

2017  
2018

MINISTRY PRACTICUM  
**HANDBOOK**



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2017-18



## Table of Contents

Mission Statement.....	1	Required Assignments & Assessment	
General Information .....	1	Practicum Protocol Keys to Success	
Purpose		Practicum Dress Code	
Undergraduate Practicum Overview		Ministry Supervisor Duties.....	9
Undergraduate Practicum Sequence		What is a Ministry Supervisor?	
Graduate Practicum Overview		Qualifications	
Practicum Hours		Responsibilities	
Learning Outcomes.....	4	Evaluation (Ministry Practicum Assessment)	
Personal		Ministry Practicum Assessment .....	10
Spiritual		Student Ministry Practicum Forms.....	14
Relational		Acknowledgment of Syllabus	
Professional		Ministry Practicum Agreement	
Practicum Roles & Relationship.....	5	Confidentiality Agreement	
Advisor		Collaboration Agreement	
Practicum Coordinator		Background Investigation Consent	
Practicum Ministry Supervisor		Time Log .....	24
Student		Time Log Instructions	
Student Requirements.....	6		
Required Forms Checklist			

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## MISSION STATEMENT

As a spirit-filled evangelical institution of higher education, The King's University is dedicated to the preparation of men and women for effective leadership and Christ-like servanthood in the global community.

To fulfill its mission, The King's University is committed to:

- 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.

## GENERAL INFORMATION

### PURPOSE

- Practicums provide students with the opportunity to integrate what they learn in the classroom with practicum 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 in a local or para-church setting. 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 fulltime 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.

## UNDERGRADUATE 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.

Activities will help the undergraduate 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
- Demonstrate effective communication

## UNDERGRADUATE PRACTICUM SEQUENCE

Students will prepare for their undergraduate 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.

Undergraduate students are required to accrue 45-75 hours of service in their practicums during the 15- week semester.

### **Prerequisite Course:**

#### **BIBM 2101 – Sophomore Practicum Prep**

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 and understanding of healthy church leadership.

### **Practicum Courses:**

#### **BIBM 3301 – Junior Ministry Practicum**

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

#### **BIBM 4301 – Senior Ministry Practicum**

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 – Graduate Ministry Practicum**

The graduate-level practicum 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.

## GRADUATE PRACTICUM OVERVIEW

The Graduate 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:

- produce ongoing hands-on ministry with support from peer-mentors: preaching, counseling, evangelizing, teaching, etc.;
- formulate, reflect, evaluate, and integrate new ideas for ministry experience;
- investigate the spiritual, interpersonal, and emotional dynamics involved in ministry;
- construct and support an appropriately fitted ministry opportunity; and
- apply biblical, theological, and ministry knowledge and training with practical ministry experience.

## PRACTICUM HOURS

Undergraduates are required to complete 45-75 hours of practicum service during the semester. Graduates are required to complete 75-150 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;
- 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;
- Exemplify the qualities needed for a successful career in vocational ministry.

## **PRACTICUM ROLE AND RELATIONSHIPS**

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:**

Julie Cole  
julie.cole@tku.edu  
817-722-1763.

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 para-church 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.

## STUDENT REQUIREMENTS

### REQUIRED FORMS CHECKLIST

Forms must be completed and signed before students begin their practicum. See the forms section in the back of 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. Students should also agree to collaborate with their practicum supervisors. Therefore, you are required to sign a Confidentiality Agreement.
- **Acknowledgment of Syllabus:** This form is now completed on the class Blackboard site. 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 during 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 40% 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 60% of the final grade. A sample copy of the evaluation is available in the handbook.

### PRACTICUM PROTOCOL KEYS TO SUCCESS

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. 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.
3. If you are sick or late, be sure to call and notify the appropriate person as soon as possible.
4. 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.
5. Avoid using the office phone, computer, fax machine or other office supplies for personal reasons unless you have been invited to do so.
6. 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.
7. Remember to maintain confidentiality and professionalism at all times.
8. Try to approach your practicum experience proactively. Ask questions. Ask what you can do to be useful if you have time on your hands.
9. Learn and follow all ministry policies and procedures. When in doubt, ask.
10. If you are having a concern or a problem during your practicum experience, please contact TKU Practicum Coordinator immediately.
11. Do not be afraid to acknowledge your limitations. If you feel uncomfortable doing something, discuss this with your ministry supervisor.

## PRACTICUM DRESS CODE

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.

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 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.

*Students who have questions about this dress code policy should feel free to consult the Practicum Coordinator at their campus.*

## MINISTRY SUPERVISOR DUTIES

### 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 – (exceptions can be made in certain cases).
- 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: \_\_\_\_\_  
(Please print)

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 60% - 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.

N/A 1 2 3 4

### B. Self Awareness

Is aware of one's own motives, mindset, attitudes and emotional responses and their effect on others.

N/A 1 2 3 4

### C. Character

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

N/A 1 2 3 4

### D. Cultural and Personality Differences

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

N/A 1 2 3 4

## AREA 2 | SPIRITUAL DEVELOPMENT

### A. Spiritual Attunement

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

N/A 1 2 3 4

### 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.

N/A 1 2 3 4

### C. Spiritual Knowledge

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

N/A 1 2 3 4

### D. Ministry Vision and Values

Expresses understanding of the vision and values of the church/para-church in which they serve. Able to grasp the impact upon the local, national, and global communities.

N/A 1 2 3 4

### E. Priority Management

Focuses their priority first on God and then family before career goals and vocational endeavors.

N/A 1 2 3 4

### AREA 3 | RELATIONAL DEVELOPMENT

#### A. Communication Skills

N/A 1 2 3 4

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

#### B. Teamwork

N/A 1 2 3 4

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

N/A 1 2 3 4

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

#### D. Conflict Resolution

N/A 1 2 3 4

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

N/A 1 2 3 4

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

#### B. Administration

N/A 1 2 3 4

Shows an understanding of the organization and the internal functions of the church/para-church.

#### C. Etiquette and Deportment

N/A 1 2 3 4

Models appropriate attitudes, speech, manners, appearance, and behavior in various situations with confidence.

Comments:

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**Ministry Supervisor:**

I have reviewed this Practicum Assessment with the practicum student.  
The student has served a minimum of \_\_\_\_\_ hours during the practicum.

Yes  No   
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.

STUDENT MINISTRY PRACTICUM

# FORMS



# MINISTRY PRACTICUM AGREEMENT

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Please print)

Email: \_\_\_\_\_

## Ministry Supervisor Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Please print)

Email: \_\_\_\_\_

## 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*



## COLLABORATION AGREEMENT

As a ministry practicum student, you are considered a team member of at a local church or parachurch setting and have a responsibility to that organization, 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 this agreement. 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*



## BACKGROUND INVESTIGATION CONSENT

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):

<i>Street Address</i>	<i>State</i>	<i>County</i>	<i>Zip Code</i>	<i>From</i>	<i>To</i>
				<i>Mo/Yr</i>	<i>Mo/Yr</i>

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a crime (*other than minor traffic offense*)? Yes  No

---

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

---

*Applicant Signature*

---

*Date*

---

*Parent of 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 PRACTICUM TIME LOG

**Required Signatures:**

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.*

Week	Date	Activity/Task/Experience	Weekly Hours	Ministry Supervisor Initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
TOTAL HOURS				

*45-75 hours needed for Undergraduates. 75-150 hours needed for Graduates*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
End Date

\_\_\_\_\_  
Ministry Supervisor

\_\_\_\_\_  
End Date

*\*See next page for further instructions on how to calculate weekly hours.  
Submit this form to the Practicum Coordinator.*

## 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.



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