



FE502 Field Education

Short Syllabus

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GCS mission statement

“Equipping the Saints for Pastoral Ministry.” We are committed to equip the saints for pastoral ministry through quality graduate-level distance education programs in biblical, theological, ministerial and pastoral studies informed by Incarnational Trinitarian faith.

Course description

FE502 is two credit hours. Students are to reflect on the incarnational Trinitarian theological foundations of their ministry work and how their ministry work is centered in Christ. This course entails 90 hours of student work on a ministry-related project. The course includes

1. developing and implementing a Ministry Action Plan (MAP) for a project
2. forum discussions
3. project summary/reflection paper, which integrates the student’s previous academic studies with the ministry projects they select.

Prerequisites

1. CM501 Pastoral Leadership is a prerequisite for FE501; FE501 is a prerequisite for FE502.
2. Students should have at least 32 semester hours of previous academic work and at least three years of ministry experience, so that there is sufficient basis for reflection and integration.

Ministry focus projects

Students should select only one ministry project for FE502; the project for FE502 must differ from that for FE501.

- **Community service** development and leadership includes planning, starting and providing primary leadership for a community service project that contributes to the missional activity of a local church.
- **Ministry fundraising** includes developing and implementing a Fundraising Plan for raising funds to meet ministry needs (including the above ministry projects).
- **Ministry team formation and leadership** includes recruiting, preparing and providing primary leadership for a ministry team that contributes to the missional activity of a local congregation.
- **Small group** development and leadership includes planning, starting and providing primary leadership for a short-term small group that contributes to the missional activity of a local congregation.
- **Worship ministry** development and leadership includes planning, recruiting for, implementing and providing primary leadership for congregational worship ministry.
- **Youth ministry** development and leadership includes planning, recruiting for, implementing and providing primary leadership for a ministry that contributes to the missional activity of a local congregation related to young people (young adults, teens, pre-teens).
- **Elective:** Students may select, with approval of their ecclesiastical supervisor and instructor, a ministry project of their choice.

Recommended reading

Anderson, Ray S. *The Soul of Ministry: Forming Leaders for God's People*.
Louisville, KY: Westminster John Knox, 1997.

Cloud, Henry, and John Townsend. *Making Small Groups Work: What Every*

- Small Group Leader Needs to Know*. Grand Rapids, MI: Zondervan, 2003.
- Gangel, Kenneth O. *Team Leadership in Christian Ministry: Using Multiple Gifts to Build a Unified Vision*. Rev. ed. Chicago, IL: Moody Press, 1997.
- Rodin, R. Scott. *The Steward Leader: Transforming People, Organizations and Communities*. Downers Grove, IL: InterVarsity, 2010.
- Roxburgh, Alan J. *Missional: Joining God in Your Community*. Grand Rapids, MI: Baker Books, 2011.
- Sjogren, Steve. *101 Ways to Reach Your Community*. Colorado Springs, CO: NavPress, 2001.
- Sjogren, Steve, Dave Ping and Doug Pollock. *Irresistible Evangelism: Natural Ways to Open Others to Jesus*. Loveland, CO: Group Publishing, 2004.
- Stetzer, Ed, and Eric Geiger. *Transformational Groups: Creating New Scorecards for Groups*. Nashville, TN: B & H Publishing Group, 2014.
- Stetzer, Ed, and Thom S. Rainer. *Transformational Church: Creating a New Scorecard for Congregations*. Nashville, TN: B & H Publishing, 2010.
- Stone, Howard W., and James O. Duke. *How to Think Theologically*. 3rd ed. Minneapolis, MN: Fortress, 2013.

Recommended reading for fundraising projects:

- Dillon, William P. *People Raising: A Practical Guide to Raising Support*. Chicago, IL: Moody Press, 1993.
- Morton, Scott. *Funding Your Ministry: Whether You're Gifted or Not*. Colorado Springs, CO: Dawsonmedia, 1999.
- Nouwen, Henri J.M. *Spirituality of Fundraising*. Nashville, TN: Upper Room Books, 2010.
- Rodin, R. Scott. *Stewards in the Kingdom*. Downers Grove, IL: InterVarsity, 2010.

Willard, Chris, and Jim Sheppard. *Contagious Generosity: Creating a Culture of Giving in Your Church*. Grand Rapids, MI: Zondervan, 2012.

