



## AGENDA

### **Student & Lay Training Committee Orientation**

Office of Field Education and Supervised Ministry, Brite Divinity School

**Saturday, August 21, 2021**

9:00 a.m.	Gather and Greet and Tech Support	
9:10 a.m.	Opening and Welcome	Dr. Stephen V. Sprinkle
	Morning Prayer	Dr. Sprinkle
9:15 a.m.	Greetings	Dean Michael Miller
9:20 a.m.	Keynote for Supervisors and Students	Alicia Po Ching, M.Div., ACPE Certified Educator, BCC
10:00 a.m.	Break	
10:15 a.m.	Overview of the Supervised Year, and the Role of Lay Training Committees	Dr. Sprinkle
	<ul style="list-style-type: none"><li>○ Organization and Frequency of Meeting</li><li>○ The Covenant of Learning</li><li>○ Evaluation, Interpretation, and Support</li><li>○ Significant Dates</li></ul>	
11:15 a.m.	Closing words	Dr. Sprinkle
11:30 p.m.	Closing Prayer	

### **Participants**

Alicia Po Ching, M.Div., ACPE Certified Educator, BCC

Dr. Michael Miller Executive Vice President, Dean Associate Professor of Theology, Brite Divinity School

Dr. Stephen Sprinkle, Director of Field Education & Supervised Ministry, Professor of  
Practical Theology and Director of Baptist Programming, Brite Divinity School

Mrs. Christa R. Franks, Administrative Assistant, Brite Divinity School

# THE SUPERVISED YEAR

(Overview)

The Supervised Year is based on the premise that growth in ministry requires doing ministry and also being involved in critical reflection on the experience. The over-all goal is not just doing something in the church. As one serves in a church the goal is to understand what it means to be an integrated personality in ministry and a minister of reconciliation in a divided and violent world.

**"The Supervised Year is considered a single unit for completion of the requirement. Failure to complete either Supervised Ministry I or Supervised Ministry II successfully will result in the necessity to retake the entire Supervised Year, Fall and Spring. No exceptions."**

## **I. SETTING**

The setting needs to be a place where a broad experience of ministry can take place. It is preferred that this be in a local church or agency setting. The parish-based position needs to be one in which there can be participation in worship, education, visitation, preaching at least once a semester, and a total experience in the life of the church. It is strongly suggested that no more than 20 hours (including preparation) per week be required of the student.

A student's setting may be in a non-parish context (i.e. hospital chaplaincy, agency or industrial chaplaincy, and so forth). Students are highly encouraged to choose a setting where the basic skills of ministry usually available in the parish may also be acquired through experiences during the year. Not all extra-parish settings are approvable. Permission from the Director, based on actual commitments to grant the student experience in basic ministerial skills and duties, must be given in order for an extra-parish setting to be approved.

## **II. LAY TRAINING COMMITTEE**

The Lay Training Committee (LTC) is comprised of three to seven persons who are a part of the student's setting, with one of the members serving as a convener or chair of the committee. They are to be a supportive group which works with the student in doing critical reflection on his/her ministry. The LTC meets with the student at least once a month for about two hours. They evaluate the student's ministry and progress during the year. The LTC submits a written evaluation at mid-term and at the close of the semester. A full-day orientation is held for the committee. Information of the orientation will be announced soon.

The convener's duties are to:

- a. send adequate notice of time and place of meetings to the student and committee members,
- b. convene the meeting and end the meeting on time,
- c. discuss agenda for meeting with the student,
- d. consult with the pastoral supervisor about the progress of the group, and
- e. submit a written evaluation each semester of the seminarian which reflects the thinking of the entire committee.

In the case of a non-parish setting for ministry, the LTC will take on the form of a Peer Training Committee. This means that peers in CPE or agency life may be recruited for this evaluative dimension of the Supervised Year. Members of this group must have first-hand knowledge of the ministry performed by the student. Unless an LTC is successfully recruited by the student in the non-parish setting, the setting will not be approved.

In most cases the supervisor does not meet with the LTC on a regular basis. It is important for the student to have the opportunity to function with his/her committee, and so fulfill a separate and significant dimension of evaluation.

### **III. COVENANT**

The Learning Covenant, written by the student in negotiation with the supervisor, lay committee and Director of Field Education/Supervised Ministry, is a central part of the program. Although the covenant is under constant revision, it needs to be adequately written to cover the needs of the minister in training.

