

The Southern Baptist Theological Seminary

APPLIED MINISTRY HANDBOOK

Revised November 2017

But be doers of the word, and not hearers only, deceiving yourselves.

James 1:22



Applied Ministry

Center for Student Success

Norton 154

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INTRODUCTION TO APPLIED MINISTRY

Applied Ministry is a course required for all students pursuing the Master of Divinity degree or the Diploma in Theology. In Applied Ministry (AM) the seminary student serves on the field with an eligible partnering site and obtains practical ministry experience under the supervision of a qualified minister. Depending on one's degree program, students can take AM: Theology (44910), AM: BGS (44920), AM: Missions (44930). Each of these courses follows the guidelines below for the field ministry requirements of the class.

Applied Ministry is intended to enrich the overall education of the seminary student because ministry preparation at the Southern Baptist Theological Seminary includes more than strictly intellectual training. Applied Ministry enables the student to apply classroom knowledge in a practical, face-to-face ministry situation. The goal is not only personal growth for the student but also blessing in the lives of others.

Overview of Applied Ministry

The following list provides an overview of the field ministry requirements for successful completion of Applied Ministry. Further details are provided on the following pages. Before registering for the course, it is important for you to be familiar with these requirements and to make sure that you are able to complete them in the context in which you intend to serve.

- You must serve an average of 5 hours per week at an approved **Partnering Site** for the duration of the semester totaling 60 hours (For summer terms, 6 hours per week for 10 weeks)
- You must serve under a qualified **Ministry Supervisor** who will meet with you regularly (6-8 hours per semester) and assess your progress throughout the semester
- You must submit a **Plan & Goals Form**
- You must submit a **Ministerial Resume**
- You must submit a **Ministry Experience Report**
- Have your Ministry Supervisor submit the following forms at the appropriate times:
 - **Ministry Supervisor Form**
 - **Student Character Assessment**
 - **Student Ministry Evaluation**
- You must attend the Applied Ministry class and complete all assignments in the course syllabus provided by your professor

PARTNERING SITE REQUIREMENTS

Applied Ministry must be completed at an approved Partnering Site. In order for a church or ministry to qualify to be a Partnering Site, it must meet the following requirements:

- A. The Partnering Site must be of **like faith and practice** as Southern Seminary. In order to qualify, the church or ministry should affirm the Baptist Faith and Message (2000) or an equivalent document.
- B. The Partnering Site must be **an established and functioning** church, Christian ministry, military chaplaincy, or religious/denominational agency that is preferably **at least three years old**. Freelance ministry and employment at the Southern Baptist Theological Seminary do not qualify for Applied Ministry.
- C. Students must **serve consistently** in the church or ministry during the semester in which they take the course totaling **60 hours during the semester**. Students cannot receive academic credit for previous ministry service and experience.
- D. Partnering Sites should provide **formal recognition** of the Applied Ministry student and his/her responsibilities to the church or ministry in a way that is appropriate to the ministry context.
- E. Students needing assistance in finding a place of ministry may contact the Applied Ministry Office (am@sbts.edu).

MINISTRY SUPERVISOR REQUIREMENTS

Each AM student must be supervised on the ministry field. It is the student's job to select a qualified ministry supervisor to oversee his or her ministry experience. The ministry supervisor should be the same gender as the student.

I. Duties of the Ministry Supervisor:

- A. He or she must be willing to meet with the student for at least 6 hours during the semester (typically 1 hour every 2 weeks or 30 minutes weekly).
- B. He or she must be willing to discuss the student's progress, strengths, and weaknesses in a very open and candid manner.
- C. He or she will evaluate the student's progress in their ministry and personal goals and will offer a suggested grade to the seminary.
- D. He or she will submit 3 online forms over the course of the semester. Links to the following forms will be provided to the student at the appropriate times:
 - a. Ministry Supervisor Form
 - b. Student Character Assessment
 - c. Student Ministry Evaluation

II. Qualifications required of the Ministry Supervisor:

- A. He or she should hold a Master of Divinity degree or its equivalent.
- B. He or she should have served a minimum of five years in vocational ministry.
 - i. If the ministry supervisor doesn't have an M.Div. or equivalent degree, he must have at least ten years of vocational ministry experience.
 - ii. For female students, ministry supervisors should have at least five years of ministry experience.
 - iii. When students have no qualified individuals to serve as a Ministry Supervisor, they may form a committee of laypeople. Students can receive supervision from outside of their ministry context (ministry mentor) with approval from the Applied Ministry Office.
- C. He or she must read the Applied Ministry Handbook each semester. This will be confirmed on the Ministry Supervisor Form.
 - i. Any questions about field supervisors can be directed to the Applied Ministry Office (NRT 154 or email am@sbts.edu).

