



## Church and Missions Experience Requirements

Because Veritas Evangelical Seminary views its graduate programs as a means to equip leaders for ministry, it has implemented the Church/Mission Experience program (CM501-504) for all resident and external studies students. The program provides field experience opportunities for students to practically use their education in service to Christ and His church.

Participation in the program requires regular personal involvement in ministry of some kind (e.g. teaching, assisting, cleaning, ushering, parking lot attendee, children's ministry, Bible study group, youth ministry, etc) in the student's home (or any orthodox local) church for at least two hours per week for 15 weeks (total of 30 hours). Clustering hours of more than three (3) hours per week is prohibited. Each degree program has their unique length of service requirements. Lengths of service are as follows:

- ◆ Master of Theological Studies (M.T.S): Church/Mission Experience I, II
- ◆ Master of Christian Apologetics (M.C.A.): Church/Mission Experience I, II, III
- ◆ Master of Biblical Studies (M.B.S.): Church/Mission Experience I, II, III
- ◆ Master of Divinity (M.Div.): Church/Mission Experience I, II, III, IV

Students arrange their own church or mission experience service that must be overseen by a pastor, elder, mission supervisor, or staff member of the church. Students are required to maintain and submit a log at the conclusion of their service which documents the date, time, and nature of ministry service, as well as the signature of church supervisor, and supervisor evaluation of ministry service statement. On the basis of this detailed report and the supervisor's evaluation of the student's service, a pass/fail grade will be recorded for each term of field experience. Field experience forms may be obtained at the Registrar's office or downloaded from the Seminary website at [www.VeritasSeminary.com](http://www.VeritasSeminary.com).

Tuition for Church/Mission Experience is \$50 payable at the time the field experience report is submitted for evaluation.

The Church/Mission Experience program is an essential part of the student's practical education. The program is designed to assist the student to cultivate and practice what is learned in the classroom either through didactic or practical means of service, and seeks to develop in the student the following characteristic/areas:

- ◆ *Humility.* The Christian life is not only intellectual, it is practical. Service to others is viewed as another acceptable form of communication to believers and unbelievers of the character and disposition of our Lord Jesus Christ who came not to be served but to serve others.
- ◆ *Skill/Gift Discovery and Cultivation.* Each student must discover and cultivate his/her own skills and gifts to the edification and equipping of the Body of Christ. These skills are not always recognized in a classroom setting, but can surface when placed in a relational or service oriented environment. The student may also become aware of the Holy Spirit's necessary involvement and assistance in practical service.

- ◆ *Practical Theological Integration and Demonstration.* The characteristics of a sound leader involve the agreement between doctrine and behavior, and beliefs and practices. Through their service, students should understand the difference between a *profession* and a *calling* to Christian service by exploring their motivation for ministry and understanding their role in fulfilling the great needs of the church. Ultimately, Veritas Evangelical Seminary desires the student to view Christian service as flowing from self-sacrifice driven by Christ's *agape* love for His people. The demonstration of this love in practical service is a means of convincing/confirming the student in his/her own mind of the desirability and truthfulness of the Christian doctrine studied in the classroom. In addition, theological demonstration may serve as the catalyst for discovering if the student desires a life-long commitment to Christian leadership and service.
  
- ◆ *Accountability.* Supervised ministry encourages an environment of personal accountability in Christian service as well as gaining a deep spiritual satisfaction of serving God's people in excellence.

### **Mission Trips**

Students may fulfill field experience hours by participating in a mission trip to a destination outside the United States. In this case, the 30 hours needed may be clustered over a period of several days or weeks, but may only be applied to one (1) term period. The same forms, procedures, and evaluations would apply.

### **Fulfillment of Field Experience Hours**

A maximum of two (2) church/mission experience terms may be fulfilled per academic year.

### **Previous Ministry Experience**

Previous church/mission experiences *may not* be used to fulfill current field experience requirements.

