

**Course:** PS635-O Pastoral Field Work  
**Credit:** 3 Semester Hours  
**Semester:** Fall 2024 (Sessions 1 & 2, Aug 19–Dec 13)  
**Time:** 4 Weeks Full-time or 8 Weeks Half-time (160 hours total)  
**Instructor:** Dr. Michel Dodds, (816) 322-5152 ext. 1348, mike.dodds@calvary.edu  
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*\*About Disabilities: Students with disabilities have the responsibility of informing the Accommodations Support Coordinator (aso@calvary.edu) of any disabling condition that may require support.*

*\*About Assistance for All Course Assignments: The Clark Academic Center (learning@calvary.edu), located in the library building, is dedicated to providing free academic assistance for all CU students. Student tutors aid with all facets of the writing process, tutor in various subject areas, prepare students for exams, and facilitate tests. Please take advantage of this service.*

*\*About Changes to this Syllabus: The instructor reserves the right to make changes to this syllabus at any time during the course, but any changes made will only be done after clearly communicating the need for the change and the specific change to be made via in-class announcement and Canvas announcement.*

## I. DESCRIPTION

This course is designed to have the student work under and with an established ministry leader for a period of four to eight weeks. During this period, the student will be exposed to the various practical ministries of specific ministry setting. (Fee: \$250) [ILO- 1, 2, 3, 4, 5]

## II. OBJECTIVES

**A. General competencies to be achieved.** The student will be able to . . .

1. Display a shepherd's heart through serving people in a local ministry. (PLO- #1) (A- C, F, & G)
2. Articulate more clearly God's specific, personal calling and unique gifting for pastoral ministry. (PLO- #1) (A- C, F, & G)
3. Serve as an effective pastoral leader in a local church ministry setting. (PLO- #1 & 4) (A- A, B, C, D, E, F, & G)

**B. Specific competencies to be achieved.** The student will be able to . . .

1. Present affirmation by ministry leaders as to possession of the Christian character required for pastoral leadership in a ministry. PLO- #1 & 4) (A- D, F, & G)

*Our Mission: "...to prepare Christians to live and serve in the church and in the world according to the Biblical worldview."*

2. Present affirmation by ministry leaders as to possession of mature interpersonal skills essential for effective pastoral leadership in a local church ministry. (PLO- #1 & 4) (A- D, F, & G)
3. Present affirmation by ministry leaders as to possession of effective communication skills essential for effective pastoral leadership in a local church ministry. PLO- #1 & 4) (A- D, F, & G)
4. Present affirmation by ministry leaders as to possession of mature ministry skills necessary for effective pastoral leadership in a local church ministry. (PLO- #1 & 2) (A- D, F, & G)
5. Plan and implement effective pastoral leadership in a local church setting. (A- A, B, C, D, E, F, & G)

### **III. REQUIREMENTS**

**\*Note:** Specific instructions for each assignment are posted in Canvas.

#### **A. Secure agreement to serve as a Pastoral Intern.**

1. Consult with the Course Instructor about identifying and securing an internship position in a local church.
2. Contact a pastor to receive his agreement to serve under his supervision.
3. **Note:** The Field Work is not official until the Course Instructor has approved the Field Work plan submitted by the Supervising Pastor.

#### **B. Complete all Field Work requirements.**

1. While all requirements are listed in the *Pastoral Field Work Manual*, the Pastoral Field Work experience must involve a minimum of **at least** four weeks (**160 hours**) full time or eight weeks (160 hours) half time (or another arrangement totaling at least 160 hours of supervised ministry experience).
2. The minimum internship requirements are as follows (**Note:** these are also describe in the *Pastoral Field Work Manual* posted in Canvas).
  - a. Teach/preach 4 times.
  - b. Plan and lead a major event.
  - c. Meet weekly with the internship supervisor.
  - d. Attend committee and board meetings.
  - e. Oversee a specific on-going aspect of ministry.
  - f. Plan and lead a worship service.
  - g. Home/hospital/site visitation.
  - h. Observe counseling session(s).
  - i. Write ministry communication (e.g., emails/texts, newsletter, worship bulletin).
  - j. Be observed by seasoned ministry leaders.
  - k. Read a ministry related book, discuss its contents with the internship supervisor, and write a Critical Book Review to submit to the Course Instructor. (**Note:** Instructions for this assignment are posted in Canvas.)
  - l. Make weekly journal entries.
  - m. Contact the Course Instructor on a regular basis.
  - n. Other ministry opportunities unique to the internship context.
  - o. Conduct an end-of-Internship meeting with the Internship Supervisor.

3. **Note:** The Field Work is not completed until the Student has submitted all the required documents and has met with the Course Instructor for the required interview following the Field Work.

