

Supervised Learning Experience
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Handbook of Supervised Learning Experience

(2015 2nd edition)

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Definition

Supervised Learning Experience (SLE): SLE is the training program for ministry candidates of the Presbyterian Theological College (PTC) under the supervision and guidance of the faculty of PTC.

SLE Trainer: A trainer appointed by Presbyterian Theological College to provide personal training or guidance for a student to do a ministry placement or guided reading program. He will normally be an active church minister and be appointed by the faculty.

SLE Co-ordinator: The faculty member who is responsible for organising the SLE program - at present Rev Dr Felix Chung, the Coordinator of the Practical Theology Program of PTC.

Student: A ministry candidate enrolled at PTC

Semester: SLE appointments are usually made from year to year. The year runs from 1st February to 30th November. Semester 1 is from 1st February to 30th June and Semester 2 is from 15th July to 30th November. Summer appointment is usually taken place between 3rd and 4th year of study. However, other limited training activities can also take place in December and January, but only by mutual agreement between the student and the trainer.

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Supervised Learning Experience (SLE)

Introduction

The Supervised Learning Experience (SLE) is the element of training in which students are engaged in a series of intentional training activities under supervision over four years so that their spiritual, ministry, theological and missional formation will take place. The training activities are Supervised Field Education (SFE), Guided Reading Program (GRP), Pastoral Care Group (PCG), Sermon Review (SR), College Mission (CM) and other assigned practical theology trainings. This includes leading chapel service of the college and preaching for college's thanksgiving month. SLE is a PTC requirement of pastoral based ministry training for the candidates for ministry in Victoria.

Aims

The aims of the SLE program are to assist students to develop:

- spiritual maturity and the character of a Christian disciple
- a strong sense of leadership, service and responsibility within the local church
- ministry competencies and skills that are appropriate to their future ministry roles;
- missional formation of skills, knowledge and commitment of the Great Commission;
- an awareness of issues and dynamics in congregational life and ministry and in the denominational setting; and
- an awareness of the culture and society in which they minister and its impact on ministry.

Method

Ordinarily a student is enrolled in SLE over 4 years (8 semesters). During the first two years, the student will have a certain number of sermons reviewed, organize or attend college mission, complete the guided reading program under supervision and participate in the college pastoral care group. In the latter two years, the student will continue what he has done in the first two years. He will also participate in ministry placements of Supervised Fieldwork Education (SFE) in an assigned church under the supervision of an appointed SLE trainer. The following table is the overview of the SLE training program.



Supervised Learning Experience for ministry candidate: An Overview

	Year 1	Year 2	Year 3	Year 4
Sermon Review	2 sermons reviewed by faculty	4 sermons reviewed by faculty	4 sermons - 2 reviewed by faculty (to fulfil part of the requirement of one preaching unit)	4 sermons - 2 reviewed by faculty (to fulfil part of the requirement of one preaching unit)
Guided Reading	12 sessions with a trainer in an assigned church (6/semester)	12 sessions with a trainer in an assigned church (6/semester)	12 sessions with a trainer in an assigned church (6/semester)	12 sessions with a trainer in an assigned church (6/semester)
College Pastoral Care group	8 sessions with a faculty member (4/semester)	8 sessions with a faculty member (4/semester)	8 sessions with a faculty member (4/semester)	8 sessions with a faculty member (4/semester)
College Mission	10 days*	10 days*	10 days*	10 days*
Supervised Field Education Placement	Nil	Nil	At least 4 hrs per week in an assigned church/multicultural congregation	At least 4 hrs per week in an assigned church/multicultural congregation
SFE Lectures	Nil	Nil	PC442/642, PC443/643 or EM440/640**	PC443/643, PC442/642 or EM440/640**
SFE Summer Placement	Nil	Nil	4 weeks in an assigned church full time	

Remarks:

*Personal evangelism in college mission can be taken as part of the fulfilment of assignment of EM325/525.

**EM440/640 student needs to get permission from the faculty in order to choose this option. If a student is permitted to choose this one, he will need to stay in a multicultural church within a PCV church under the minister's guidance and supervision.



Guided Reading Program (GRP)

Background:

The Guided Reading Program at Presbyterian Theological College is part of the training program of the Supervised Learning Experience for the candidates. The aim is to help develop the candidate's spiritual and ministerial formation in a church context through guided reading and discussion sessions. There will be 6 training sessions for the guided reading program each semester. Each session will normally be no more than 1 hour. The student is also expected to use 2 hours to read and complete answering the questions at the end of each chapter before meeting the trainer. All the written answers shall be handed in at the end of the semester.

