Dear Students and Friends,

Thank you for your interest and participation in the Ministry Training experience here at The King’s University. Our desire at TKU is to offer a unique learning environment that integrates accredited higher education with the practical life-giving ministries at the local church. This dynamic collision of two worlds creates an incredible environment that will prepare every student to serve in a local church, the marketplace and around the world.

Our commitment is to provide a healthy place for students to explore ministry at the grassroots level. We are so excited to partner with the ministries of each partner church and we believe that every student will not only receive a quality educational experience but will also encounter God in powerful ways! That’s why we embrace the idea that “education and ministry are... Better Together”.

I want to encourage every student to take full advantage of this unique learning laboratory of ministry involvement. Be prepared to enthusiastically embrace the opportunities and challenges you will face. We believe that it will prepare you to one day more confidently step into a new chapter of your divine calling. God has placed within you a special mix of gifts, talents, strengths and passions. Fulfilling that potential for your life will require hard work and dedication. You’ll be challenged and stretched to move beyond your comfort zone. Be willing to trust God along the way and learn all you can from the incredible spiritual leaders you will work with each week.

I am so excited about what God will do in your life. My thoughts and prayers are with every student and ministry leader. Together we will partner with the Lord to build the kind of university experience that truly helps redefine “higher education”. Thank you for your desire to be part of this incredible experience. To God be all the glory!

Blessings,

Dr. John H. Spurling

President, The King’s University
Associate Senior Pastor, Gateway Church
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Our mission is to raise up a new generation of Spirit-filled, transformational leaders, for life-impacting ministry. The King’s University focuses on developing individuals who are called to vocational ministry. Our goal is to equip them with solid biblical convictions, theological foundations, Gateway Church Culture and vital leadership principles for anointed impact in ministry. To fulfill our mission, The King’s University is committed to the following objectives:

- Provide instruction, nurture and enrichment for personal and professional development within a Spirit-filled environment;
- Instill in the student recognition of the authority of Scripture in all areas of life and provide a solid knowledge of the Bible;
- Encourage development of a biblical and balanced Christian theology;
- Increase awareness and appreciation of the heritage of the Christian community and the Spirit-filled community of faith in particular;
- Equip students with the basic skills for ministry and effective leadership;
- Cultivate within students a spirit of thoughtful inquiry and reflective discernment in the quest for knowledge and truth;
- Enhance spiritual development by encouraging students in personal prayer and the spiritual disciplines;
- Increase students’ biblical knowledge of moral and ethical standards and cultivate a lifestyle based on Scripture;
- Prepare students for servanthood in the church and community with sensitivity to the rich ethnic and cultural diversity and varied needs of the world;
- Make personal and professional development possible for adult learners through quality educational delivery systems;
- Stimulate awareness for the need of continuous lifelong personal and professional development; and
- Operate in an efficient and effective manner so as to be a good steward of the resources God has entrusted to it.
PURPOSE

Practicums provide students with the opportunity to integrate what they learn in the classroom with practical experience. Students are offered valuable opportunity for supervised ministry training in field settings to gain experience and greater competency as ministry leaders. This strategic weekly involvement allows students firsthand experience in the ministry and leadership culture of Gateway Church. In this way, students are exposed to the diverse ministry challenges found in a dynamic, healthy, and growing church.

The Ministry Practicum is purposely structured to prepare students who desire full-time employment in a variety of pastoral and ministry roles. While we recognize that some students may have other vocational goals, all participants can benefit tremendously from the practicum process. This experience is designed to help students become better equipped to make a meaningful contribution in whatever form of Christian service they may choose worldwide.

PRACTICUM SEQUENCE

Students will prepare for their practicum experience in their sophomore year by successfully completing the Practicum Prep course. Practicums are integrated into the degree programs during the junior and senior years. A full range of practicums are available during the fall and spring semesters. Summer opportunities are limited.

Students are required to spend 3 to 5 hours per week. This amounts to 45-75 total hours during the fall or spring semester.

Prerequisite Course:

BIBM 2101 Sophomore Practicum Prep, 2 credit hour semester course.

This course is designed to equip students with the knowledge and skills necessary for ministry fieldwork experience in the junior and senior years. Students will also receive an overview of Gateway Church history, culture, and foundations for healthy church leadership.

Practicum Courses:

BIBM 3301 Junior Ministry Practicum, 3 credit hour semester course

This course is designed to provide students with their first opportunity to integrate what they learn in the classroom with practical ministry experience. Students will be mentored and supervised by qualified ministry leaders.

BIBM 4301 Senior Ministry Practicum, 3 credit hour semester course

This course will give students further opportunity for supervised mentoring and hands-on ministry in field settings. As seniors they will attain greater ministry and leadership skills.
BIBM 6301 Ministry Practicum, 3 credit hour semester course

The graduate level will provide more advanced experience in the various facets of ministry leadership and church administration. The student-minister will creatively make use of biblical-theological principles and practices of ministry. Supervised consultation and coaching will encourage Spirit-led empowerment within church or parachurch settings.

