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CHRISTIAN COLLEGE

"Educates people for Christian leadership."

Mentored Ministry

The mission of Summit Christian College is to educate people for Christian leadership. In order to fulfill the mission, the education process must go beyond the academic program in the classroom and include a practical dimension. To meet that need, Summit Christian College has developed a Mentored Ministry program.

What Is Mentored Ministry?

Mentored Ministry is a hands on, active, learning experience that integrates academic exercise with practical ministry in an observable and evaluative environment. Students involved in the program team up with mentors who are serving in an area of student interest in a local congregation. Under the oversight of the mentor, students serve for a semester that area of ministry.

Goals

Although the Mentored Ministry program is designed as a learning instrument, all students involved in the program need to realize that whatever ministry they are involved in is real ministry meeting the spiritual, emotional, or physical needs of the people to whom they are ministering. Furthermore, the goal of the program is more than simply providing an environment in which students can learn how to do a specific ministry. While the program provides an environment in which students develop practical skills, it also provides an environment in which students can mature spiritually and emotionally further preparing them for leadership in Christ's church.

Specifically, the goals for the Mentored Ministry program are four-fold:

1. Provide a practical dimension of learning as an important part of the educational program.
2. Guide the student in actual service and worship for the glory of God.
3. Provide an environment that nurtures Christian maturity
4. Challenge students to further growth in Christ through interaction with mentors and faculty advisors.

Objectives

Students participating in the Mentored Ministry program will establish their learning objectives through their interaction with their faculty advisor and their mentor. Learning objectives may differ from semester to semester. Since the Mentored Ministry program is an observable evaluative program, students will do a self-evaluation at the end of each semester. Additionally, the student's mentor will make an evaluation of the student's activities and progress. The evaluations will look at the student's stated learning objectives, ministry objectives, maturation, and performance.

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Components

The Mentored Ministry program has two components: Christian Involvement (CHR1010, 1020, 4010, 4020) and Mentored Ministry (MM201, 202, 301, 302). Throughout the semester, students enrolled in CHR and MM courses must satisfy course requirements. SCC will place students who fail to satisfy the requirements on academic restrictions.

Christian Involvement is a not for credit portion of the program designed for first year students and fourth year students who have completed MM2011, 2021, 3011, and 3021. Even though CHR101, 102, and 401 and 402 are not for credit, the nature of the ministry activities are very different for 100 and 400 level students.

CHR 101 and 102 students serve with a mentor or person to whom they are accountable in the local church.¹ First year students may serve in a variety of different ministries. The following list offers some options, but the options are not limited to the list.

| | | |
|-----------------------|----------------|---------------------|
| Soup Kitchen | Shut-ins | Greeting |
| Teaching | Music Ministry | Christian Day Care |
| Bread Ministry | Men's Ministry | Women's Ministry |
| Preaching | Evangelism | Pre-School Ministry |
| After-School Ministry | Office work | Youth Ministry |

CHR 4010 and 4020 students have a great deal of liberty in setting up their learning experiences. Students select a mentor presently serving in a church or para-church organization. In most cases, students should select an area of ministry either in the area in which the student wishes to serve after completing his or her educational goals at SCC or an area in which the student feels he or she needs additional growth prior to completing his or her educational goals. The mentor does not need to be serving in the same location as the student; however, the mentor does need to be qualified as a mentor in the area of ministry. For example, a student wishing to fulfill the requirements for CHR 4010 by serving in a music ministry may be serving at one church and have a mentor who is involved in a music minister at another church. Another example of the flexibility might look like this: a CHR4020 student who has a desire to serve in a preaching ministry after completing studies at SCC opts to serve as a fill-in preacher. In this case, the student may select a preacher or SCC faculty member as a mentor.

Additionally, students in CHR4010 and 4020 may be involved in a mentoring relationship that deals more with the development of Christian character or philosophy of ministry and less with hands on experience. For example, a student who desires to enter into a pastoral/preaching ministry may choose a mentor who will be presently involved in such a ministry. The student may then fulfill the requirements of the course

¹ CHR101 and 102 students may serve in an environment where they are not in a mentoring relationship. In such cases, they still need to be serving under the oversight of someone in the local church to whom they can be accountable. For the purpose of this handbook, the person to whom they are accountable shall be referred to as a *mentor*.