Procedure and Method:

1. In the beginning of each semester year, the college will recommend all first and second year candidate students to stay with their home church to complete the guided reading program under the supervision of the church minister. If the student needs to relocate to live in Melbourne, the faculty will discuss with the student and recommend him a trainer to complete the guided reading program. The student may also undertake limited responsibilities within the church, but only by mutual consent between the SLE trainer and the student, and the College SLE Co-ordinator must be informed.
2. In the third and fourth year, all candidate students will be recommended to different churches for SFE placement. Usually, the church minister of the SFE placement will also be the trainer of the student in the Guided Reading Program.
3. As the trainer, the minister commits to meet with the student fortnightly, discusses the content and questions of the assigned chapter(s) of the book and prays with the student. The meeting is expected not to last for more than an hour. The trainer or student can initiate discussion that is related to the chapter content or issues that come up from the readings.
4. The student is expected to use 2 hours to read the book and complete answering the questions at the end of each chapter before they attend the supervisory session.
5. **At the end of each semester, the student should submit his written answers of all the discussed questions that are at the end of the chapters of the book. Fail to do so may leads to a fail grade of the GRP.**



6. If more than one student is recommended to a church, group session for guided reading is expected.
7. Each year the faculty will allocate a theme for the guided reading program. In 2015, the theme is preaching. The book for reading is *Preaching with Purpose* (Grand Rapids: Zondervan, 1986) by Jay Adams.
8. PTC will provide the books for free to all trainers who participate in the reading program. Please contact the office to pick up the book.
9. Each year the college will hold three Trainers' Day meetings. Lunch will be provided. The trainers of both GRP and SFE shall update the progress of the training and discuss any issues regarding the GRP or SFE with the faculty representatives at the meetings. In 2015 school year, the tentative date and time of the meetings are:

Meeting	Date	Place	Time	Purpose
First	16 th Feb (Mon)/ 20 th Feb (Fri)	PTC	10:00am-2:00pm	Briefing (1 st sem) and mini seminar / presentation
Second	1 st June (Mon) / 5 th June (Fri)	PTC	10:00am-2:00pm	Evaluation of first semester, briefing for second semester and mini seminar/presentation
Third	2 nd Nov(Mon) / 6 th Nov (Fri)	PTC	10:00am-2:00pm	Evaluation and mini seminar/presentation

Please let Alicia Noble or the office know your preference of the day of meetings.

10. For any other information, please contact SLE coordinator:

Felix Chung: (Ph) 03-98989384

(Fax) 03-98989872

Email: felix.chung@ptc.vic.edu.au



Pastoral Care Group (PCG)

The Pastoral Care Program

The candidate student of Presbyterian Theological College of Victoria is required to participate in the Pastoral Care Program during his study at PTC. This program is designed to provide the student with mutual encouragement, support and stimulation as he prepares for a life of Christian ministry in the midst of his theological studies. It is also an opportunity for the student to pray with and for his fellow students and lecturers.

The program is designed to help him form some essential biblical convictions about God's plans and mission to the world as well as shape his understanding of the role he will play through the ministry of the Gospel within and beyond the church.

The program will run throughout the duration of his course on a semester basis. In all, it will cover eight semesters. At each meeting of his pastoral care group he will share his reflections on a number of different Bible passages with other members of the group. Before the meeting he may also be asked to read a short article relevant to the subject and memorize a text of Scripture on the topic as well. This will require some prior preparation of about an hour. Attendance for candidates is compulsory.

From time to time the student will also receive information on important skills and habits such as memorization, time-management, producing a personal testimony, meditation, developing relationships and making prayer and evangelism contact lists.

The course is deliberately structured to help the student integrate fundamental theological convictions in conjunction with a biblical understanding of Christian ministry. The course is deliberately intentional: it moves from essential concepts in biblical theology to their practical expression in ministry. The student should sense a constant emphasis throughout each phase that theological convictions are directly linked to practice.

A strong sense of purpose pervades this program. Our aim is to ensure that this course provides the student with the opportunity to develop and refine a number of core biblical convictions in a range of critical areas that will strengthen his performance in the ministry of the gospel.

A member of the faculty or an appointed minister will convene each of the Pastoral Care Groups for the course of each year. However, in every subsequent year the student can expect to be in a group with a different leader.



Program Outline

Unit 1

Semester 1:

God: His Glory and Revelation

1. Understanding the Scriptures.
2. God's Glory: His Supreme Concern.
3. How is God Revealed?
4. The Holy Trinity- What Does It Mean?

Semester 2:

God's Plans for the World

5. The Covenant of Redemption: God's Eternal Plan
6. The Covenant of Works
7. The Covenant of Grace
8. Living with God in the Covenant

Unit 2

Semester 1:

God's Kingdom

1. God's Rule in the Old Testament
2. Jesus Reveals the Kingdom
3. God's Rule in the New Age
4. The Spiritual War

Semester 2:

God's Purposes in the World

5. Creation: The Seen and Unseen Realms
6. The Fall
7. God's Control of the World
8. The Gospel: The Only Answer

Unit 3

Semester 1:

God and His People

1. The People of God: His Church



2. Living in God's Household
3. Gifts for Service
4. God's People among the Lost

Semester 2:

God Seeking the Nations

5. Sent to the Nations
6. The Pauline Apostolic Model
7. The Purity and Mobility of the Gospel
8. Function and Form

Unit 4

Semester 1:

Fundamentals of Ministry

1. The Role of the Holy Spirit
2. The Place of Prayer
3. The Ministry of the Word
4. The Expansion of the Gospel

Semester 2:

God at Work through Ministry

5. God at Work in Individuals
6. God at Work in and through the Church
7. The Servant of the Word: His Life and Work
8. The Servant-Leader



Sermon Review (SR)