MINISTRY PRACTICUM OVERVIEW

The Ministry Practicum allows opportunities for the student to integrate biblical, theological, and ministerial training under the supervision of experienced full-time ministry leaders. These leaders have a passion to impart what they have learned to others.

Activities allow the student to receive training and experience in various areas of ministry. These experiences will differ depending on the ministry, the student, and the time of year.

Activities will help the student to:

- apply core concepts from the Bible, theology, and ministry;
- cultivate greater ministerial, interpersonal, and social skills;
- develop a working knowledge of key organizational policies, procedures, and functions of ministry; and
- demonstrate effective communication.

Once the student is registered for a specific ministry practicum, he/she will attend an on-campus orientation meeting with the Practicum Coordinator during the first week of the semester.

The ministry supervisor communicates with the student prior to the initial meeting detailing the time and location. At this meeting the student will be given an outline regarding the details of the days, hours, and activities planned.

PRACTICUM HOURS

The student will complete approximately 3–5 hours per week of hands-on ministry experience for a total of 45-75 hours during the semester. Opportunities for gaining hours are somewhat flexible with regard to student schedules and ministry event schedules.

Even though there are 15 weeks in the fall and spring semesters, students are asked to complete their fieldwork hours within 13-14 weeks. During final exam week the student will meet with the ministry supervisor to discuss and finalize the Ministry Practicum Assessment.

The desired end result of the practicum experience is for the student to have acquired the knowledge of “why” the ministry exists and not just grasping the “how-to” aspect. Understanding and answering the question of “why” teaches the student to recognize the Biblical principles used by the ministry which are transferable to any location and people group worldwide.
LEARNING OUTCOMES

Upon satisfactory completion of the practicum sequence of courses, students will have the following outcomes.

Personal Development

- Demonstrate greater Christ-like character traits such as honesty, dependability, humility, and trustworthiness;
- Recognize an increasing sense of God’s specific calling and submission to that call;
- Develop a higher level of emotional intelligence in their awareness of self and others; and
- Maintain habits of healthy lifestyle including good nutrition, fitness, proper rest and stress management.

Spiritual Development

- Maintain a growing and intimate relationship with God;
- Articulate their personal testimony, faith in God, love for mankind, and hope for the lost in a manner that spiritually impacts others;
- Express understanding of Gateway’s Mission: To help every person BELIEVE in Jesus, BECOME a disciple, and BUILD His Kingdom; and
- Prioritize the scriptural mandate “to the Jew first” in their ministry practices.

Relational Development

- Build and maintain relationships based on the biblical mandate to serve and love others;
- Demonstrate respect for authority, Christ-like submission, and a teachable attitude;
- Prioritize marriage and family ahead of vocational endeavors; and
- Gain insight into the challenges associated with inter-cultural and cross-cultural ministry.

Professional Development

- Demonstrate the principles of servant leadership in their attitudes and practices;
- Formulate a working knowledge of the organization and functions of a church, parachurch, mission, or ministry;
- Conduct themselves in a manner worthy of the gospel by being an example in dress and demeanor;
- Demonstrate improved effectiveness in communicating biblical principles; and
- Exemplify the qualities needed for a successful career in vocational ministry.
COURSES AVAILABLE TO JUNIORS AND SENIORS

Children’s Ministry

The goal of the Gateway Children’s Ministry (Amazing Kids) is to have fun while learning about God. Students will learn creative ways to touch the hearts of children through God’s love. They will work alongside high-energy leaders and contribute to a dynamic program focused on reaching and discipling children from infancy through sixth grade.

Counseling Ministry

This Kingdom-focused ministry is designed to help people become free in Christ and live a prosperous life. Students will receive training and gain valuable experience in the following three distinct areas: 1) Freedom Ministry—teachings, ministry sessions, healing rooms, KAIROS, and altar ministry; 2) Compassion Ministry—relational crisis intake, assessment and financial benevolence; 3) Relational Care Ministry—hospital visits, funerals, critical care, grief guidance, and special occasions.

Discipleship Ministry (Equip)

This ministry training is designed mainly to help people regularly hear from God. Gateway Equip is designed to give students an overview of discipleship through inspiring worship and biblically based teaching. Students will be involved in the teamwork and administration of discipleship within Equip, evaluate processes of developing leaders and teachers, and synthesize their learning into usable ministry tools.

Men’s Ministry

The Men’s Ministry aims to seek God first. They help men discover their strengths as a husband, father, businessman, and leader. Recognizing that every man has an innate desire to be part of something bigger than himself, they accomplish this with students through special Men’s Summit, men’s groups, other special events including fun and exciting indoor/outdoor activities.

Messianic Jewish Ministry

Students are mentored within Gateway Jewish Ministries, to understand the work of the greater purpose of reaching the world for Yeshua. Students will engage and prepare to abide by the “To the Jew first” biblical principle in all areas of their future ministry or marketplace vocation.

Missions Ministry (Global)

The Global Ministry training gives students a worldview of how to be actively involved in reaching out to those in need. Students will receive exposure to local and regional efforts to reach the lost, care for the poor, and assist those who are making a significant impact in serving others.

