

China, Costa Rica,
India, Zimbabwe
&
Uttermost Parts

Summer 2011
Overseas Mission Practicum
for MENTORED MINISTRY

Manual

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LIST OF ASSIGNMENTS: (*Any alternate due dates must be arranged with the Mentored Ministry Office before you leave.*)

- 1) **Learning Covenant**, due Fri., May 27th – or THE WEEK BEFORE YOU LEAVE .
- 2) **Reflection Tool**, due Fri., Aug. 19th or “amnesty” due date: .
- 3) **Final Evaluation - 2 Copies: one for MM Office, one for Dr. Borthwick**
(includes cover sheet and questions for student & mentor response) due:
Fri., Aug. 19th or “amnesty” due date: Monday, Sept. 13th .

COMPOSING THE LEARNING COVENANT

- for OMP -

Please give the information requested below. Repeat each question or subject matter in the heading for each item. Single-spacing within a paragraph and double-spacing between paragraphs is preferred. A total of two pages will be sufficient.

A. Job Description

1. Please briefly describe your general duties and/or role expectations as a student on this OMP project. [Your mentor will either provide these for you or they will be delineated in collaboration with your team.]
2. State *briefly* (1-2 sentences) on how the above correlates with your learning needs in preparing you further for Christian ministry.
3. State how your involvement in this project will help the church or organization fulfill its mission in the world.

B. Supervision and Resources

1. Comment on what you desire in your relationship with your mentor (mentoring qualities, availability, spiritual counsel, etc.).
2. State how you would like to see the mentoring meetings handled (desires, format) including a list of 3 or 4 *pre-planned* topics you would like to discuss in depth with your mentor.
3. Describe any resources you intend to utilize in meeting your objectives in this project.

C. Learning Objectives

Comment on your learning objectives for the three areas listed below. *Remember that your final evaluation will ask you to assess your progress in meeting these objectives, and that your objectives are to be related to your learning and developmental needs.*

- 1. Ministry Knowledge (Knowing):** Elaborate on the areas of knowledge you desire to gain during this OMP. This has to do with matters of content about given subjects that relate to ministry.
- 2. Ministry Skills (Doing):** Comment on the particular ministry skills you want to develop during this OMP and what you will do to achieve these. Be specific, not general.
- 3. Ministry Character (Being):** State the personal characteristics and attitudes you desire to develop during this time. Be specific. Do not focus on tasks or functions, but on personal qualities and attributes.

Gordon-Conwell Theological Seminary

Mentored Ministry

130 Essex Street, Box 241

OMP

2011

South Hamilton, MA 01982

**LEARNING COVENANT
COVER SHEET**

978/646-4119, Fax: 978/646-4197, E-mail: khorvath@gordonconwell.edu

- PLEASE complete each SECTION of this form CAREFULLY -
or it may be returned without approval.

Student _____ Degree _____ ID# _____ Box _____

Telephone _____ E-Mail: _____

This Covenant pertains to: (check) _____ MM502 (unit 2) _____ MM602 (unit 4) _____ MM702 (unit 6)
_____ MM601 (unit 3) _____ MM701 (unit 5) _____ Other

OMP Project (check): China _____ Costa Rica _____ India _____
Zimbabwe _____ "Uttermost Parts" (where) _____

Total weeks this covenant covers.

[minimum of six]

Beginning date _____

End date _____

Total hours in ministry.

[choose one of the below]

1 Mentored Ministry unit = 120 minimum

2 Mentored Ministry units = 240 minimum

Mentor's name & title _____

E-Mail: _____ GCTS Approved _____ not Approved

Name of Missions Agency: _____

Address/Location _____

Telephone (mentor's or U.S. contact person for mission agency) _____

I have confirmed that I will meet personally with my mentor at least six (6) times: Yes _____ No _____

Covenant accepted (signatures required):

Student _____ Date _____

This OMP Manual may be found online at http://www.gordonconwell.edu/sites/default/files/omp_man.pdf

Mentor _____ Date _____

Dir. / Asst. Director of Mentored Ministry _____ Date _____

OMP Reflection Tool

Since OMP is a double unit Mentored Ministry experience (240 hours), students are required to do a Reflection Tool of their choice, which they are to turn along with their Final Evaluation at the end of the SSIII written work deadline – or the “amnesty” date given by Dr. Borthwick.