APPLIED MINISTRY COURSE REQUIREMENTS

In addition to the requirements provided in your syllabus, you will turn in the following assignments:

1. **Plan & Goals Form**
2. **Ministry Planning Worksheets**
3. **Ministerial Resume**
4. **Ministry Experience Report**

Plan & Goals Form

On the Applied Ministry Plan & Goals Form you will submit your developmental goals for the semester as well as how they will be applied in your ministry context. A guide for Composing Goals can be found in Appendix #2. All in all, this form will allow you declare how you intend to evaluate and grow in ministry and character throughout the semester and beyond.

Ministry Planning Worksheet

At two points during the semester students will complete a short objectives worksheet. This worksheet is intended to help students forecast how they will accomplish goals for the semester. This exercise will provide organization and benchmarks to assist in your ministry development.

Based on your goals for the semester, students will write out 1 *manageable* objective for each goal over the next 30-45 days. As you write, ask yourself: “what specific actions steps can I take in order to enrich my experience and my ministry over the next month?” Also, students will develop 2-3 questions/topics to discuss with their ministry mentor in the upcoming meetings.

Creating a Ministerial Resume

Students will create a Ministerial Resume according to the standards and suggestions found on the Ministry Connections page of the SBTS website. In order to complete this assignment, the student must upload their resume to the Ministry Connections site (sbts-csm.symplicity.com) and email the Ministry Connections Office requesting approval of their resume. This email should be sent to ministryconnections@sbts.edu and should include the subject line “Applied Ministry Resume Assignment.” If you already have a resume on the Ministry Connections website, simply send an email to the above address stating that you need to receive credit for the resume assignment in your Applied Ministry class.

Ministry Experience Report

The Ministry Experience Report will give the student an opportunity to report on his/her experiences over the course of the semester and reflect on how these experiences have helped shape his/her ministerial calling. This report will be made available online and will be due the final week of the semester.

Successful completion of this report will require the student to intentionally pursue **2 ministry goals** as well as **1 personal goal** from the categories provided on Appendix #2 entitled: Composing Semester Goals.

In essence, the Ministry Experience Report will mirror the Plan and Goals form. It will allow students to evaluate how they improved over the course of the semester, as well as how they can continue to grow in the future. The student should discuss each ministry opportunity with their supervisor and reflect on what they have learned through the experience. If serving in vocational ministry, it is recommended that students choose at least one ministry opportunity that is outside of their typical responsibilities.

The Ministry Experience Report will also give the student an opportunity to evaluate the class and provide feedback on their Partnering Site, Field Supervisor, and Applied Ministry experience.

APPENDIX #1 – A NOTE TO THE MINISTRY SUPERVISOR

Thank you for agreeing to serve as a Ministry Supervisor. As an experienced minister, you are probably more aware than the student of the potential benefit your supervision may bring to this student's future ministry. May the Lord greatly bless your ministry of supervision this semester.

The following information is provided to give you an idea of the commitment you are making in supervising a student. As an Applied Ministry Supervisor, you will be expected to:

- A. Meet regularly with the student for a minimum of 6 hours over the course of the semester.
- B. Read through the Applied Ministry Handbook thoroughly.
- C. Complete the Ministry Supervisor Form at the beginning of the semester. This form and all others should be emailed to you by your student. In addition, the student will receive a schedule with precise dates at the beginning of the semester that you may want to review.
- D. Assist your student in obtaining the ministry experiences necessary for completion of the course.
- E. Complete a Character Assessment and Student Evaluation on the student you are supervising. Due dates for these forms will be given to the student.