Pastoral Leadership Ministry

The Pastoral Leadership training gives students a comprehensive view of church leadership through practical opportunities in the various ministries at Gateway Church. Students participating in this program will gain a strong understanding of the organizational structure of Gateway and the essential ingredients for leading a healthy church and staff.
Prayer and Prophetic Ministry

The Prayer and Prophetic Ministry training inspires students to embrace prayer as a high calling while enhancing the development of their spiritual life. Students will explore prayer, the role of prophetic ministry from a biblical and historical perspective, participate in all aspects of this ministry while spending time in prayer.

Women’s Ministry (Gateway Pink)

The Gateway Pink Women’s Ministry connects, trains, and empowers students to impact their world. The Pink leaders build healthy ministry for women through a team driven focus that is grace-filled and empowering. The ministry teaches students to honor one another, disciple with excellence, and empower every woman to influence her world for God’s glory.

Worship Ministry

The Gateway Worship Ministry is committed to developing highly influential God-worshippers. Students participating will experience and be mentored in Gateway’s emphasis on five foundational values: understanding of worship, personal character, excellence in skill development, congregational communication, and the value of being part of a family of worshipers.

Youth Ministry

Gateway Student Ministry training provides a greater understanding of how to empower youth to follow Christ and share the Gospel. Dynamic and creative leaders who are reaching and discipling youth in grades 7 – 12 will mentor practicum students. Opportunities for ministry experience includes weekly events, a yearly conference, and other planned activities.
Practicums are designed to give the student a broad exposure in various areas of vocational ministry. In this way the student can make more informed and responsible career decisions in response to their calling.

The following describes the essential practicum relationships for student success.

**Advisor:** Students are strongly encouraged to meet with their assigned academic advisor before registering for practicum courses. It is important to discuss and understand the practicum graduation requirements. The student should feel free to consult with others, including the Practicum Coordinator, about the concepts or benefits of a practicum.

**Practicum Coordinator:** This person manages and directs the process for practicums for on-campus juniors, seniors, and graduate students. This person is the link between the student, the church/parachurch, and the ministry supervisor. Some of the Practicum Coordinator’s responsibilities include: communication with students and the fieldwork ministry supervisor; collecting and managing all required forms; coordinating ministry site assignments; observing students; meeting with ministry supervisors and students; and assigning the final grade.

**CONTACT INFORMATION:**

**Practicum Coordinator**
817.722.1700

Advisors, ministry supervisors, and students who have any questions about how to proceed prior to or during the practicum, should contact the Practicum Coordinator.

**Practicum Ministry Supervisor:** These are the highly qualified ministry leaders in a church or parachurch who provide mentoring and supervision which is at the heart of the practicum experience. They are unpaid, and are motivated from a sense of commitment to help students achieve professional skills and status. At their initial meeting with students they provide a detailed outline including: the schedule of meetings and special events, supervisory sessions, reading assignments, tasks, and other projects.

Ministry supervisors reflect theologically with the student and provide feedback consistently and wisely. They observe and evaluate the student’s personal and professional development, and they determine a large portion of the final grade.

**Student:** The role of the student is detailed in the next four sections beginning with Student Requirements.
FIRST WEEK MANDATORY MEETING WITH PRACTICUM COORDINATOR:

There will be an initial mandatory on-campus meeting with the Practicum Coordinator during the first week of the semester. The date, time, and location of the meeting will be announced. At this meeting students will receive important preliminary instructions, the Ministry Practicum Handbook, required forms, and a copy of the syllabus.

REQUIRED FORMS CHECKLIST

Forms must be completed and signed before students begin their practicum. See the forms section in the back of the handbook.

☐ Background Check: Entry into the Ministry Practicum is subject to satisfactorily clearing a background check.

☐ Gateway Collaboration Agreement: Students are to become familiar with the Gateway Church Culture, Values, and Vision, which can be reviewed in the handbook.

☐ Confidentiality Agreement: During your Practicum experience, you will be made aware of certain information, documents, and personal data that are private and confidential. Therefore, you are required to sign a Confidentiality Agreement.

☐ Acknowledgement of Syllabus: By signing this form students are indicating that they have read the syllabus and agree to abide by all of the standards and policies contained therein.

The following form requires the ministry supervisor’s signature:

☐ Ministry Practicum Agreement: Both the student and the ministry supervisor complete and sign this form, which the student must email or deliver to the Practicum Coordinator in the Student Success Center within the first week of each semester.

REQUIRED ASSIGNMENTS AND ASSESSMENT:

Practicum Time Log: Students are required to maintain a time log of activities and hours. Students must have their Ministry Supervisor initial it weekly. The Time Log will be submitted by each student to the Practicum Coordinator on or before the Wednesday of Final Exam week. Forms and instructions can be found at the end of the handbook.

Assignments from syllabus: Be sure to complete all course requirements noted in the syllabus. These assignments account for approximately 30% of your final grade.

Ministry Supervisor assignments: Students are responsible to complete any assignments given by the Ministry Supervisor such as required reading, individual/group projects, research, or other ministry related tasks.