Requirements and assignments

1. Ministry Action Plan (1,000-word minimum). The student will develop (with assistance and input from their ministry supervisor, such as a senior pastor, intern director or regional pastor) and implement a Ministry Action Plan (MAP) for a ministry project to submit to the GCS instructor for grading. The MAP should include a:

- Clearly articulated missional purpose and overall vision for the ministry project. Explain how the activity or project supports the theological and biblical purpose and priorities of the church.
- Clearly defined focus group or focus community (target audience) for the ministry
- Detailed set of desired outcomes for the ministry and theologically informed criteria for evaluating degrees of success or failure
- Detailed plan and timeline for achieving outcomes
- Budget for the ministry
- **The MAP should be developed in time to be reviewed by the student's supervisor prior to submission at the end of week one. Therefore, we recommend students begin work on the MAP immediately after registration.**

Students who select *Ministry Fundraising* will develop (with assistance and input from, and approval of, their ministry supervisor, e.g. senior pastor, intern director or regional pastor) and implement a Fundraising Plan to submit to the instructor for grading. The Fundraising Plan must include:

- Objectives for the ministry for which funds will be raised
- A ministry budget (listing financial needs)
- A plan for contacting potential donors and asking for donations
- Plans for providing progress reports/updates
- Criteria for evaluating how the plan and its execution are aligned with the nature, purposes, and priorities of being the church of Jesus Christ, and recommendations for modification.
- Donor follow-up plans

2. Forum Discussion The student will make brief weekly contributions to forum discussions. Contributions must include:

- An update/progress report including time spent on each project and objectives achieved. Forum contributions need to indicate the student is taking time to reflect on experiences, progress, challenges and needs as they implement their project plans.
- A brief reflection on the theological significance of the project experience as the MAP is being implemented. (That is, on the project's theological basis, its alignment with the nature, purpose and priorities of the church, its relationship to other forms of ministry, its priority, the spiritual and practical obstacles encountered, possible improvements needed, the level or kind of spiritual preparation required, temptations involved and strategies to avoid them, dealing with unmet expectations, etc.)
- Briefly respond to at least two other students' forum contributions.

3. Project Summary (1500-word minimum, with multiple citations). The student will write a Project Summary to submit to the instructor for grading. The project will not necessarily be completed by the end of the semester, but the student should submit a report summarizing the progress that has been made. The Summary should include (related to the specific ministry project):

- Objectives achieved
- Impact on the church, community, ministry, donors, etc.
- Major personal lessons learned
- What could have been done differently or better
- Personal impact or transformation experienced by the student in relationship to God (worship, prayer, Scripture, faith, hope, love, continuing theological reflection), to others, and to the student's approach to ministry.
- Theological significance of the project, i.e. how the project and its implementation reflected to the student and the congregation the love and grace of God as well as participation in Jesus' ministry in light of the nature, purpose, and priorities of his church and recommendations on how it might be modified
- Descriptions of how knowledge acquired from previous classes informed, influenced and transformed the student's general approach to ministry.

- **Note: The summary must include multiple citations from reference works (books and lectures) from previous courses, such as CM501 and CM504.**
- An affirmation that the project and the course have taken at least 90 hours of work.

Ministry Action Plans and Summary papers should be written with the following format:

- 1-inch margins on all sides
- Times New Roman, font size 12
- Double spacing
- Papers will be graded for content, style, grammar and spelling and use of *multiple citations from reference works (books and lecture notes) from previous ministry courses.*

Assignments, estimated hours, and grade weighting

Students are required to work on a Ministry Project, but academic credit is based on academic work, not the number of hours put into the project. Students are evaluated on and receive academic credit for their plans, forum discussions and project summaries. The number of hours students work on a project may vary from week to week, but the total number of hours worked on a project must be at least 90.

Estimated hours for each semester	Hours *	Grade Percentage
Ministry Action Plan – writing	10	30
Ministry Project plan – implementation	50	0
forum discussion	20	25
Ministry Project summary	10	45
total	90	100

Weekly topics and assignments

Week	Topic	Assignments to be completed during the week
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Week 1		Develop Ministry Action Plan (MAP): Project 1 The MAP should be developed in time to be reviewed by the student's supervisor prior to submission at the end of week one. Therefore, we recommend students begin work on the MAP immediately after registration.
Week 2		Implement MAP Forum discussion/weekly update
Week 3		Implement MAP Forum discussion/weekly update
Week 4		Implement MAP Forum discussion/weekly update
Week 5		Implement MAP Forum discussion/weekly update
Week 6		Implement MAP Forum discussion/weekly update
Week 7		Implement MAP Forum discussion/weekly update
Week 8		Implement MAP Forum discussion/weekly update
Week 9		Implement MAP Forum discussion/weekly update
Week 10		Implement MAP Forum discussion/weekly update
Week 11		Implement MAP Forum discussion/weekly update
Week 12	Ministry Project 1 Summary: completed and submitted to the instructor by end of week 12.	