You may use the information on this page and the following page to assist you with your evaluation. If you have any further questions, please contact the Applied Ministry Office at am@sbts.edu or 502-897-4680.

Evaluating Applied Ministry students

The following information is provided to help you as you evaluate the work of the student(s) under your supervision this semester. One of the goals of the Applied Ministry process is to assist the student in developing a more accurate ability to evaluate him or herself in ministry. Your direct, candid, and honest feedback may be one of the best learning experiences your student will ever have.

In the Applied Ministry program, frank and sincere evaluations about a minister's *gifts and strengths* in ministry are encouraged. Ministers need to know when they have done well and where their strengths lie. The Applied Ministry program also encourages frank and sincere evaluations about a minister's *shortcomings, errors, and areas of need for change and growth*. Ministers need to know when they have done poorly. They need mature insight to help them avoid repeating mistakes and to help them grow in their ministering abilities.

When evaluating a student's strengths and weaknesses in ministry, you may consider the following areas:

sensitivity to people	uses resources well	evangelistic
friendliness	capable teacher	dresses appropriately
communication skills	inspires people	humble
helps people to grow	keeps confidences	diligent
prayerful	well organized	self-starter
makes appropriate visits	teachable (still learning)	listens well
capable leader	relates adequately to all ages	speaks the truth in love
cheerful (smiles enough)	reads Scripture in public well	open to suggestion
acceptable grooming habits	works well with teams	courteous
clarity of speech	spiritually minded	knows Bible well
finishes what is started	effective counselor	handles group
interacts well	accepts wise counsel	committed to missions
loves the church	honest and truthful	consistently well prepared
accepts criticism well	keeps commitments	pays attention to details
encourages people		

Character Assessment

One of the goals of field education at Southern Seminary is to stress that character, not sheer productivity or capacity, is necessary for effective Christian ministry.

The Character Assessment form is designed to help Ministry Supervisors reflect upon the spiritual strengths and weaknesses of students participating in Applied Ministry. Upon completion, the Minister Supervisor is required to schedule a face-to-face meeting with the student to review the content of the survey.

Completing Forms

As you are completing your evaluative forms throughout the semester, we ask that you set aside ample time to both reflect on the student's progress and report on the matter. We appreciate you providing sufficient details to support your evaluations as these forms not only impact your student's grade but are also used by the seminary to evaluate the long-term effectiveness of this program. Simply leaving comment sections blank or adding comments such as "Everything's fine" or "I cannot think of any way the student can improve" do not afford students the opportunity to grow. Please utilize the comments sections to both encourage your supervisees on their strengths and to help them identify strategies to grow in areas where further development is needed.

Thank you for both your service to this student as well as the mission of the Southern Baptist Theological Seminary. If at any time you are unclear about your expectations as a Ministry Supervisor, please contact the Applied Ministry Office at am@sbts.edu or 502-897-4680.

APPENDIX #2 – COMPOSING SEMESTER GOALS

Students will declare and pursue **3 semester goals** in their Plan and Goals Form due at the beginning of the semester.

- 2 Ministry Development goals
- 1 Personal Development goal

Students will evaluate their semester goals at the end of the semester in their Ministry Experience Report.

Ministry Development Categories

Students will compose 2 goals from **two separate ministry categories** for completion of the Plan and Goals and Ministry Experience Report: (Specific goals will vary depending on ministry context)

- *Proclamation*
(Goal Examples)
 - Prepare for and preach a sermon in a corporate worship gathering (If you normally preach, offer a more specific goal, perhaps to improve a specific aspect of preaching)
 - Prepare for and teach a Bible Study discussion in a small group or class
- *Outreach*
(Goal Examples)
 - Pursue at least 3 intentional evangelistic conversations with 3 different individuals
 - Participate in at least 3 cross-cultural outreach opportunities
 - Organize and execute an outreach project or event
- *Leadership/Administration*
(Goal Examples)
 - Prepare for and lead a corporate worship gathering
 - Prepare for and lead a ministry training workshop
 - Plan and Execute a ministry event or program
- *Discipleship*
(Goal Examples)
 - Provide one-on-one discipleship to an individual (must meet at least 3 times)
 - Lead and serve a small group Bible study (meet routinely)

- *Counseling*
(Goal Examples)
 - Provide biblical counseling to an individual or couple (must meet at least 3 times)
 - Minister to a grieving family or someone in the hospital (must make at least 3 visits)

Note: If you serve in a full-time ministry role, consider craft your goals so that they help you enhance or improve a specific aspect of ministry.