Ministry Practicum Assessment: The ministry supervisor will complete this evaluation at the end of the semester. Students will meet with the Ministry Supervisor to review and discuss it before it is submitted to the Practicum Coordinator at the end of final exam week. This assessment accounts for approximately 70% of the final grade. A sample copy of the evaluation is available in the handbook.
Approach your practicum experience as an ambassador of the Lord Jesus Christ and conduct yourself in a manner worthy of the gospel of Christ. Although you are not being paid for your practicum, you must approach it with the same enthusiasm as if it is a paid position.

Practicum students are placed primarily in the role of learner with the goal of experiencing the marriage of education and ministry. Part of your experience may include practical, behind-the-scenes tasks. Bear in mind that successful performance of practicum duties may result in supportive professional contacts, job prospects, favorable letters of recommendation, or future employment.

KEYS TO SUCCESS

1. When the ministry supervisor contacts you prior to the start of your practicum, be sure to respond promptly. Be aware of the start date, time, location, dress code, parking arrangements, and any other particulars.

2. Introduce yourself to everyone you meet. Make good eye contact, smile, and have a firm, confident handshake. You never know when you will meet these people again. They may be looking at you in the future from across an interview table, offering you a job.

3. Be on time every day and report to the person to whom you were directed. If that individual is not available, make sure someone else in the department knows your presence. Similarly, do not plan to leave early unless you have discussed this with your ministry supervisor.

4. If you are sick or late, be sure to call and notify the appropriate person as soon as possible.

5. A certain amount of routine and tedious work comes with any fieldwork. It is appropriate for you to carry out such tasks as set-up/tear-down, office work, or service projects just as others in the ministry and professional world may need to do.

6. Avoid using the office phone, computer, fax machine or other office supplies for personal reasons unless you have been invited to do so.

7. Avoid texting, social media, or other personal cell phone use during practicums. Cell phones should be silenced, turned off, and put away unless being used for research or note taking.

8. Remember to maintain confidentiality and professionalism at all times.

9. Try to approach your practicum experience proactively. Ask questions. Ask what you can do to be useful if you have time on your hands.

10. Learn and follow all ministry policies and procedures. When in doubt, ask.

11. If you are having a concern or a problem during your practicum experience, please contact TKU Practicum Coordinator immediately.

12. Do not be afraid to acknowledge your limitations. If you feel uncomfortable doing something, discuss this with your ministry supervisor.

13. Always be sure to demonstrate a grateful attitude with the ministry supervisor and all supporting staff. Saying “Please” and “Thank you,” never looses its impact.

14. Remember to have fun and smile!
The King’s University is dedicated to preparing students for Spirit-empowered ministry and leadership in church and marketplace settings. Our aim is to always glorify God and point people to Him. Since Practicum students carry a high profile and are being closely observed by others, they need to honor the principles of modesty, professionalism, neatness and personal hygiene.

Students are asked to comply with the following specific parameters:

**Women**

Pants may be dress style or cotton. Skirt and dress lengths are to be modest, professional and appropriate. Sleeveless shirts are permitted, but not tank tops or immodest necklines. No tops should expose cleavage. Width of straps should be at least three inches. Avoid leggings/tights unless covered to mid-thigh.

**Men**

Maintain an appropriately neat, clean, and professional appearance. Beard and mustache must be well groomed. Avoid T-shirts with a sport team’s logo or other wording. Pants must not be worn below the waistline.

**Men and Women**

Always follow the guidelines regarding appropriate attire set by the church/parachurch associated with your practicum.

- Ask if wearing well-kept blue jeans is acceptable.
- All clothing should be without holes, clean, neat and professional.
- Avoid wearing shorts unless participating in a summer outdoor activity where shorts are appropriate.
- Visible tattoos that highlight offensive messages and visible body piercings should be covered.
- The entire midsection/midriff area must be covered from shoulders to waistline.
- Shoes/sandals should maintain a professional appearance and be worn at all times.

Students who have questions about this dress code policy should feel free to consult the Practicum Coordinator in the Student Success Center.
WHAT IS A MINISTRY SUPERVISOR?

A ministry supervisor is a highly qualified ministry leader who provides the mentoring and supervision that are at the heart of the practicum experience. This meaningful relationship is considered to be one of the most critical elements in a student’s course of study. The ministry supervisor oversees and evaluates the work of the student while offering constructive ministry input.

QUALIFICATIONS

The ministry supervisor is motivated by a commitment to help students achieve a higher level of professional ministry skill. This person should demonstrate competence, wisdom, and enthusiasm in their particular ministry field. Also, the ministry supervisor possesses a strong awareness of the process of growth and sensitivity to the discomfort that accompanies the learning process. A qualified ministry supervisor will meet the following qualifications.

A qualified ministry supervisor:

• has served at least three years in the ministry;
• has functioned in their current position for a minimum of one year;
• shares a conviction that the development of students is a vital role; and
• is committed to giving time and attention to each practicum student.