Sermon Review is part of the integrative training of the SLE that aims at developing the student's ministry skill, knowledge and life of preaching. Usually, the SR expects the student to spend at least 4 hours for sermon review, critique and rewrite the sermon, and 1 hour for practicing the sermon. The expected number of sermon review will be:

- Year one student: 2 sermons, all reviewed by the faculty
- Year two student: 4 sermons, all reviewed by the faculty
- Year three student: 4 sermons, 2 reviewed by the faculty, 2 by the trainer
- Year four student: 4 sermons, 2 reviewed by the faculty, 2 by the trainer

All SLE trainers are expected to help guide the student to prepare and critique the sermon. **The student is requested to send one copy of all sermon outlines/sermon/video clip of his preaching to the SLE coordinator for record.**

The number of sermons PTC asks the student to preach is lower than the previous year because the college wants the sermon to be prepared, critiqued and preached with appointment for reflection and meaningful critique at each stage of the sermon process. SLE is only asking student to have 4 sermons (maximum) preached in year 3 and 4 because they have a heavy academic work load at the college. If the trainer wants the student of year 2 to 4 to preach in other occasions, that ought to be between late November to mid-February period and only by mutual negotiation between the student and the trainer.



Supervised Field Education (SFE)

SFE requires year 3 and 4 students to participate in three fieldwork placements over the two years period in a church context. There are 2 regular one-year field work placements and 1 four-week long summer block placement. Each regular placement usually lasts for a two-semester period and is integrated with ACTh units PC442/642, PC443/643 or EM440/640 requirements.

SFE regular placement consists of 13 hours of introductory lectures, 180 hours for intentional ministry and preparation and 20 hours of supervisory sessions with the SLE trainer for each placement. For block placement, please refer to the relevant section of the handbook.

Trainer will meet with the student to discuss the goal and plan of intentional ministry for learning before the commencement of the SFE. A ministry learning contract and a ministry plan should be completed and signed by both the trainer and the student. A copy of the signed forms should be forwarded to the SLE co-ordinator. Usually the college recommend a student involving in no more than 3 learning goals in 1 semester. After a mid-term review, the trainer and the students can adjust the learning goal if it is necessary. The adjustment should be forwarded to the SLE co-ordinator as well.

In SFE regular placement, the student has to achieve a satisfactory grade in the report from the SLE trainer and faculty representatives; to complete the required hours of ministry and to fulfil all the requirements of PC442/642, PC443/643 or EM440/640. The SFE reflective journal, service log book and essay should be forwarded to the SLE coordinator by the students for record and review.

The student is required to have at least 3 Sundays off during a year for holidays and family responsibilities, 2 Sundays off during late June and early July for College mission and 1 Sunday off for College's Thanksgiving preaching responsibility.

SFE Placement

All SLE placements of students in year 1 and 2 are determined only after the student has first met with the SLE Coordinator. Ordinarily, students from metropolitan congregations will remain in their home church for the first two years. If this is not practical, or if the student's home church is too far away, the SLE coordinator will discuss the options with the students and will finally approve a placement. The process of determining SFE placements of year 3 and 4 students begins in the first instance *only after* the student has



met with the SLE Coordinator in the second semester of his second year in his SFE appointment. A student should not enter into any negotiations with a prospective SFE trainer until this meeting has taken place.

The SLE coordinator will offer an opportunity for students to indicate preferences for SFE placements before appointments are made. As far as possible, placements will be made in consultation with students. However, the faculty always retains the authority to determine the students' SFE placements.

While the SLE coordinator may receive advice about a student's placement from a student's past or current SFE trainers, as well as the Presbytery or Session holding jurisdiction over a student, SFE placement is finally determined by the PTC faculty.

All SFE placements should meet the following requirements:

- it must be approved by the faculty
- it should be under the supervision of a SLE trainer who is appointed by the faculty
- the ministry contract is submitted to the SLE coordinator for review
- it should include the mid-year review and the end of year review

Usually the SFE placement will be appointed for two years. However, the faculty can make a one year appointment should it see it is necessarily for the benefit of the candidate and his family.

The college recommends the student to take no more than 4 sermons per year for the purpose of learning due to the heavy study workload of the student. Any extra preaching responsibility should be negotiated mutually between the student and the trainer. If preaching is included in the ministry learning contract, the 4 hours for each sermon review, critique and rewrite can be counted into the hours of SLE.

PTC will hold three meetings for all the trainers to report, review, share and exchange training experiences. If a trainer cannot attend the Trainers' Day meetings, he should liaise with the college for meeting to evaluate the performance of the student in SFE at the end of first semester and second semester. The review will largely refer to the Candidate Attributes that is attached at the end of this handbook.



Date of Meetings for the trainers, 2015:

Meeting	Date	Place	Time	Purpose
First	16 th Feb (Mon)/ 20 th Feb (Fri)	PTC	10:00am-2:00pm	Briefing (1 ST sem) and mini seminar / presentation
Second	1 st June (Mon) / 5 th June (Fri)	PTC	10:00am-2:00pm	Evaluation of first semester, briefing for second semester and mini seminar/presentation
Third	2 nd Nov(Mon) / 6 th Nov (Fri)	PTC	10:00am-2:00pm	Evaluation and mini seminar/presentation

Please let Alicia Noble or the office know your preference of the day of meetings.