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through regularly scheduled meetings with the mentor where the two of them discuss various aspects of the ministry, as well as expectations within the ministry.

Mentored Ministry is a for credit portion of the Mentored Ministry program (1 credit hour for each course). After completing CHR1010 and 1020, students will move to the Mentored Ministry portion of the program.²

MM2011, 2021, 3011, and 3021 students select a mentor serving in a local congregation. Typically, students select a mentor who is serving an area of interest or an area in which they know they need further development. The areas of service include the options listed in Christian Involvement (see page 3), but the possibilities for service are not limited to the list.

Students are expected to mature and take on new responsibilities as they move through the program and advance towards degree completion. For example, a MM201 student may serve as an assistant to a Sunday school teacher. If the student continues in the mentored ministry program with an interest in teaching, when the student enrolls in MM301, the student should be prepared to teach. In this case, the mentor may change from a Sunday school teacher to the director of Christian Education. Students are also encouraged, but not required, to try different ministries. This will allow the student the opportunity to view ministry from many different perspectives.

The following grid shows the typical progression a student makes through the Mentored Ministry program

| Year of Study | Semester | Mentored Ministry Course Number |
|---------------|----------|---------------------------------|
| Freshman | Fall | CHR1010 |
| Freshman | Spring | CHR1020 |
| Sophomore | Fall | MM2011 |
| Sophomore | Spring | MM2021 |
| Junior | Fall | MM3011 |
| Junior | Spring | MM3021 |
| Senior | Fall | CHR4010 |
| Senior | Spring | CHR4020 |

² In special situations, second year students who are not ready to be involved in the Mentored Ministry portion of the program may opt to continue in the Christian Involvement portion of the program for an additional year.

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Requirements

Every certificate or degree seeking student is required to participate in Christian Involvement/Mentored Ministry.³ Students will not receive their certificate or degree if they have not completed the requirements of the Mentored Ministry program. The following chart specifies the requirements for the different certificates and degrees.

| | |
|--------------------------------------|---|
| Certificate in Christian Foundations | CHR1010 and 1020 |
| Associate of Arts | CHR1010, 1020; MM2011, 2021 |
| Bachelor of Science or Arts | CHR1010, 1020, 4010, 4020; MM2011, 2021, 3011, 3021 |

The requirements for transfer students and students completing degrees at an accelerated pace will be taken on a case-by-case basis. However, the general guideline is that these students must complete the for credit portion (MM course designations) of their degree.

If a certificate or degree seeking student has fulfilled the requirements of the Mentored Ministry program, but has not yet fulfilled the requirements for the degree, the student should submit a short summary describing the students church attendance and ministry activities to his or her faculty advisor at the end of each semester he or she is enrolled.

Process of enrolling and satisfying the requirements of the Mentored Ministry Program.

1. At Registration, certificate and degree-seeking students register for Christian Involvement/Mentored Ministry. Students are not charged for Christian Involvement, but will be charged the normal tuition rate for Mentored Ministry.
2. All students (except those in CHR1010) meet with their Faculty Advisor during the first week of class to present a written proposal for the semester.⁴
 - a. The proposal will identify the area of ministry in which the student wishes to serve, the mentor the student will work with, and clearly established written goals and/or learning outcomes for the semester of Mentored Ministry.
 - b. The student needs to confirm the mentor relationship and that he or she can serve in the specified area prior to speaking with the advisor.
 - c. During this meeting, the faculty advisor may make changes to the proposed goals and/or learning outcomes.
 - d. At the close of the meeting, the faculty advisor will ensure the student has a copy of the Mentored Ministry Handbook and the Mentor Handbook along with all of the evaluation and agreement forms.

³ ICL students are excluded from this program and must complete a Christian service program specific to the ICL program.