Responsibilities

• Provide students with a detailed outline of the assignments, tasks, and activities planned throughout the semester.
• Help students shape realistic and achievable goals.
• Provide time for supervisory sessions no less than once a week.
• Be reasonably available to students for guidance.
• Motivate and model a lifestyle of personal and professional development that encourages students in like manner.
• Share openly about the challenges and rewards of vocational ministry.

Evaluation (Ministry Practicum Assessment)

Ministry supervisors are responsible for completing the Ministry Practicum Assessment for each student. The Practicum Coordinator will provide each ministry supervisor with the assessment forms, which they will complete and review with the student(s) at the end of the semester. The ministry supervisor will submit the signed assessment to the Practicum Coordinator before the end of final exam week. A sample of the assessment form is on the following pages.
MINISTRY PRACTICUM ASSESSMENT

Name of Student:__________________________________________________ Date _______________
(Please print)

Ministry Practicum Site:__________________________________________________________________

Ministry Supervisor:______________________________________________________________________
(Please print)

Instructions

This form is completed by the ministry supervisor and then discussed with the student during the final week. It is worth approximately 70% of the student’s final course grade. This form can serve as a conversation starter at the beginning of the practicum experience and be referenced periodically throughout the practicum.

The following evaluation form is designed to document that the student has the capability to develop authentic, caring, and responsible relationships and has acquired baseline knowledge pertaining to ministry skills.

Final Steps

The student may make a copy of this form for their record. The ministry supervisor will return the completed form to the Practicum Coordinator before the end of final exam week.

RATING SCALE

N/A (Not Applicable) Any specific skill listed that was not utilized during the practicum may simply be marked “NA” in the first column.

1 = Below Expectations A score of one (1) indicates that the student is performing below the expected beginning level of ministry competency.

2 = Meets Expectations A score of two (2) indicates that the student is performing at the minimum expected beginning level of ministry competency.

3 = Above Expectations A score of three (3) indicates the student is performing above the expected beginning level of ministry competency.

4 = Outstanding A score of four (4) indicates a significantly superior beginning level of ministry competency. This includes a demonstration of exceptional enthusiasm, knowledge, maturity, attitudes, and initiative.
AREA 1 | PERSONAL DEVELOPMENT

A. Self Management
Sets realistic goals and manages time well. Takes personal ownership of one’s own actions and words.

B. Self Awareness
Is aware of one’s own motives, mindset, attitudes, and emotional responses and their effect on others.

C. Character
Demonstrates godly character traits such as honesty, trustworthiness, loyalty, patience, and sensitivity to others.

D. Cultural and Personality Differences
Understanding and acceptance of differences in others such as: personality, ethnic/racial/ socioeconomic background, and gender.

AREA 2 | SPIRITUAL DEVELOPMENT

A. Spiritual Attunement
Maintains a growing and intimate relationship with God which is evident in daily living.

B. Spiritual Confession
Communicates their personal testimony, faith in God, love for others, and hope for the lost in a way that positively impacts others.

C. Spiritual Knowledge
Displays knowledge and is able to articulate basic biblical principles and how they apply to everyday life.

D. Ministry Vision and Values
Expresses understanding of the vision and values of the church/parachurch in which they serve. Able to grasp the impact upon the local, national, and global communities.

E. Priority Management
Focuses their priority first on God and then family before career goals and vocational endeavors.
AREA 3 | RELATIONAL DEVELOPMENT

A. Communication Skills
Practices empathetic listening and reflecting. Elicits a sense of trust, respect, and hope.

B. Teamwork
Forms solid working alliances by: respecting the competencies of others, encouraging positivity, and exhibiting a strong work ethic while expediently and steadily meeting deadlines.

C. Interpersonal Skills
Shows high regard for authority figures, receives feedback graciously, appears open to new ideas, and demonstrates flexibility and a teachable attitude.

D. Conflict Resolution
Proactive in using healing words and actions to resolve conflict in a mature manner. Quick to forgive others.

AREA 4 | PROFESSIONAL DEVELOPMENT

A. Servant Leadership
Demonstrates the biblical principle of servant leadership in attitude and practice.

B. Administration
Shows an understanding of the organization and the internal functions of the church/parachurch.

C. Etiquette and Deportment
Models appropriate attitudes, speech, manners, appearance, and behavior in various situations with confidence.
Comments:


Ministry Supervisor:

I have reviewed this Practicum Assessment with the practicum student. □ Yes □ No
The student has served a minimum of _____ hours during the practicum. □ Yes □ No

______________________________  _____________________
Ministry Practicum Supervisor Signature  Date

______________________________  _____________________
Student Signature  Date

NOTE: The Ministry Supervisor returns this form to the Practicum Coordinator before the end of finals week.
PROMISE: We’re all about people because we’re all about God

To love God with all our heart and to love people with the love of God.

Mark 12: 30-31: “And you shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength. ‘This is the first commandment. And the second like it, is this, ‘You shall love your neighbor as yourself.’ There is no other commandment greater than these.”

PROMISE: To help people develop an intimate relationship with God.

MISSION: We exist to help every person to believe in Jesus, belong to family, become a disciple and build His Kingdom.

Experience God’s presence in everything we do.