For any other information, please contact SLE coordinator:

Felix Chung: (Ph) 03-98989384

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Email: felix.chung@ptc.vic.edu.au



Summer Placement (SP)

During the summer time between the 3rd and 4th year, the student will be required to do his summer block placement in a local church. Normally it is a 4 week long placement in a country or city church of PCV. The student and his family will reside in a country or city location and the student will practice ministry full time under the supervision of the church minister or an appointed minister from the same church or Presbytery for at least 4 weeks. After the placement, representatives of the faculty will debrief the church minister and the student to review the performance of the placement.



PORTFOLIO CHECKLIST

Forms & Reports

- Student Check List Form: To be completed by the SLE coordinator. The form will be kept in the SLE file of the student.
- Preaching Assessment Form
- SFE -- Ministry Contract Form: To be completed by the SLE trainer and the student. The form will be kept in the SLE file of the student.
- Ministry Plan Form
- Sermon Review Report: As a general guideline for reviewer. The reviewer will discuss with the student regarding his peaching following the Sermon Review Report. A general report of the overall assessment of the preaching will be sent to SLE coordinator after review. The report will be kept in the SLE file of the student.
- Candidate Attributes for SFE
- Trainers' Application Form and Undertaking
- Statement of Commitment



S L E Student Checklist

S L E – YEAR 1	
Student:	Home Church:
Semester 1	Semester 2
1 Sermon Review Submitted	1 Sermon Review Submitted
Guided Reading Answers Submitted (End of July)	Guided Reading Answers Submitted (End of December)
4 Sessions of Pastoral Care Group Completed	4 Sessions of Pastoral Care Group Completed
Meet with Faculty Representative(s)	Meet with Faculty Representative(s)
College Missions Attended	

S L E – YEAR 2	
Student:	Home Church:
Semester 1	Semester 2
2 Sermon Reviews Submitted	2 Sermon Reviews Submitted
Guided Reading Answers submitted (End of July)	Guided Reading Answers submitted (End of December)
4 Sessions of Pastoral Care Group Completed	4 Sessions of Pastoral Care Group Completed
Meet with faculty Representative(s)	Meet with faculty Representative(s)
College Mission Attended	



S L E – YEAR 3	
Student:	Placement /Trainer:
Semester 1	Semester 2
Learning Contract & Ministry Plan Submitted	
Supervised Field Education (SFE) Seminar Attended	S F E Units PC 442/642, PC443/643 or EM440/640 Requirement Fulfilled
A Satisfactory SFE Report from the Placement Church	A Satisfactory SFE Report from the Placement Church
Guided Reading Answers Submitted (End of July)	Guided Reading Answers Submitted (End of December)
4 Sessions of Pastoral Care Group Attended	4 Sessions of Pastoral Care Group Attended
College Mission Attended	Summer Placement Completed and Graded Satisfactory
Meet with Faculty Representative(s)	Meet with Faculty Representative(s)



S L E – YEAR 4	
Placement:	Trainer:
Semester 1	Semester 2
Learning Contract & Ministry Plan Submitted	
S F E Seminar Attended	SFE Units PC442/642, PC 443/643 or EM440/640 Requirement Fulfilled
A Satisfactory Report from the Placement Church	A Satisfactory Report from the Placement Church
2 Sermon Reviews Submitted	2 Sermon Reviews Submitted
Guided Reading Answers Submitted (End of July)	Guided Reading Answers Submitted (End of December)
4 Sessions of Pastoral Care Group Attended	4 Sessions of Pastoral Care Group Attended
College Mission Attended	
Meet with Faculty Representative(s)	Meet with Faculty Representative(s)



The Body of the Sermon

Did the sermon have a main proposition?

Did the sermon title accurately reflect the content of the sermon?

What were the main points of the sermon?

1.

2.

3.

4.

Were the main points clear?

Did they flow naturally from the text, or was the meaning of the text strained or ignored?

Did they proceed in logical fashion?

How well were the main points explained?

How well did he substantiate the main points?

Did the message of the sermon grip the hearers?

Illustrations

Did the illustrations enhance the points and strengthen the argument?

Were any illustrations drawn from the Bible?

What were the sources of other illustrations?

Were the illustrations appropriate for the congregation?

Application

Were the points applied in meaningful and direct ways?

Was the application supported by the scriptural text?



Conclusion

How well was the message summarized?

Was the sermon's conclusion linked to the purpose of the text?

Was there a definite call to commitment of some kind for believers and unbelievers?

DELIVERY OF THE SERMON

Congregational Response

How well did he relate to the congregation?

Was he in control and at ease with his material?

Did he have good eye contact throughout the sermon?

Voice

Was his voice easy to listen to?

How well did he articulate his words?

Did his speech have variation in pitch and pace? How fluent was he? ("Uh", "ums")

Did his voice have good tone and/resonance?

Was his vocabulary easy to understand?

Did he have any irritating vocal mannerisms?

Body Language

Were his gestures appropriate?



Did he appear passionate?

Did he sway or pace? Was he relaxed?

Did his posture command respect?

Was he appropriately dressed for this particular congregation and setting?

THE SERMON'S IMPACT

Listenability

Does the sermon indicate that it was written specifically for the congregation and its needs?