### **Types of Service Not Allowable**

We encourage you to find opportunities to serve the Body of Christ, however, there are several services not accepted as fulfillment of your church/mission experience requirements. The following list describes some of them:

1. Unsupervised ministry functions.
2. Services rendered to yourself.
3. Attending meetings with no practical function (you must *do* something).
4. Any practical service that is not supervised by a pastor or elder of a church Body.
5. Attending church services
6. Any service that is not practically measurable.
7. Any service for which you are being paid. Your service must be volunteer.  
(Full time senior and associate pastors and full time ministry workers are excepted from this rule).

### **Timeframe for Completion**

The Church/Mission Experience term begins on the first day of your ministry service and terminates nineteen (19) weeks later. Though only fifteen (15) weeks of service is necessary, all log sheets, supervisor evaluation, and manual must be postmarked and submitted no later than the nineteenth week. Late coursework will not be accepted for grading.

### **Arranging Where and How to Serve**

Due to the nature of this course, it is important to have a *pastor, elder, or church staff personnel*, who keeps you accountable and who acknowledges that you are volunteering your time for credit with Veritas Evangelical Seminary. Your ministry is to be an activity that is fulfilled on a *volunteer* basis. This means your service cannot be a part of your regular profession, or something for which you are being paid. The following steps are helpful suggestions to assist you in arranging your ministry service:

1. Arrange with your pastor (assistant/elder/mission supervisor) the task(s) that you are able to perform as well as a timeframe.
2. The following are suggestions that you may choose to do to assist your church: teaching, youth ministry, general maintenance, carpentry, cleaning, cooking, driving, office/clerical work, teaching Sunday school, or working in the nursery at the church, etc. Ask your pastor (supervisor) for a suggestion as to what ministry is needed for the church Body.
3. Record your hours legibly on the log sheet enclosed in this manual.
  - a. To receive credit for hours worked, you must turn in your hours on the log sheets provided. Each task *must* be clearly described/abbreviated on the log sheet.
  - b. The log sheet must have the supervisor's signature for each job completed. If the supervisor is different for each job, have each entry initialed.
4. When your term of service is completed, be sure to have your supervisor complete and seal in an envelope the "Supervisor Evaluation Form" enclosed in the Church/Missions Manual.

### **Course Completion and Final Grade**

After completing fifteen (15) consecutive weeks of ministry service, submit your completed manual with your log sheets and supervisor evaluation form in one envelope to VES. Do not tear out assignments from this guide. *Return the entire course guide with completed logs in tact* with your manual, log sheets, evaluation form, and tuition payment. Your completed manual will be accepted for grading up to one (1) month *after* the completion of your final date of service (i.e. sometime in the nineteenth (19) week. After grading has been completed, you will receive a "Pass" (P) or "Fail" (F) grade mark which will not be calculated in your G.P.A.

### **Return the Following Items for Grading**

1. Return your course guide in tact with:
2. Log Sheets (do not detach sheets from this guide) (50% of your final grade)
3. Supervisor Evaluation Form in an envelope sealed by your supervisor (50% of your final grade)

Send log sheets and supervisor evaluation with tuition payment (\$50) to:

Veritas Evangelical Seminary  
39407 Murrieta Hot Springs Road  
Murrieta, California 92563

# VES Church/Mission Experience Log

Log Sheet #1

Name: \_\_\_\_\_ Degree program: \_\_\_\_\_

Primary Place of Service: \_\_\_\_\_

Date	Day	Ministry Service	Hours	Super Initials
	Sun.			
	Mon.			
	Tues.			
	Wed.			
	Thurs.			
	Fri.			
	Sat.			

Date	Day	Ministry Service	Hours	Sup. Initials
	Sun.			
	Mon.			
	Tues.			
	Wed.			
	Thurs.			
	Fri.			
	Sat.			

Date	Day	Ministry Service	Hours	Super initials
	Sun.			
	Mon.			
	Tues.			
	Wed.			
	Thurs.			
	Fri.			
	Sat.			

Date	Day	Ministry Service	Hours	Super initials
	Sun.			
	Mon.			
	Tues.			
	Wed.			
	Thurs.			
	Fri.			
	Sat.			