• Equip and lead believers to live a lifestyle of worship and prayer.
• Equip and inspire believers to live for God obediently as lights and salt in the world.
• Create an atmosphere for the Holy Spirit’s presence and power to impact our lives.

Equip individuals to fulfill their destiny in Christ.

• Instruct and disciple in the Word of God.
• Disciple, equip and release individuals into ministry by identifying giftings and callings on their lives.
• Build authentic community through relationships and accountability.

Evangelize the lost and hurting by sharing God’s love.

• Equip and encourage every believer to lead people to Christ.
• Provide benevolent ministry to and through the local church.
• Equip, release and support global ministries.

Empower the work of God’s kingdom through generous giving.

• Educate and equip for personal giving and stewardship.
• Serve and strengthen churches and church leaders through apostolic leadership and networking.
• Produce and distribute resources and information to heal, educate and equip the body of Christ.
1. **Unity (Psalm 133):** Relationships have first priority when addressing issues. Unity will require us to focus on vision (purpose, mission and principles). The efforts of every individual will be harnessed to the vision. A team approach to ministry, problem solving and decision making and operating within the integrity of our structure will be the norm. All disagreements and offenses will be dealt with in a timely and biblical manner.

2. **Excellence (Matthew 5:16):** In every area of ministry and administration we will be standard bearers for the glory of God. Every individual and ministry will carry the spirit of excellence, not perfectionism, embracing continuous effort to do better and always striving for God's best.

3. **Humility (James 4:6):** The spirit of leadership will be the servant spirit. The higher a person's ascendancy in the organizational structure, the more their rights decrease and their responsibilities increase.

4. **Service (Ezekiel 44; Matthew 20:28; John 13:1-17):** God has called us to demonstrate an attitude of servanthood. Therefore the functions of administration are to serve and facilitate ministry. Policies exist to enable ministry to function with effective and predictable results.

5. **Character (Philippians 2:15):** We uphold all biblical standards for conduct and reputation for personal, family, business, financial and community involvement for all individuals in the organization. We will strive to walk with integrity and remain above reproach in all areas, realizing that we represent Christ to the world as His ambassadors.

6. **Equity (Jeremiah 22:13-16; James 2:1-4):** We will be committed to justice and right treatment of all individuals. We will not show partiality to any individual or group, and will strive to remain above reproach in all dealings with people.

7. **Compassion (Philippians 4:5):** We will express an attitude and spirit of compassion and mercy balanced with truth to all individuals. We will be outwardly focused, with a desire to reach the lost and to heal and restore the hurting.

8. **Submission (Romans 13:1):** We embrace God's ultimate position of authority (Jesus is the Head of the Church) and God's plan for local delegated authority. We will adhere to the principles of submission to and honor of authority at all levels of the organization and will operate within the integrity of our authority structure. We will allow appeal with a right spirit within our established protocol.

9. **Faith (Hebrews 11:6):** Faith creates a positive grateful atmosphere. We will be decisive and proactive based on God's revealed direction and plans. Though we will guard against presumption, we will not be driven or hindered by fear based on circumstances or the unknown.

10. **Generosity (2 Corinthians 9:6):** We will seek opportunities to generously share our resources and reproduce what God has produced in us and given to us.

11. **Kingdom Centered (1 Corinthians 12:14-27):** We are committed to advancing the work of the kingdom in the Body of Christ, by recognizing and supporting other churches and ministries that God gives us opportunity to co-labor with.

12. **Truth and Spirit Centered (John 1, 14, 16):** We are committed to being full grounded in scriptural truth and fully empowered by the Holy Spirit. The Bible is our final authority, and the Holy Spirit is our guide and empowerment to reach God’s destiny for us as a church.
VISION
To see people saved, healed, set free, discipled, equipped, empowered and serving.
1. To make disciples in Our Jerusalem, Judea, Samaria and the Ends of the Earth. (Matthew 28:18-20; Acts 1:8)
2. To equip believers for the work of the Ministry (Ephesians 4:7-12)
3. To worship God in Spirit and Truth (John 4: 23-24)
4. To be an extension of Mercy and Grace (Ephesians 2:8-10; Proverbs 14:31)
5. To strengthen families and marriages (Malachi 2:14-16)
6. To steward well all the resources God puts into our hands

SOCIAL COVENANT
We commit to love, value, respect, and protect each other by:

Fully investing in relationships through:
- listening to each other;
- encouraging and affirming each other;
- offering, soliciting, and receiving honest feedback;
- believing the best motives;
- resolving conflict with forgiveness and reconciliation;
- being teachable and vulnerable with each other; and
- reproducing ourselves in the lives of others.

Fully empowering relationships through:
- trusting each other within healthy boundaries;
- challenging constraints and engaging in healthy confrontation;
- developing potential in each other which results in personal growth;
- walking in unity with grace and truth;
- focusing on the task(s) at hand;
- being accountable to produce fruitful returns; and
- extending the opportunity to dream and have fun.
I have read this syllabus and agree to abide by all the standards and policies contained therein.