Personal Development Categories

Students will determine and work toward **1 Personal Development Goal** from the following categories over the course of the semester. This goal is distinct from the goals you set for your ministry.

One way to brainstorm about personal goals is to ask yourself, “Has an indispensable part of my life suffered because of my ministry activities or my seminary studies?” Another helpful question may be, “Where do I (or my Field Supervisor) perceive a lack of skill or a need for improvement?”
(NOTE: While this goal is different than your ministry categories and goals, some of these personal goals might be situated within a ministry context)

- *Interpersonal*
These are “people skills.” Ideas for goals may come from the classroom text on this subject, from discussions with your spouse, friends, or field supervisor, or from a sense of personal need.
- *Family*
Goals in this category relate to matters such as the inauguration or improvement of family worship (recommended) or a date night with your spouse or children.
- *Devotional*
This kind of category focuses on improving the consistency of your devotional life, the development of your practice of prayer, or another spiritual discipline.
- *Evangelistic*
Goals of this type are designed to create opportunities for sharing the Gospel, whether for you personally or as a part of your ministry.
- *Administrative*
Such goals might be used to improve your time management (in ministry) or skills in delegation, planning, supervision, budgeting, etc.
- *Individual*
This kind of goal is designed to strengthen some aspect of your personal life, such as stewardship of time or money, use of the television or Internet, etc.

In addition to your Ministry Goals, your Personal Development Goal will be recorded on your Plan & Goals Form at the beginning of the semester. Progress toward these goals should be discussed with your Ministry Supervisor and a report should be given at the end of the semester on your Ministry Experience Report. You will report on your progress toward your Ministry and Personal Goals and reflect on the following questions for each ministry opportunity:

1. What was your Ministry Experience and why did you choose this option?
2. How would you rate your experience? Why?
3. What did you learn about ministry through this experience?
4. What did you learn about yourself and your ministerial calling that will be beneficial to you in future ministry?
5. How did your Ministry Supervisor help you evaluate this experience?
6. What would you do different next time?

APPENDIX #3 – METHODS FOR COMPLETING APPLIED MINISTRY

On Campus Students

Applied Ministry will be offered each semester in on-campus classes. This class will typically meet monthly and will focus on discussion of ministry experiences and the application of sound theological principles to practical ministry. On-Campus Students may also take Applied Ministry through a Hybrid Modular course that will meet during the modular schedule each fall and spring semester.

Distance Students

Distance Students may opt to take a web-based version of Applied Ministry which will substitute 2 live video meetings for the classroom time of an on-campus class. Because this is a field education class, there is no online course fee for the class and it will count in their degree as an on-campus credit. Distance Students may also take Applied Ministry through a Hybrid Modular course that will meet during the modular schedule each fall and spring semester.

SBTS Partnerships - Mission Trips, Jenkins Center, & Student Leadership Council

Students may fulfill the field ministry requirements of the Applied Ministry course by participating in an SBTS Mission Trip led by an SBTS faculty member, through an internship with the Jenkins Center, or by serving on the Student Leadership Council. To receive AM credit in connection with one of these SBTS Partnerships, students must do the following:

1. Register for Applied Ministry: Partnerships 44930.
2. Submit the AM: SBTS Partnerships Registration form to the AM Office at the beginning of the semester. This form is located on the AM page of the school website.
3. Complete the syllabus requirements for Applied Ministry and turn the assignments into the course professor (not the professor who leads your team). Note that while you do not have to attend the class, you are still responsible for the assignments in the syllabus.
4. Submit the AM: SBTS Partnerships Report form to the AM Office during the final week of the semester. This form is located on the AM page of the school website.
5. Students completing Applied Ministry through an SBTS Partnership will not be required to submit any of the forms typically completed by a Ministry Supervisor.

Students may contact the Applied Ministry Office (am@sbts.edu / 502-897-4680) about pursuing Applied Ministry through other means but exceptions are rarely granted.