Was the sermon organized to make listening easier for the congregation?

Was the sermon timed appropriately so that the hearers could absorb its content?

Challenging the Heart

Did the preacher deal with the whole text or did he omit some of its more challenging aspects?

How did the sermon challenge unbelievers?

How did the sermon press God's demands on the believers' hearts?

Spiritual Influence

Did the preacher instill a profound sense of reverence for God?

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Did the preacher connect this text to Christ so that people would be encouraged to find grace and help in Him?

How did the sermon help people to understand their need for grace and the way in which Christ provides it?

Did the preacher convey the joy that there is in the Gospel?

Would this sermon motivate people to be doers of the Word?

Potential Improvements

How could the sermon be improved?



Supervised Field Education (SFE)

Ministry Learning Contract

(To be handed in within one month of the commencement of first semester)

Date: _____ (Within the first month of each placement)

AIM: This Learning Contract is intended to set out clearly the expectations of both the SFE Student and the SLE trainer and establish the learning goals for the year. It must be submitted to the SLE Co-ordinator for review.

I, _____ (the SFE Student) agree to (Please tick the box and fill in the needed information if necessary):

- participate in the ministry activities in a placement as agreed in the Ministry Plan on the next page,
- follow reasonable directions from my SLE trainer about participation in and conduct of ministry activities,
- act in a way which is supportive of the ministry in which I am involved,
- respect my trainer's confidentiality and the confidentiality of other people with whom I have contact during a ministry placement, including when making reports to SFE seminars, and,
- attend meetings with my trainers as arranged from time to time.

--Please proceed to the next page--



I, _____ (the SLE trainer) agree to (please tick the box and fill in the information if necessary):

- establish and maintain a positive, open, trusting and supportive relationship with my SFE student,
- meet with my student within the first two weeks of Semester to develop this Learning Contract and Ministry Plan and submit this to the SLE Co-ordinator,
- arrange regular meetings with my student for reflection on ministry activities and for meeting the goals of the Learning Contract,
- give my student accurate and fair feedback during the Semester,
- provide my student with sufficient pastoral support and encouragement and be reasonably available to you during the Semester;
- make reasonable arrangements for the support of my student's family and their inclusion in the ministry where appropriate, and
- respect my student's confidentiality at all times, including refraining from making negative comments to others about him and allowing him reasonable freedom in expressing struggles and by only sending a report to the SLE Co-ordinator after he has read it and had to time to consider it and comment on it.

--Please proceed to the next page--

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We agree to do this by:

- Meeting regularly on:

- Including the student's family in ministry and church life by:

- Allowing attendance at PTC mission - date this year:

- Allowing up to two Sundays for observation visits.

- Agreeing a Ministry Plan that will take 4 hours per week involving:

- For Sunday ministry – allowing at least three Sundays during a year for holidays and family responsibilities, preferably:

--Please proceed to the next page--

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- Or for non-Sunday ministry – allowing equivalent time off for holidays and family responsibilities, preferably:

- If other absences from normal ministry placement are needed they should be arranged by:

- If ministry involvement becomes a problem for either of us we will:

- Preaching (all candidates, optional for others) –2 sermons per semester, 1 per semester will be reviewed by the faculty of PTC.

---End of the contract--



MINISTRY PLAN (Attached page if not enough space)

Goal	Plan to achieve goal	When	Assessment

Signed student: _____ SLE trainer: _____

Date: _____

The completed document of learning contract should be signed by both the trainer and the student and be sent back to the Lecturer or SLE Coordinator by the end of first month after commencement of first semester.

- Copy submitted to SLE Coordinator
- Copy provided to SFE Student
- Copy filed by SLE trainer



Candidate Attributes

Personal Qualities

1. Spiritual Maturity: Shows clear evidence of spiritual renewal and vitality in his relationship with God.

Positive signs

- Hungers for the word of God and regards it as his supreme authority
- Displays growth in Christian grace and obedience
- Quick to repent when aware of sin or immature behavior
- Admired by people for his Christ-likeness

Areas of concern

- Gives the impression that he 'knows it all'
- Lacks energy for God and appears lukewarm
- Does not aspire to 'press on'
- Conversation turns more to temporal than spiritual matters
- More ambitious for ministry success than walk with God

2. Prayerful: Believes that prayer is as essential to life as eating and drinking; realises that God's work will only go forward in prayer and that prayer is a non-negotiable of ministry.

Positive signs

- Has both a theology and practice of prayer
- Makes prayer a personal priority and plans for it
- Attends prayer meetings
- Prays for family and friends, fellow Christian workers and the lost

Areas of concern

- Has no plan for regular prayer
- Finds it difficult to pray in groups
- Finds it hard to pray with his wife (if married)

3. Attitude to Scripture: Believes that Scripture is the inerrant Word of God and that the whole of one's life –whether it relates to the physical, emotional, intellectual or spiritual realms – comes under the rule and authority of Scripture.

Positive signs

- Maintains a program for the daily reading and study of the Bible
- Meditates upon the Word and memorizes it
- Participates eagerly in Bible studies



- Allows Scripture to shape his life

Areas of Concern

- Has no appetite or plan for reading the Bible each day
- Does not meet with others to study the Word together
- Shows little evidence of Scripture memory or meditation

4. Integrity: Acts ethically in both public and private life and is trusted when acting alone; absolutely reliable in keeping promises; faithful in honouring commitments to the church.