The Deans, faculty, and administrative staff of The King’s University are personally and professionally unified in their commitment to the full and creative integration of The King’s University values and mission into all coursework and instruction as an integral part of student learning.

The Deans, faculty, and administrative staff of The King’s University are also unified in their commitment to the successful integration of practical ministry training and rigorous academic study for the 2016-2017 academic year.

Excellence is the goal of all learning or performance benchmarks set for all course instruction, regardless of degree program or delivery protocol. Each TKU student is therefore encouraged to meet or exceed faculty benchmarks for excellence as his or her individual act of worship (Romans 12:1-2).

_________________________________________    _______________________
Student Signature                          Date:

Please complete, sign, and return to instructor.
Student Information:

Name: _____________________________ Phone: __________________________
(Please Print)

Email: _____________________________

Ministry Supervisor Information:

Name: _____________________________ Phone: __________________________
(Please Print)

Email: _____________________________

TKU Practicum Coordinator Information:

Phone: 817.722.1700

THE KING’S UNIVERSITY AGREES:

• to facilitate communication between the university and the ministry supervisors through the Practicum Coordinator;
• to notify the student(s) that they must adhere to the administrative policies, rules, standards, schedules, and practices of the church or parachurch;
• that the Practicum Coordinator will be available for consultations with ministry supervisors and students; and
• that the university will assign the final grade through the Practicum Coordinator.

THE MINISTRY AGREES:

• to assign a ministry supervisor that is a qualified pastor or ministry leader who will give time and interest to mentor the student(s); and
• to provide opportunities for the student(s) to engage in a variety of ministry activities under direct supervision.
THE MINISTRY SUPERVISOR AGREES:

• to be responsible for direct supervision and training of the student(s);
• to fulfill the Ministry Supervisor Duties as outlined in the handbook;
• to create an outline of the required activities and assignments and to discuss these with the student(s) during the first week of the practicum;
• to complete a written evaluation of the student(s) at the end of the term that will account for the majority of the final grade; and
• to notify the Practicum Coordinator immediately of any concerns related to the student(s).

THE STUDENT AGREES:

• to adhere to the policies, rules, standards, and practices of the assigned ministry;
• to abide by the Practicum Protocol and Practicum Dress Code as stated in the handbook;
• to keep the ministry supervisor and Practicum Coordinator informed regarding their practicum experiences;
• to maintain, complete, and submit the Practicum Time Log found in the handbook; and
• to recognize that a passing grade is given only when all requirements are met including: acceptable level of ministry knowledge and competence, required field work hours, and completion of all Practicum requirements outlined by both the ministry supervisor and the Practicum Coordinator.

TERMINATION:

It is understood and agreed by the ministry supervisor, student, and university faculty that the ministry has the right to terminate the student's field experience. If, in the opinion of the ministry supervisor, the student's conduct is detrimental to the operation of the ministry and/or to the student's well being, termination will result. This procedure will not be implemented until the grievance against the practicum student has been discussed with the student, the Practicum Coordinator, and other concerned university faculty.

SIGNATURES:

I acknowledge that I have read, understood, and agree to the contents of this form:

_________________________________________   __________________________________
Ministry Supervisor                           Date

_________________________________________   __________________________________
Student                                     Date

_________________________________________   __________________________________
Practicum Coordinator                        Date
CONFIDENTIALITY AGREEMENT

Read the statements below and sign at the bottom of the page indicating your agreement with the confidentiality statements. Submit the signed original form to the Practicum Coordinator.

The professional responsibility of ministers is to respect the right to privacy of those encountered in ministry settings. Ministers must have knowledge of and adhere to all laws, policies, and ethical standards pertaining to confidentiality. This confidentiality must not be abridged by the minister except when there is clear and present danger to the student and/or other persons.

AS A MINISTRY PRACTICUM STUDENT:

☐ You agree to protect the sanctity and privacy of all individuals that you have the opportunity to minister with and to while under the covering of your assigned ministry.

☐ You will not share names or intuitive details outside of the ministry staff. You will only share details with other staff when it is for the benefit of the person being discussed in an identifiable need-to-know basis and when cleared by leadership to do so.

☐ You will treat and handle any information or actions by individuals being ministered to as sensitive and personal. This would include a word of knowledge or other revelation from the Holy Spirit. You will choose to protect the continuing work of the Lord in their lives.

☐ For instructional purposes, approved by leadership, you may share generalities of experiences and history as long as it does not lead by conclusion the identity of individuals in a specific session or situation.

☐ You will not divulge internal ministry staff-only discussions, opportunities or planning to others outside of the ministry unless cleared by leadership.

_________________________________________  __________________________
Student Signature                                      Date

_________________________________________
Print full name
As a ministry practicum student, you are considered a team member of Gateway Church and have a responsibility to the church, your fellow team members, and your supervisor. Those responsibilities include, but are not limited to:

• arriving at the agreed upon time of service;
• abiding by church and departmental policies and work rules;
• committing to a Biblical lifestyle 24 hours a day;
• making a commitment to personal excellence in the ministry you have been assigned;
• treating team members with respect; and
• working with your ministry supervisor and Practicum Coordinator to address problems or concerns.