Supervisor's Name and Phone Number *(please print)* \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Total hours for this sheet \_\_\_\_\_

# VES Church/Mission Experience Log

Log Sheet #2

Name: \_\_\_\_\_ Degree program: \_\_\_\_\_

Primary Place of Service: \_\_\_\_\_

Date	Day	Ministry Service	Hours	Super Initials
	Sun.			
	Mon.			
	Tues.			
	Wed.			
	Thurs.			
	Fri.			
	Sat.			

Date	Day	Ministry Service	Hours	Super Initials
	Sun.			
	Mon.			
	Tues.			
	Wed.			
	Thurs.			
	Fri.			
	Sat.			

Date	Day	Ministry Service	Hours	Super Initials
	Sun.			
	Mon.			
	Tues.			
	Wed.			
	Thurs.			
	Fri.			
	Sat.			

Date	Day	Ministry Service	Hours	Super Initials
	Sun.			
	Mon.			
	Tues.			
	Wed.			
	Thurs.			
	Fri.			
	Sat.			

\_\_\_\_\_  
Supervisor's Name and Phone Number (*please print*)

\_\_\_\_\_  
Supervisor's Signature

Total hours for this sheet \_\_\_\_\_

# VES Church/Mission Experience Log

Log Sheet #3

Name: \_\_\_\_\_ Degree program: \_\_\_\_\_

Primary Place of Service: \_\_\_\_\_

Date	Day	Ministry Service	Hours	Super Initials
	Sun.			
	Mon.			
	Tues.			
	Wed.			
	Thurs.			
	Fri.			
	Sat.			

Date	Day	Ministry Service	Hours	Super Initials
	Sun.			
	Mon.			
	Tues.			
	Wed.			
	Thurs.			
	Fri.			
	Sat.			

Date	Day	Ministry Service	Hours	Super Initials
	Sun.			
	Mon.			
	Tues.			
	Wed.			
	Thurs.			
	Fri.			
	Sat.			

Date	Day	Ministry Service	Hours	Super Initials
	Sun.			
	Mon.			
	Tues.			
	Wed.			
	Thurs.			
	Fri.			
	Sat.			

Supervisor's Name and Phone Number (*please print*) \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Total hours for this sheet \_\_\_\_\_

# VES Church/Missions Experience Log

Log Sheet #4

Name: \_\_\_\_\_ Degree Program: \_\_\_\_\_

Primary Place of Service: \_\_\_\_\_

Date	Day	Ministry Service	Hours	Super Initials
	Sun.			
	Mon.			
	Tues.			
	Wed.			
	Thurs.			
	Fri.			
	Sat.			

Date	Day	Ministry Service	Hours	Super Initials
	Sun.			
	Mon.			
	Tues.			
	Wed.			
	Thurs.			
	Fri.			
	Sat.			

Date	Day	Ministry Service	Hours	Super Initials
	Sun.			
	Mon.			
	Tues.			
	Wed.			
	Thurs.			
	Fri.			
	Sat.			

Date	Day	Ministry Service	Hours	Super Initials
	Sun.			
	Mon.			
	Tues.			
	Wed.			
	Thurs.			
	Fri.			
	Sat.			

\_\_\_\_\_  
Supervisor's Name and Phone Number (*please print*)

\_\_\_\_\_  
Supervisor's Signature

Total ministry hours for this sheet \_\_\_\_\_

Total ministry hours for this term \_\_\_\_\_

<b>VES Use Only: Instructor's Initials:</b> _____ <b>Date:</b> _____ <b>Grade:</b> _____
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4. **Dependability** – Does the student listen to and then follow instructions and can they be relied on to finish assignments that are given to them?

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1	2	3	4	5	6
Poor		Average			Excellent

5. **Cooperation** – Does the student work well with others toward a common goal?

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1	2	3	4	5	6
Poor		Average			Excellent

6. **Grade** – What Grade would you recommend the student receive?

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F	D	C	B	A
Poor		Average		Excellent

7. Please state any other comments that would assist us in assessing this student's ministry performance:

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**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

Day Time Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

<b>VES USE ONLY: (circle one) Church Mission Experience I II III IV</b>
<b>Instructor's Initials:</b> _____ <b>Date:</b> _____ <b>Grade:</b> _____
<b>Notes:</b> _____