Positive signs

- Fulfills all promises
- Reliable in fulfilling assignments
- Trustworthy in all financial dealings
- Honest and without guile
- Blameless in relations with women
- Respected by his employer

Areas of Concern

- Issues with truth-telling
- Makes excuses for failures and non-performance
- Unreliable with money
- Has unhealthy interest in making money
- Fails to pay debts
- Does not observe proper boundaries with women
- Compromises the truth for self-advantage
- Employer does not regard him as a reliable and honest worker in his current job

5. Humility: Recognises that all things are upheld by God's strength and exist for His glory; allows no room for self-glorifying or self-interest.

Positive signs

- Attributes his accomplishments to the grace of God at work within him
- Accepts his own limitations and weaknesses
- Willing to accept difficulties and suffering as God's plan for his life
- Prepared to make unpopular decisions and hard choices

Areas of concern

- Need for recognition
- Always attributes blame to others
- Finds it hard to ask for and accept advice
- Overly defensive when receiving constructive feedback
- Always has to win



- Frequent conflicts with others

6. Evangelistic: Burdened by a desire to see God glorified in the salvation of the lost; seeks out opportunities to testify to Christ in a way that others can readily understand.

Positive signs

- Sharing Christ has become a way of life for him
- Grieves for the lost
- Prays for unbelievers and builds friendships with them
- Brings people to church

Areas of concern

- Uneasy in dealing with non-Christians
- Lacks non-Christian friends
- Has no desire or plan to reach non-Christians
- Unaware of issues that trouble the unchurched

7. Purposeful: Believes that God has a plan and purpose for his life that is synchronized with God's plan to redeem the world.

Positive signs

- Conscious that his life is not his own but should be spent in doing God's will
- His heart's desire is to be about God's business

Areas of concern

- Lacks sense of direction and urgency for his life
- Treats ministry more like a hobby/job than an all-consuming passion

8. Focused: Takes responsibility for his work seriously; disciplined in his use of time, resources and energy.

Positive signs

- Has a clear conception of goals
- Able to order his priorities within his plan
- Makes effective use of his time – punctual
- Can push to get a job done

Areas of concern

- Lacks a sense of mission
- Finds it hard to establish priorities
- Easily distracted from important tasks by trivia



- Lacks resolution in seeing a job through

9. Sense of Calling: Conscious that God has laid a special constraint upon him that cannot be ignored; believes he is compelled to set aside the honest activity in which he is presently engaged to undertake the crucial ministry of preaching the Gospel.

Positive signs

- Confident that God is re-directing his life
- Christ's mission of redemption has become all-consuming
- Has the obvious virtues, gifts and sense of divine constraint necessary for preaching the Gospel
- Others vouch for his gifts and suitability of character

Areas of concern

- Studying theology in preparation for ministry because mentors expect this of him
- Sees ministry as a job or career
- Has only a limited interest in evangelism
- Unconvinced of the terrible fate of the unsaved
- Complains about the possibility of sacrifice and hardship
- Desires to serve only in known and comfortable surrounds
- Unwilling to consider tough assignments
- Likes to feel important and is attracted to up-front activities

Relational Qualities

10. Emotional stability: Maintains a predictable, self-controlled and open response to people in all his dealings; not given to serious mood swings or a 'don't-come-near-me' attitude; can laugh at himself.

Positive signs

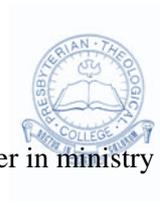
- Controlled when under constant stress
- Can deal with provocation in a calm manner
- Does not feel threatened when others disagree
- Does not expect people or situations to be perfect
- Sees opportunities when others see only problems
- Rational and measured in crisis

Areas of Concern

- Downcast when facing opposition
- Irritated and impatient when things don't work out
- Angry and confrontational with people who get in his way
- Prone to temper tantrums over disappointments
- Explodes over small interruptions or unexpected demands

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11. Family Life: Demonstrates a deep love and devotion to his wife; gladly involves her in ministry and is protective of his children.

Positive signs

- Shows affection for his wife
- Spends appropriate time with children
- Shares with his family in reading Scripture and prayer
- Encourages wife to exercise her spiritual gifts

Areas of Concern

- Puts church work and affairs continually before his wife and children
- Shows undue interest in other women
- Criticizes his wife and children to others

12. Sensitivity: Constantly aware of the needs and feelings of other people and shows genuine sympathy for the situations and predicaments they find themselves in. Genuinely cares for the 'little' people in the community who are overlooked and disregarded by others.