The most effective method for resolving a problem in the church is to discuss it with your ministry supervisor. If you believe you have not been treated in a manner consistent with church policy, it is your responsibility to initiate further discussion with the Practicum Coordinator as well.

I have read Gateway’s Culture, Values, and Vision. Through dedication and discipline, I will lead and serve with integrity and commit myself to these goals and principles.

__________________________  __________________________
Student Signature                Date

______________________________
Print full name
I, ______________________________________ (print), hereby authorize Gateway Church, and/or its agents to make an independent investigation of my background, references, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for service now and during the tenure of my service with Gateway Church. I understand that if any issues arise from this investigation, Gateway Church may discuss these matters with me.

I release Gateway Church and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge:

Print Full Name (First, Middle, Last)

Maiden or Other Names

Social Security Number* Date of Birth*

Driver’s License Number State of Issue

List all your addresses for the past 7 years, starting with most recent (must include present address):

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>County</th>
<th>Zip Code</th>
<th>From Mo/Yr</th>
<th>To Mo/Yr</th>
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Have you ever been convicted of a crime (other than minor traffic offenses)?  ☐ Yes  ☐ No

If Yes, please explain charges: (Use back of sheet if necessary)

Applicant Signature  Date

Parent or Legal Guardian (if under age 18)  Date

*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. Gateway Church is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Age (40 and over), Handicap or National Origin.
Student Name ____________________________  Start Date __________

Name of Ministry ____________________________  End Date __________

Ministry Supervisor ____________________________

All students are responsible to complete the Time Log and to obtain the ministry supervisor’s initials weekly.

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<th>Week</th>
<th>Date</th>
<th>Activity/Task/Experience</th>
<th>Weekly Hours</th>
<th>Ministry Supervisor Initials</th>
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**TOTAL HOURS**

*See next page for further instructions on how to calculate weekly hours.*

**Required Signatures:**

Student Signature ____________________________  End Date __________

Ministry Supervisor ____________________________  End Date __________
STUDENT PRACTICUM TIME LOG INSTRUCTIONS

☑ Record the number of hours each day you are at the Practicum site. Do not rely on your memory.

☑ Have the ministry supervisor initial each week. Stamped or typed signatures will not be accepted.

☑ Hours are calculated in increments of .25 for every 15 minutes. For example:
  • 15 minutes = .25
  • 30 minutes = .5
  • 45 minutes = .75
  • 60 minutes = 1

☑ If a mistake is made on the log, please cross out the mistake, initial it, and then make the correction.

☑ Add the total hours. Be sure to use a calculator to check the accuracy.

☑ Send the completed Practicum Time Log to the Practicum Coordinator.

☑ Retain a copy for your own records.
All students are responsible to complete the Time Log and to obtain the ministry supervisor’s initials weekly.

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**TOTAL HOURS**

*See next page for further instructions on how to calculate weekly hours. Submit this form to the Practicum Coordinator.*
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  • 45 minutes = .75
  • 60 minutes = 1

☐ If a mistake is made on the log, please cross out the mistake, initial it, and then make the correction.

☐ Add the total hours. Be sure to use a calculator to check the accuracy.

☐ Send the completed Practicum Time Log to the Practicum Coordinator.

☐ Retain a copy for your own records.
During the junior year, students will begin their ministry practicum experience with an emphasis on the development of servant leadership skills, personal development, and reflecting upon how God is developing them for their ministry calling.

**FALL SEMESTER**

*Part A*

Reflect upon what have you learned from your educational courses including Practicum Prep that may have helped prepare you for the junior practicum experience?

*Part B*

Describe how you have grown spiritually through this specific ministry experience. What was most impactful in understanding your own spiritual gifts and approach to ministry? Give examples.

**SPRING SEMESTER**

*Part A*

Reflect on your practicum experience to describe some of the most meaningful things you discovered about your own spiritual growth? What new skills and knowledge did you gain which will be helpful in future ministry?

*Part B*

Have there been circumstances when you wished you had done something different? Please describe one circumstance.

**NOTE:** Formatting instructions and due dates for the essays are detailed in the syllabus.
BROADER MINISTRY DEVELOPMENT

By their senior year students should be demonstrating higher levels of leadership and personal development competency than in their junior year. Hopefully, by the end of the senior year practicum students will demonstrate a relative readiness for their career choice and whether that includes full-time ministry calling.

FALL SEMESTER

Part A

Reflect on your practicum experience and describe what you learned in your junior practicum that made a difference in your senior practicum experience. Then, reflect upon what you gained in the senior practicum that you believe will make a difference in your future ministry experience?

Part B

Explain how this experience may have brought direction or clarity to your sense of calling. Include specific examples of how this practicum experience has impacted you.

SPRING SEMESTER

Part A

What are you learning about ministry as a vocation? Give examples of how you have embraced the spiritual, emotional, and physical demands of ministry.

Part B

What are you learning about your strengths and limitations in ministry? Explain how this practicum experience may have impacted your personal and professional goals.

NOTE: Formatting instructions and due dates for the essays are detailed in the syllabus.