing in ministry, sometimes for the first time, is not without its anxiety; however, experience bears out that most students have rewarding experiences in supervised ministry.

One recent graduate offered this unsolicited comment, "I would encourage all seminary students to participate in the S.Min. program whole-heartedly with a teachable spirit. There are things we learn by seeing them done and then doing them ourselves that just cannot be taught in a classroom."

Revised 6/04

## ***COURSE OUTLINE AND SCHEDULE***

### ***MODULE 1***

START DATE: SEPTEMBER 7 – DUE DATE: SEPTEMBER 17

#### WEEK #1

ORIENTATION AND GETTING ACQUAINTED – placement should already be arranged.

FIELD PLACEMENT – Placement ministry begins next week.

REFLECTION SEMINAR

1. Watch the following Videos prior to SEPTEMBER 10.
  - Professor's Introduction
  - Dr. Barbara Holsinger's Orientation.
  - Video, "How to Write a Case Study," by Dr. Fred Layman
  - Optional: Watch video of faculty processing the "George Wilson" case
2. Meet in Discussion Center.
  - a. Continue in class orientation
  - b. Getting acquainted
  - c. Select Case Presentation dates
  - d. Covenant for Learning (supervisory contract and learning goals)– Due SEPTEMBER 17

#### WEEK #2

FIELD PLACEMENT

Your field placement ministry should begin this week. Eight hours of ministry is minimum, which includes a one hour, one-on-one meeting with your field supervisor. **This weekly routine will continue throughout the semester – 13 weeks total at your placement.**

**SM601/602** – SM601/602 Initial meeting takes place with your Local Church Lay Committee this week. Please read p. 34 in the S.Min. Student Handbook prior to the meeting. Names of Local Church Lay Committee are due today. Post one copy to your Professor's office, one to your Field Supervisor and e-mail one to the Claire Williams in Wilmore.

REFLECTION SEMINAR MEETING

1. Preparation for this week's Discussion Center.
  - a. Read the George Wilson case study and be prepared to discuss it.
  - b. Read the Case Study preparation (assignment found in the Extended Case Guidelines on page 19 in the back of the S.Min. Handbook.) by SEPTEMBER 10.
2. Meet in the Discussion Center.
  - a. Discussion of writing a case.
  - b. Discussion of the "George Wilson" case.
3. Case Study #1 for SEPTEMBER 13 posted by Sunday night SEPTEMBER 12 midnight (ET)

Assignments:

Read Case Study #1 for SEPTEMBER 13 and begin theological reflection.

**MODULE #2**

START DATE: SEPTEMBER 20 – END DATE: OCTOBER 1

WEEK #3

FIELD PLACEMENT – MINISTRY CONTINUES

“THOU WILL KEEP HIM IN PERFECT PEACE WHOSE MIND IS STAYED ON THEE.”

REFLECTION SEMINAR MEETING

1. Case Study Preparation #2 is to be posted SEPTEMBER 19 by midnight.
2. Meet in Discussion Center for theological reflection of case study #2  
SM601/602/603

WEEK #4

FIELD PLACEMENT – MINISTRY CONTINUES

REFLECTION SEMINAR

1. Case Study #3 Preparation is to be posted by SEPTEMBER 26 midnight
2. Seminar Meeting.
3. Meet in Discussion Center for theological reflection of case study #3  
SM601/602/603

**MODULE #3**

START DATE: OCTOBER 4 – END: OCTOBER 15

WEEK #5

FIELD PLACEMENT – MINISTRY CONTINUES

REFLECTION SEMINAR

1. Case Study #4 Preparation is to be posted by midnight OCTOBER 3.
2. Seminar Meeting. Theological reflection on Case #4.
4. Student Pastors Only: First set of four weeks of journals due midnight OCT. 5.

WEEK #6

FIELD PLACEMENT – MINISTRY CONTINUES

REFLECTION SEMINAR

1. Case Study Preparation #5 is to be posted by midnight OCTOBER 10.
2. Seminar Meeting: Theological reflection on Case #5.
3. For **SM603** Mid-term Reflection found on p. 59 of Student Handbook due by OCTOBER 15..

**MODULE #4**

START DATE: OCTOBER 18 – END: OCTOBER 29

WEEK #7

FIELD PLACEMENT – MINISTRY CONTINUES

SECOND MEETING TAKES PLACE WITH LOCAL CHURCH LAY COMMITTEE MEETING.  
CONSULT P.34 OF THE STUDENT HANDBOOK PRIOR TO THE MEETING. SPEAK TO THE CHAIR OF  
THE LOCAL CHURCH LAY COMMITTEE PRIOR TO THE MEETING REGARDING THE AGENDA.