Positive signs

- Shows genuine empathy for the disappointments and grief of others
- Always ready to listen with a non-judgmental spirit
- Quick to assist those in the church and beyond when trouble strikes
- Patient with awkward and demanding people
- Shows common courtesies and respect to all

Areas of Concern

- Sees no need to know people on a personal basis
- Reluctant to visit people in their homes, hospital or at work
- Always suspicious of people in need
- People must prove themselves first before he helps them
- Dominates conversations
- Unwilling to listen to other's stories
- Gravitates to people with his own interests and avoids needy individuals
- Passes people on to others even when he can help them himself
- Shuts people out of conversations

13. Warmth: Has an open and welcoming approach to others that indicates that he is glad to see people and help them.

Positive signs

- Secure in his dealings with people and puts them at immediate ease.
- Shows that he is glad to meet people and know them
- Visits people and shows he is concerned for their welfare
- Makes a point of learning people's names



Areas of concern

- Brusque in manner
- Always seems busy and unapproachable
- Unaware of body language
- Ignores people and does not smile
- Fails to greet people with an attitude of gladness
- Cuts people off in conversation
- Fails to introduce people to others
- Avoids strangers when they seem alone and ill-at-ease

14. Adaptability: Realizes that change is a constant factor of life and that every community is different. He is comfortable, therefore, in facing change and the stresses that it entails.

Positive Signs

- Understands that flexibility on many issues is necessary
- Discerns the difference between issues of principle and matters of indifference
- Adapts to new circumstances without difficulty
- Anticipates setbacks as short-term problems to be overcome
- Attempts to see merit in other proposals; changes course if necessary

Areas of Concern

- Hard, rigid and resistant to different approaches
- Resists any proposals to initiate change
- Discourages any attempts at new ministry plans
- Thinks that there is only one way to do things
- Intolerant of other cultures, customs and foods

Vocational Qualities

15. Thirst for Learning: Realizes that growing in knowledge is essential to understanding problems and solutions. Keen to grasp new insights and use them to serve others.

Positive signs

- Seeks personal development through a life-long study program
- Uses new insights in preaching, worship, discipleship training, group activities and missional activities
- Sees every activity in ministry as a learning experience and an opportunity for self-improvement

Areas of Concern

- Thinks that theological college signals the end of the learning experience
- Has no program of reading beyond sermon preparation
- Holds a narrow view of the world that borders on parochialism
- Sees no need to attend conferences and other learning experiences



16. Missional: Realises that the Gospel is the only hope for the human race and is resolved, both as an individual and as a church leader, to reach people of every race, culture and religious orientation and share it with them.

Positive signs

- Burdened with a desire to befriend the unreached and to share the Gospel with them as an expression of that friendship
- Willing to engage in good deeds and assist the local community as an act of kindness and goodwill
- Shows hospitality to neighbours and other unchurched people
- Initiates plans for church outreach and motivates others to join in

Areas of Concern

- Focused exclusively on in-house church activities with no inclination to reach out
- Sees no point in mercy ministry to outsiders
- Unconcerned about church missionaries
- Shows no interest in the progress of the Gospel in other countries
- Views attempts to reach followers of other religions with the Gospel as a waste of time

17. Teaching: Understands the educational responsibility of the church to instruct its members in the whole counsel of God so that they can grow in Christ-likeness and be ready to engage in some form of Christian service to others.

Positive signs

- Grasps the importance of developing a long-range expository ministry
- Evidences a knowledge of Scripture that would form the foundation of a strong teaching ministry
- Shows a desire to train others in Christian discipleship

Areas of Concern

- Has a purely intellectual interest in theology
- Has a limited knowledge of theology
- Shows no real improvement in the quality of his sermons
- Displays little grasp of pastoral strategy and the connection between the knowledge of the truth, godliness, good deeds and witness

18. Preaching: Realises that God has ordained the preaching of the Word as the means through which hearers are saved. Thus the preaching of the Gospel is a means of grace and represents the power of God to transform the sinner's life.

Positive signs

- Believes that preaching the Word is indispensable to the conversion of sinners and the growth of the church
- Preaches the Word in a confident and authoritative manner

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- Grounds sermons in Scripture with contemporary application
- Reminds hearers of how Christ is the answer to their needs and problems

Areas for concern

- Sermons focus more on the preacher than on God
- Leaves the hearers' consciences untouched
- Says little about how Christ renews, restores and transforms us
- Tends to scold the congregation and emphasize duty
- Breaches confidences in public and fills sermons with self-interested illustrations
- Preaches doctrine but provides little relevant application

19. Leading in Worship: Leads the congregation week by week in engaging with the Father, Son and Holy Spirit in prayer, song, Scripture-reading, and preaching in a spirit of joy, reverence and expectancy.

Positive signs

- Creates the awareness that the congregation is meeting with the living God through Jesus Christ in the power of the Holy Spirit
- Consistently well-prepared and thoughtful in his prayers and comments
- Conveys a sense of intimacy in prayer
- Reads the Bible clearly, confidently and with meaning.
- Uses the vocabulary of the Bible throughout the service
- Sings heartily and in tune
- Has good articulation and tone of voice
- Projects a range of different and appropriate emotions that are consistent with the subject-matter of the songs, prayers, Scripture-reading and announcements

Areas of concern

- Prayers show little imagination or thought
- Fails to convey the sense that God is present
- Rambles in his comments
- Prayers show little evidence of Scriptural content or direction
- Prayers of intercession give the impression of spiritual shopping-lists
- Unable to appreciate the place of the sacraments

20. Leading: Capable of articulating God's plan for the church in the particular context in which it is located; outlines God's mission and motivates people to embrace it by using their special gifts from God.