⁴ See special section for CHR1010 students below

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3. After the Faculty Advisor has approved the proposal, the student will present the Mentor a copy of the Mentor Handbook. After the mentor has read the handbook and reviewed the student's ministry goals and/or learning objectives, the mentor signs the agreement form at the back of the Mentor Handbook, and the student brings the signed form to his/her faculty advisor.
4. Students begin serving
5. MM Students will meet on a weekly basis at a designated location and complete additional assignments.
6. All Christian Involvement and Mentored Ministry students will meet with their faculty advisors on the last Thursday of each month to check the progress and answer any questions or concerns the student might have about his/her plan.
 - a. Students should present an up-to-date Time Log to their faculty advisors.
 - b. Students who fail to comply with the above requirements may be placed on academic restriction.
 - c. If a student misses a meeting, it is the student's responsibility to contact the professor and set up an alternative meeting time. Failure to meet regularly with the professor may result in the student failing Mentored Ministry.
 - d. Students who have not presented a completed Time Log to their faculty advisors by the end of the mid-term week will receive a failing mark at that time and may receive an official academic warning.
7. Students must present their completed Mentor Evaluation Form, the Student Self-Evaluation Form and Time Log to their faculty advisor at the final meeting of the semester.
 - a. The faculty advisor will retain a record of the students' completed forms.
8. Students who satisfactorily complete the requirements for Christian Involvement/Mentored Ministry and turn in all of the forms will receive a passing mark for the course. Students who fail to complete the requirements for Christian Involvement/Mentored Ministry, or fail to turn in the completed forms will receive a failing mark for the course.
 - a. The registrar will record all marks on the student's transcript.

CHR1010

To help CHR1010 students find an area of ministry and a place to serve, all CHR1010 students will travel together as a group to attend four different congregations during the first month of classes. As the group attends different churches, students should observe the congregational life and ministry opportunities present at each congregation. After a period of four (4) weeks, CHR1010 students will be expected to decide upon some plan of action for Christian Involvement during the first semester, and they must then enter into and follow the process outlined above.

Students in Full or Part-Time Ministry

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Students serving in a full or part-time ministry position will be allowed to use their ministry to fulfill the Mentored Ministry requirements. Those students must follow the process of enrolling and fulfilling the requirements as outlined above. Students in full or part-time ministry are not exempt from Mentored Ministry but are fulfill the requirements through their ministry.

Internship

Students involved in internships during the semester may receive CHR or MM credit during their internship under the following conditions:

CHR4010 and 4020 students must:

- a. register for both an internship and Christian Involvement at the time of registration,
- b. attend monthly meetings, and
- c. communicate with their faculty advisors about the progress of their internship.

MM2011, 2021, 3011, 3021 students must:

- a. register for both an internship and Mentored Minister at the time of registration,
- b. attend weekly MM meetings, and
- c. communicate with their faculty advisors about the progress of their internships.

Failure

If a student receives an “F” for Christian Involvement/Mentored Ministry at the end of the semester, he/she will be placed on character probation. A second consecutive “F” will result in the student being suspended from attending Summit Christian College for a period of one academic semester. Any subsequent failures will also result in suspension and/or dismissal from Summit Christian College. However, if a student gets involved in a church during his/her suspension and documents that involvement, one semester of Christian Involvement/Mentored Ministry may be made up.

If a student fails to meet the requirements of Christian Involvement/Mentored Ministry, then the student may petition the Academic Dean for possible alternative ways to fulfill the requirement.

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Mentored Ministry
Student Progress

| | | |
|---|---|---|
| 1. Registered | Y | N |
| 2. Met with faculty advisor to establish goals and learning objectives, given handbooks | Y | N |
| 3. Turn in signed Mentor Agreement form | Y | N |
| 4. Serving | Y | N |
| 5. MM Students attending weekly meetings | Y | N |
| 6. Attending monthly meetings | Y | N |
| And presenting time logs | Y | N |
| 7. Turned in their completed | | |
| Mentor Evaluation Form | Y | N |
| Student Evaluation Form | Y | N |
| Time Log | Y | N |

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Evaluation Forms and Time Log

Student Form -- The Summit Christian College philosophy of Mentored Ministry is based on the idea that both academic preparation and practical service activities are valuable in the college experience. This is part of our strategy for the spiritual formation of our students. This reporting form is an instrument to be used in evaluating student performance. This reporting form is a self-reporting form. It allows the student to reflect on his/her chosen ministry for the purpose of becoming better aware of self and God's leading in their life. In the right column, a box is provided for your response concerning your self-evaluation (Beginning, Developing, Accomplished, or Exemplary) and a personal comment or reflection. You may underline descriptions in each category that reflect your response.

The form must be filled out by the student and given to the professor at the last meeting of the semester with the professor. Credit will not be granted if this form is not filled out and completed.