REFLECTION SEMINAR

1. SM601/602 #1 Activity Checklist due OCTOBER 20.  
SM603 Learning Goals Progress Report due by OCTOBER 20.  
Remember also to post this to S.Min office in Wilmore.
2. Case Study #6 preparation is to be posted by OCTOBER 17 midnight.
3. Seminar Meeting. Theological reflection on Case # 6

WEEK #8

FIELD PLACEMENT – MINISTRY CONTINUES

REFLECTION SEMINAR

1. Case Study #7 preparation is to be posted by midnight October 24..
2. Seminar Meeting. Theological reflection on Case #7.

**MODULE #5**

START DATE: NOVEMBER 1 – END: NOVEMBER 12

WEEK #9

FIELD PLACEMENT – MINISTRY CONTINUES

REFLECTION SEMINAR

1. Case Study #8 preparation is to be posted by midnight OCTOBER 31.
2. Seminar Meeting. Theological reflection on Case #8
3. Student Pastors Only: Second set of four weeks of journal due midnight Nov. 2.

WEEK #10

FIELD PLACEMENT – MINISTRY CONTINUES

REFLECTION SEMINAR

1. Case Study #9 preparation is to be posted by midnight NOVEMBER 7.
2. Seminar Meeting. Theological reflection on Case #9

**MODULE #6**

START DATE: NOVEMBER 15 – END: DECEMBER 3

WEEK #11

FIELD PLACEMENT – MINISTRY CONTINUES

REFLECTION SEMINAR

1. Case Study # 10 preparation is to be posted by midnight NOVEMBER 14.
2. Seminar Meeting

Week # 12 READING WEEK (November 22-26)

## WEEK #13

### FIELD PLACEMENT – MINISTRY CONTINUES

SM601/602 Final meeting occurs with the Local Church Lay Committee. Speak to the Chair of the Lay Committee prior to the meeting about agenda. Remind them of the Lay Evaluation and its submission to you. Consult p. 34 and p. 45 of S.Min. Student Handbook. Please receive a signed copy of the final Local Church Lay Committee Report at this meeting. Discuss its submission to you. (See p. 45 above). Mail this through US Post to Claire Williams in the SMin office in Wilmore.

### REFLECTION SEMINAR

1. Case Study #11 preparation is to be posted by midnight NOVEMBER 28.
2. Seminar Meeting. Theological reflection on Case #11
3. If applicable mileage reports are to be posted to the Claire in the S.Min Office, Wilmore today.

## **MODULE #7**

Start date: December 6 – End: December 17

### FIELD PLACEMENT – MINISTRY CONTINUES

### REFLECTION SEMINAR

1. Case Study #12 preparation is to be posted by midnight December 5.
2. Seminar Meeting. Theological reflection on Case #12.

## WEEK #14

### FIELD PLACEMENT – **FINAL WEEK AT YOUR PLACEMENT.**

THIS IS YOUR LAST SCHEDULED WEEK IN YOUR PLACEMENT FOR THE SEMESTER. DISCUSS YOURS AND THE FIELD SUPERVISOR' EVALUATION. PLEASE OBTAIN APPROPRIATE SIGNATURES. A COPY SHOULD BE EITHER MAILED OR POSTED TO THE OFFICE OF YOUR REFLECTION LEADER AND TO THE SMIN OFFICE AT: [claire\\_williams@asburyseminary.edu](mailto:claire_williams@asburyseminary.edu)

### REFLECTION SEMINAR

1. Case Study #13 preparation is to be posted by midnight December 12.
2. Seminar Meeting. Theological reflection on Case #12.

### Reflection Seminar

1. Case Study Preparation
2. Seminar Meeting

The following reports are due by midnight, Friday December 10.

- a). SM601/602 #2 Activity Checklist
- b). SM603 #2 Learning Goals Progress Report
- c). Final Evaluation: Student
- d). Final Evaluation: Field Supervisor
- e). Final Local Church Lay Committee Report

f). Schedule an Exit Interview to be done with your professor via the Discussion Center or by telephone during Finals Week (December 13-17).

- g). **Student Pastors:** Last set of journals due.

WEEK #15 – FINALS WEEK (DECEMBER 13-17)

**EXIT INTERVIEW WITH YOUR REFLECTION SEMINAR LEADER.**

**DISCUSS YOUR PARTICIPATION AND GROWTH OVER THE SEMESTER. DISCUSS ALL EVALUATIONS AND FACULTY FINAL EVALUATIONS AND GRADE REPORT.**