Below are listed the twelve Reflection Tools which can be found in their entirety online at the Gordon-Conwell web site

http://www.gordonconwell.edu/current_students/current_mentored_ministry_students

Please review the Tools and select the one which you believe would be most beneficial to you in relation to your OMP experience. The directions are included with the individual tools. Suggested length is 2-3 pages. **Remember to staple your Reflection Tool to the official Cover Sheet provided (next page).**

At this time we suggest you circle the one (or two) which look interesting to you. Please go online and look at them in detail.

REFLECTION TOOLS

Reflection Tool #1: Basic Reflection Group

Reflection Tool #2: Advanced Reflection Group

Reflection Tool #3: Call to Ministry

Reflection Tool #4: Personal Assessment of Strengths and Weaknesses

Reflection Tool #5: Reflection on a Ministry Incident

This OMP Manual may be found online at http://www.gordonconwell.edu/sites/default/files/omp_man.pdf

Reflection Tool #6: Issues of Identity

Reflection Tool #7: Sermon Evaluation

Reflection Tool #8: Verbatim Report

Reflection Tool #9: Appraisal of Spiritual Formation

Reflection Tool #10: An Invitation to Growth

Reflection Tool #11: Journaling

Reflection Tool #12: Personal Assessment of Readiness for Ministry

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**REFLECTION TOOL
COVER SHEET**

978/646-4119, Fax: 978/646-4197, E-mail: khorvath@gordonconwell.edu

Reflection Tool # _____

Title: _____

Name: _____

Box #: _____

OMP Project (check): China _____ Costa Rica _____ India _____

This OMP Manual may be found online at http://www.gordonconwell.edu/sites/default/files/omp_man.pdf

Zimbabwe _____ "Uttermost Parts" (where) _____

MM Course Numbers: (check) _____ **MM502** (unit 2) _____ **MM602** (unit 4) _____ **MM702** (unit 6)
_____ **MM601** (unit 3) _____ **MM701** (unit 5) _____ Other

Due Date: _____

Date: _____

Student's Signature _____

Dir. / Asst. Director of Mentored Ministry _____

Gordon-Conwell Theological Seminary

MENTORED MINISTRY

130 Essex Street, Box 241

OMP

2011

South Hamilton, MA 01982

**FINAL EVALUATION
COVER SHEET**

(978) 646-4119, Fax: (978) 646-4197, E-mail: khovath@gordonconwell.edu

Student _____ Degree _____ ID# _____ Box _____

Telephone _____ E-Mail: _____

Mentor _____ Telephone _____ E-Mail: _____

Name of Missions Agency: _____

This Covenant pertains to: (check) _____ **MM502** (unit 2) _____ **MM602** (unit 4) _____ **MM702** (unit 6)
_____ **MM601** (unit 3) _____ **MM701** (unit 5) _____ Other _____

OMP Project (check): China _____ Costa Rica _____ India _____
Zimbabwe _____ "Uttermost Parts" (where) _____

Submit one copy of the evaluation to the Mentored Ministry Department and/or to the OMP Professor. The student is encouraged to make additional copies for themselves and their mentor, but copies are not to be released to anyone by the mentor or Gordon-Conwell without the student's signed permission.

The student and mentor should give careful thought to the evaluation. It can be a means of encouragement where growth and achievement have occurred and of a challenge where further attention is needed. If done well, evaluation will enhance the learning of both student and mentor and will affect future ministry in positive ways; if done poorly, evaluation can lead to discouragement, apathy, or frustration. The on-going process of evaluation is an opportunity to make a careful assessment of progress in meeting learning objectives as the student continues preparation for Christian ministry.