**C. Keep a daily journal.**

1. **Every ministry week**, record the specific ministries observed and performed and the time spent in those ministry activities each day of the week.
2. Following the record of daily ministry activities, **make appropriate observations** of experience gained, lessons learned, questions raised, and personal applications to make from the week's activities. (**Note:** The purpose of this journal is more than to record activities; it is to be a record that which will remind the student of lessons learned as well as a guide for needed further training or learning.)
3. Submit this daily journal to the Course Instructor as directed in the *Pastoral Field Work Manual*.

**D. Minister as directed by the supervising pastor.**

1. All the recommended types of ministries to be performed during the Field Work are outlined in the *Pastoral Field Work Manual*.
2. While it is required that the Student **preach/teach a minimum of four (4) times**, the Student should seek many additional preaching/teaching opportunities as allowed by the Supervising pastor.
3. The Field Work experience is to be a supervised experience; therefore, it is required that the Student and the Supervising Pastor **meet at least weekly**, if at all possible, in order to provide the maximum opportunity for the Student's guided learning.
4. It should be carefully noted that while the ministry performed can vary widely from church to church, the Student should work closely with the Supervising Pastor and the Course Instructor to ensure the maximum benefit to the Student during the Field Work.

**E. Contact the Course Instructor during the internship.**

1. Make personal contact with the Course Instructor at regular intervals during the internship experience as follows:
  - a. If the internship is full time (4 weeks), make contact as follows:
    - i. During the 1<sup>st</sup> week.
    - ii. At the end of the 2<sup>nd</sup> week.
    - iii. During the final week.
  - b. If the internship is part time (8 weeks), make contact as follows:
    - i. During the 1<sup>st</sup> week.
    - ii. At the end of the 3<sup>rd</sup> week.
    - iii. During the final week.

2. The nature of the contact could begin with an email/text message, but must ultimately be by phone or face-to-face.
3. The purpose of these contacts is to affirm the progression of the internship as well as to process any concerns.

**F. Submit all written assignments, reports, and evaluation forms.**

1. These assignments, reports, and evaluations are all listed and described in the *Pastoral Field Work Manual*.
2. These should be completed according to the schedule presented in the *Pastoral Field Work Manual*.

**G. Meet with the Pastoral Studies Program advisor following the Field Work.**

1. Schedule an appointment with the Course Instructor for a personal interview and evaluation after all assignments and written requirements have been submitted and all requirements in the *Pastoral Field Work Manual* have been completed.
2. Those living **in the Kansas City area** should make this appointment for no later than two weeks after completing the Field Work.
3. Those living **out of state or at great distance** from the campus at the completion of the Field Work will schedule the interview for the first week back on campus.
4. Those completing the Field Work **during a semester** will schedule the interview one week after the completion of the Field Work.

**IV. METHODS**

**A. There are no in-class aspects** to this course.

**B. Out-of-class methods** include personal, practical experience in local church ministry, direct supervision of an experienced senior pastor, written evaluation by the pastor and church, self-evaluation, and an interview with and evaluation by the Pastoral Studies Program advisor.

**C. Grading.**

1. Preaching / Teaching Evaluations (4)	20%
2. Lay-Leader Evaluations (3) . . . . .	15%
3. Field Work Diary . . . . .	10%
4. Self-Evaluation . . . . .	15%
5. Supervising Pastor's Evaluation . . . .	30%
6. Critical Book Review . . . . .	05%
7. Course Instructor Evaluation . . . .	05%
Total = 100%	

**\*About written assignments:** Unless directed otherwise, all written assignments must follow the Turabian style according to *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th edition and the Calvary Style Guide, 2019 update.

- \*About Plagiarism:** Plagiarism is defined as copying any content without identifying the source. This also includes taking another person's or AI entity's ideas or constructs and presenting them as your own. The use of AI generated content in student work is prohibited (even if cited) as it does not represent original work created by the student and is an unreliable aggregate of ideas from other sources. Plagiarism of any kind will not be tolerated. Any assignment that includes plagiarism will receive a **zero (0) grade**. (**Note:** AI detection software will be used to verify plagiarism.)
- \*About course grade:** See the grading scale in the University Catalog for specific grading scale that will be used for final course grade.

## **V. MATERIALS**

### **A. Required:**

#### 1. Bible.

-The Bible is a required textbook in every course at Calvary University. To facilitate academic level study, students are required to use for assignments and research an English translation or version of the Bible based on formal equivalence (*meaning that the translation is generally word-for-word from the original languages*), including any of the following: New American Standard (NASB, English Standard Version (ESV), New King James (NKJV), or King James (KJV). Other translations and versions based on dynamic equivalence (*paraphrases, and thought-for-thought translations like NLT and NIV*) may be used as supplemental sources. Please ask the professor if you have questions about a particular translation or version.

#### 2. *Pastoral Field Work Manual* [posted in the Syllabus link in Canvas]