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Student Self-Evaluation Form

NAME _____ CHR/MM _____ CHURCH _____

MINISTRY _____ MENTOR _____

| | Beginning | Developing | Accomplished | Exemplary | Student Response & Personal Reflection |
|--|--|---|--|--|--|
| Contact Hours – Time spent in ministry activity. | Less than 16 hours | 16 to 20 hours | 20 to 30 hours | Over 30 hours | |
| Knowledge of congregation | No knowledge of church's statement or objectives | Would recognize church's mission statement & objectives if stated. | Could generalize church's mission statement & objectives | Could verbalize church's mission statement & purpose | |
| Attitude of Respect toward authority | Did not show respect toward authority, late to meetings or work assignments; failure to fulfill responsibilities | Showed respect to authority, but did not fulfill all responsibilities as requested or outlined. | Showed respect to authority by fulfilling all responsibilities as required. | Showed respect to authority by fulfilling all responsibilities as requested; verbally expressed respect for authority, sought ways to do more than expected. | |
| Ability to adjust to different situations | Would not/could not make adjustments to situations as ministry changed. | Made some adjustments as situations in ministry changed with supervisor guidance | Made all necessary adjustments as situation in ministry changed with supervisor guidance. | Made all necessary adjustments to situations as ministry changed without supervisor needing to give guidance. | |
| Interest Level in Ministry | LOW – this ministry did not gain or retain my interest. | MEDIUM – this ministry kept me interested, but I won't do it again. | STRONG – this ministry caught my interest and I would do it again. | PASSIONATE – this ministry has become my passion. | |
| Application of Classroom Study to Ministry | LOW – I made no application from my classroom studies to this ministry. | MEDIUM – I made only minor application from my classroom studies to this ministry. | STRONG – I made several applications from my classroom studies to this ministry. | PURE INTEGRATION – I was able to integrate my classroom studies to this ministry. | |
| Leadership Skills | No opportunity: Chose not to seek a leadership position as a beginner. | Recognized opportunities existed: but chose not to be involved, or had limited involvement. | Took advantage of leadership opportunities with interest and went beyond the requirements. | Took full advantage of leadership opportunities and offered new ideas. | |

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SUPERVISOR REPORT – The faculty of Summit Christian College values your input in the development of the spiritual life of the student. You have supervised the student’s work for a semester. Please give him/her and us some input as to the student’s accomplishments. At SCC, we are dedicated to educating people for Christian leadership. Your input is absolutely vital as a part of the student’s on-going education. Thank you. In the right column, a box is provided for your response concerning your evaluation of the student (Beginning, Developing, Accomplished, or Exemplary) and a personal comment or reflection. You may underline descriptions in each category that reflect your response.

| | Beginning | Developing | Accomplished | Exemplary | Supervisor Response & Personal Reflection |
|---|--|--|--|--|---|
| Attitude of Respect toward authority | Did not show respect toward authority, late to meetings or work assignments; failure to fulfill responsibilities | Showed respect to authority, but did not fulfill all responsibilities as requested or outlined. | Showed respect to authority by fulfilling all responsibilities as required. | Showed respect to authority by fulfilling all responsibilities as requested; verbally expressed respect for authority, sought ways to do more than expected. | |
| Ability to adjust to different situations | Would not/could not make adjustments to situations as ministry changed. | Made some adjustments as situations in ministry changed with supervisor guidance | Made all necessary adjustments as situation in ministry changed with supervisor guidance. | Made all necessary adjustments to situations as ministry changed without supervisor needing to give guidance. | |
| Interest Level in Ministry | LOW – this ministry did not gain or retain his/her interest. | MEDIUM – this ministry kept him/her interested, but the student probably didn’t feel comfortable performing this ministry. | STRONG – this ministry caught his/her interest; the student will probably try this ministry again. | PASSIONATE – this ministry has become a passion that motivates the student to continue and pursue. | |
| Leadership Skills | No opportunity: Chose not to seek a leadership position as a beginner. | Recognized opportunities existed: but chose not to be involved, or had limited involvement. | Took advantage of leadership opportunities with interest and went beyond the requirements. | Took full advantage of leadership opportunities and offered new ideas. | |

Use other side of form for additional comments.

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