Positive signs

- Inspires and encourages church members to embrace God's plan to share the Gospel with one another through mutual encouragement and with the wider world by making friends with people and sharing Christ with them
- Brings zeal and energy to his tasks



- Trains and enables others to engage in ministry
- Maintains focus on priorities
- Motivates with enthusiasm and confidence for the God-given task

Areas of concern

- Uncertain about role and mission of the church and his place in it
- Lacks confidence in his gifts
- Shies away from conflict
- Unwilling to step-up in difficult situations
- Dominates others
- Wants the lime-light

21. Managing: Works out a plan and allocation of resources for undertaking the various ministries of the church that is easy to follow and can be adjusted and assessed as time goes on.

Positive signs

- Happy to encourage others to develop their spiritual gifts and share in ministry
- Sets out realistic goals for ministry that build confidence and morale within the congregation
- Humble and unafraid to engage in self-critique
- Evaluates the plan in a way that is non-threatening to others

Areas for concern

- Uncertain of God's plan for the church
- Unable to formulate a simple plan in even one aspect of the church's ministry
- Refuses to delegate responsibilities and tasks to others
- Sees no value in training others

22. Training: Understands the importance of selecting and training mature and gifted disciples who can play a major role in the eldership of the congregation and in the leadership of specific ministries of the church.

Positive signs

- Embodies all the characteristics of a mature disciple and exhibits the ministry skills that he wants to develop in others
- Knows and understands the process of bringing believers to maturity in Christ
- Motivates people to become involved in training programs
- Encourages and corrects in a way that builds and strengthens the individual

Areas of concern

- Feels he needs to do everything himself
- Shows an unwillingness to trust others to take responsibility
- Gives people responsibility before they are ready
- Frequently overlooks other people's potential

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- Keeps ministry opportunities tightly confined to his close friends
- Fails to give people feedback or show appreciation for assignments well done

23. Optimism: Always confident that grace will triumph over sin – Saul can become Paul; Levi can become Matthew. Convinced that all God’s plans for us in Christ will be fulfilled – therefore despite our present struggles and setbacks we should be optimistic that God’s purpose in our lives and the world will ultimately triumph.

Positive signs

- Remains confident that God’s promises will be fulfilled.
- Believes that Christ’s resurrection power can transform our lives and give us a completely fresh start
- Convinced that God is able to do far more than we could ever ask or imagine
- Knows that God can keep us pure and undefiled in the midst of temptation
- Persuaded that no one is beyond hope

Areas of concern

- Sees no real transformation in his own life and so believes it can’t happen in the lives of others
- Believes more in the destructive and corrupting power of sin than in the transforming power of grace

24. Endurance: Processes suffering for the Gospel within the context of our fellowship with Christ in His own sufferings and ultimate victory.

Positive signs

- Understands that following Christ involves entering into His weakness, suffering and apparent ‘lack of success’
- Prepared to live in the shadows of hardship and suffering in view of the prospect of the glory to be revealed
- Has come to terms with the fact that helplessness and dependence are part of the normal Christian life
- Accepts living with the ambiguities of suffering that face the person of faith

Areas of concern

- Sees success, victory and happiness as the natural results of Christian obedience
- Demands complete and rational answers for all the pain and trial involved in Christian life and ministry
- Judges his own and the ministry of others by the outward signs of success – money and numbers
- Gives up easily in the midst of trials and pressures



Supervisor's Application Form

Use this form to offer an SFE student placement. This would usually be in a metropolitan congregation, or in one that is practically accessible for a student living in the metropolitan areas.

Church: _____

Trainer: _____

Contact details: _____

Please read the following carefully before you fill in and sign the form. By signing it means that you agree and commit to the philosophy and methods of the training ministry of SLE and SFE for the candidate students of PTC:

- Training is the main purpose of apply for a SFE student placement, not unpaid labour;
- you will reserve time for the student for regular meeting fortnightly or whenever there is a need;
- you will supervise the student to meet the expectation of the Guided Reading Program;
- you will fill out timely report;
- your attendance at Trainers' meeting is the priority.

Please describe briefly the ministry of the church, including the challenges and encouragement:

Outline the training opportunities and ministry activities available in the placement:



What are the strengths and gifts that you would like to see in an SFE student?

How would the church/ministry cater for a students' family? For example, family with young children.

Has the session approved the application for the appointment of a SFE student?

Important note:

Please sign the form and send it back together with the 'Statement of commitment form' on the next page to the SLE Coordinator of PTC.

All applications shall be submitted by the end of first semester (June) for the SFE placement in the following year.

Applicant: _____

Signature: _____

Date: _____



Statement of commitment:

I, _____, have understood the responsibilities entailed in training a SFE student and am happy to participate in this program by:

1. Provide assistance in helping the SFE student to prepare for his preaching responsibilities in the church, which includes reviewing and critiquing each sermon both before and after it is preached.
2. Meet with the SFE student on at least 12 occasions to discuss and to help him complete the written exercises in the set reading in the Pastoral Care and Guided Reading Programs.
3. Ensure that the SFE student is at least paid a supply fee for the preaching he has undertaken for the congregation, and any other support as may be practicable, including travelling fees at the Assembly rate if a country parish.

Yours Sincerely,