We have read and discussed each other's comments. (Signatures required).

Student _____ Date _____

Mentor _____ Date _____

This OMP Manual may be found online at http://www.gordonconwell.edu/sites/default/files/omp_man.pdf

Reviewed by Dir. / Asst. Director of Mentored Ministry _____ Date _____
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Attach Written Comments

Student: _____

Mentor: _____

OMP Final Evaluation

Questions for Student Response

This evaluation is to be done during the final individual meeting between you and your OMP mentor before returning to the States. On questions 1 through 5 please rate on the five point scale - with 1 being the least favorable answer and 5 the most favorable response. *Please continue answers on back or use another sheet of paper.*

1. Outcome of ministry is closely related to the OMP Learning Covenant (if non-MM, refer to your team's stated goals)
(Not related) 1 2 3 4 5 (Closely related)
2. General satisfaction with mentor relationship while overseas.
(Dissatisfied) 1 2 3 4 5 (Very satisfied)
3. Appropriateness of OMP ministry for your personal and professional growth.
(Inappropriate) 1 2 3 4 5 (Very appropriate)
4. Note the progress made toward the following areas of your OMP Learning Covenant (or team's stated goals).
 - A. Knowing
(Little progress) 1 2 3 4 5 (Significant progress)
 - B. Doing
(Little progress) 1 2 3 4 5 (Significant progress)
 - C. Being
(Little progress) 1 2 3 4 5 (Significant progress)
5. How has your involvement in OMP affected your readiness in the areas of service to which you believe God is calling you?
6. Please list the various ministry opportunities of which you were a part during OMP.
7. Further comments regarding this ministry experience (please continue on back or separate sheet).

Please attach a copy of your final De-Briefing Report, if applicable.

This OMP Manual may be found online at http://www.gordonconwell.edu/sites/default/files/omp_man.pdf

Note: It is the student's responsibility to submit their and their mentor's evaluation together to the MM Office and/or OMP Professor by the stated due date.

Student: _____

Mentor: _____

OMP Final Evaluation

Questions for Mentor Response

*This evaluation is to be done during the final individual meeting between you and your OMP mentoree before returning to the States. Please write or type additional comments at the conclusion of the evaluation, as needed. On questions 1 through 6 please rate on the five point scale - with 1 being the least favorable answer and 5 the most favorable response. Please circle the most accurate number on the scale. *Please continue answers on back or use another sheet of paper.**

- Student's fulfillment of role expectations/objectives during their OMP experience.
(No effort made) 1 2 3 4 5 (Enthusiastically fulfilled)
- How would you describe the student's overall attitude during their time on the project?
(Critical, apathetic) 1 2 3 4 5 (Cooperative, teachable)
- How would you describe the student's response to stress and obstacles?
(Rigid, defensive) 1 2 3 4 5 (Adaptable, teachable)
- Describe the student's initiative in relation to ministry opportunities.
(Fearful, resistant) 1 2 3 4 5 (Willing to take faith risks)
- How did the student relate as a team member?
(Closed, uncooperative) 1 2 3 4 5 (Open, servant attitude)
- Areas of growth you have observed in the student:
Ministry Knowledge
(Little or none evident) 1 2 3 4 5 (Obvious growth)
Ministry Skills
(None developed) 1 2 3 4 5 (Clear skill acquisition)
Ministry Character
(No significant growth) 1 2 3 4 5 (Obvious maturation)
- Please note any specific suggestions you have shared with your student concerning the need for further development (continue on back or separate sheet):
- What Grade would you suggest be assigned to the student? _____
- Additional Comments (on reverse or additional pages):

Please give responses to student for submission to Mentored Ministry Office and/or OMP Professor. Thank you!