Some of the areas the Learning Covenant will cover include:

1. personal and professional goals
2. theology of ministry
3. time management as related to work/school/personal life
4. priority of learning needs
5. clear, measurable performance objectives
6. work agreement
7. spiritual and devotional development
8. clear understanding of appropriate interpersonal professional boundaries

### **IV. SUPERVISOR**

The supervisor needs to be a person who is or has recently been involved in ministry in the church. Supervisors are expected to attend a one-day orientation session. The details will be announced.

Supervisors meet at least once a week with the student. This is to be a regularly scheduled meeting. Together they look at ministry and in particular the ministry of the student. Supervisors share their own experience in ministry, do critical reflection with the student, and provide possible guidelines for doing ministry. Together they set an agenda, in most cases related to the learning covenant. They also review the weekly/monthly self-evaluation prepared by the student and consider the Mid-Term and Final Progress Report.

### **V. THEOLOGICAL REFLECTION GROUP**

The Theological Reflection Group (TRG) is made up of five to eight peers who meet weekly with a TRG leader (minister). Through the use of case studies, critical incidents, verbatims, and other group process methods, the students reflect on their experience in ministry. The student learns to reflect and articulate the meaning of his/her church experience in theological terms. Issues and/or concepts of the student will be considered. The TRG leader will evaluate the student at both mid-semester and the end of the semester.

**The PRTH 65013 / 65023 class you enroll in and the TRG group are one in the same. THE STUDENT MUST REMAIN IN THE SAME TRG CLASS DAY AND TIME FOR BOTH SEMESTERS OF SUPERVISED MINISTRY.** (PLEASE REMIND YOUR ADVISOR WHEN REGISTERING FOR THE SPRING SEMESTER.) **Approval from the Director of Supervised Ministry must be obtained to change the day you are enrolled in. If approval is given to change your class day and all the classes are filled, it is the student's responsibility to find someone to exchange with.**

### **VI. FIELD EDUCATION / SUPERVISED MINISTRY DIRECTOR**

The Field Education / Supervised Ministry Director will be available to meet with the student on a regular basis. An appointment may be scheduled with the administrative assistant. The student is expected to make appointments as necessary.

### **VII. ORIENTATION SESSIONS**

The Supervisor and Lay Training Committee orientations will be announced. Students, Supervisors and LTC Conveners will receive a Supervised Year Manual at their orientations for a more detailed analysis of the year.

# YOUR FIRST LAY TRAINING COMMITTEE MEETING

- I. Welcome and Introductions Convener

All present to share their names.

- II. Opening Prayer Designee'

This is a theological meeting – not a business meeting, though good order is essential to the LTC (Lay Training Committee). The Convener should designate someone ahead of time to pray.

Included in the prayer should be the Student Minister, the members of the church/agency, and all they serve. Scripture is appropriate, as well, at the choice of the Convener.

- III. Setting sights for the meeting

A. Brief agenda touching on the tasks to be accomplished during the hour

B. Sharing each person's expectations of the LTC for the year.

- IV. Committee makes a covenant with each other and the student.

Various items could be included in such a covenant, but here we offer a "boilerplate" idea for you to use. It is important to secure agreement from each LTC member to each item. A short discussion of each one should accomplish this purpose nicely. Each person should sign the covenant, and the Convener should receive the original for safe-keeping. Copies may be provided to each member and the student later.

(See Attachment A.)

V. Personal statement by the student

A few moments in which the student gives an account of his/her faith journey, and how the student came to Divinity School.

VI. Committee members and student carry out a brief analysis of their field setting.

A. What are the strengths of this setting? What is attractive about our community?

B. What areas possibly need strengthening in our setting?

VII. Share upcoming duties and events in our student's ministry with the committee.

VIII. Assignment of evaluation tasks, special duties, and brief discussion of other new business. Someone should be asked to pray for the opening of the next meeting at this time.

IX. Reminder of next meeting time and place.

X. Closing prayer(s) and dismissal, done by Convener or someone designated by the Convener.

# Attachment A

## Lay Training Covenant

As a Lay Training Committee for the 2021-2022 school term, we covenant with each other to be faithful on these matters:

- 1) To be confidential: we will maintain a spirit of confidentiality concerning what is shared in our meetings. To us, this is a sacred pledge and an important matter of trust.
- 2) To be present at our meetings, and punctual: This is an expression of our care and regard for each other. In the event a member of the LTC cannot be present at a meeting, a phone call to the Convener is expected.
- 3) To complete all evaluations on time: This is an expression of our regard and care for our student and Brite Divinity School.
- 4) To pray regularly for each other, and for all those called to the ministry.

This we covenant on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Signed:

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