

Northwest Partnership Program
CMIN 1933/2933/3933 Ministry Practicum Guidelines



Suggested Reading List

Devotional

- ☐ *A Beautiful Mess* by Danielle Strickland
- ☐ *A Tale of Three Kings* by Gene Edwards
- ☐ *Ditch the Baggage: Change your Life* by Nancy Alcorn
- ☐ *Emotionally Healthy Spirituality* by Peter Scazzero
- ☐ *Fasting* by Jentezen Franklin
- ☐ *God has a Name* by John Marc Comer
- ☐ *How to Pray* by RA Torrey
- ☐ *Mere Christianity* by CS Lewis
- ☐ *My Utmost for His Highest* by Oswald Chambers
- ☐ *Prodigal God, or Jesus The King* by Tim Keller
- ☐ *Pursuit of God* by A.W. Tozer
- ☐ *Rumors of God* by Jon Tyson
- ☐ *Sacred Rhythms* by Ruth Haley Barton
- ☐ *The Barbarian Way* by Erwin McManus
- ☐ *The Cause Within You* by Matthew Barnett
- ☐ *The Life You Always Wanted* by John Ortberg
- ☐ *The Presence* by Alec Rowlands
- ☐ *The Prodigal God* by Tim Keller
- ☐ *Total Forgiveness* by R.T. Kindall
- ☐ *What's So Amazing About Grace* by Philip Yancy

Discipleship

- ☐ *7 Practices of Effective Ministry* by Andy Stanley
- ☐ *Beautiful Resistance* by Jon Tyson
- ☐ *Divine Conspiracy* by Dallas Willard
- ☐ *Family Ministry Essentials* by Michelle Anthony
- ☐ *Hello God* by JJ Vasquez
- ☐ *Meet Generation Z* by James Emery White
- ☐ *Simple Church: Returning to Gods Process for Making Disciples* by Thom Rainer
- ☐ *The BIG Ten* by Scotty Gibbons
- ☐ *The Cost of Discipleship* by Dietrich Bonhoeffer

Church and Culture

- ☐ *Compassion & Conviction* by Justin Gibboney
- ☐ *Deep & Wide: Creating Churches Unchurched People Love to Attend* by Andy Stanley
- ☐ *Engage* by Nelson Searcy
- ☐ *Financial Peace University* by Dave Ramsey
- ☐ *Insider Outsider* by Byron Lorritz
- ☐ *The Church Event Planning Toolkit* by Deborah Ike
- ☐ *The Surge* by Pete Briscoe

Leadership

- ☐ *21 Irrefutable Laws of Leadership* by John Maxwell
- ☐ *5 Dysfunctions of a Team* by Patrick Lencioni
- ☐ *How to Lead When You're Not in Charge* by Clay Scroggins
- ☐ *Lead Like Jesus* by Ken Blanchard
- ☐ *Portraits of a Pastor: The 9 Essential Roles of a Church Leader* by Jason Allen

- ☐ *Spiritual Leadership* by Sanders, J. Oswald
- ☐ *The Ideal Team Player:* by Patrick Lencioni

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Practicum Objectives

Learning Action within the ministry area	LEVEL 1: Intern can or does:	LEVEL 2: Intern can or does:	LEVEL 3: Intern can or does:
Specific ministry function, purpose, qualifications to serve, specific responsibilities, position within total ministry	understand, define, list, locate, recall, explain in multiple ministries	apply, examine, operate, practice in ministry focus	assess, evaluate, critique, estimate, design, manage, propose, adapt in ministry focus
Interaction with other ministry personnel	interacts with others with supervision in multiple ministries	participates with other personnel in ministry focus	leads (or could lead when needed) with no or only periodic supervision in ministry focus
Interaction with ministry recipients and family members	observes interactions with supervision in multiple ministries	is recognized as trusted ministry associate in ministry focus	leads the ministry; interacts as a leader with ministry recipients in ministry focus
Interaction with total ministry leadership	understands the place ministry areas hold within total ministry program	observes ministry area leadership interaction within total ministry program	represents the ministry area within the total ministry program
Ministry promotion	talks accurately about ministry areas	represents ministry area with supervision	represents ministry area and designs promotions; can speak for the ministry
Ministry strategic planning	understands important of ministry planning for multiple ministries	applies planning strategies for ministry focus under supervision	participates in ministry strategic planning; coordinates ministry area within total ministry planning
Ministry effectiveness evaluation	understands importance of measuring ministry areas effectiveness	participates in effectiveness activities and analyzes results for ministry focus	conducts ministry focus effectiveness evaluation process; interprets results and plans resulting program changes
personal accountability for ministry effectiveness	minimally accountable for ministry effectiveness for multiple ministries	responsible for personal effectiveness activities in ministry focus	responsible for personal leadership effectiveness in ministry focus

Practicum Explanations

1. **Practicum Planning.** The normal sequence for practicum training begins with exposure to the broad range of activities, services, and outreaches within the ministry, and progressively narrows students' focus to one area in which they develop leadership skills. Although some students begin their internships already participating in an area, it is important for them to initiate their training with exposure to the ministry's overall multiple areas.
 - a. **Level One:** Map out two-semester ministry area tour as assigned by NPP Coordinator
 - b. **Level Two:** Map out two-semester focus on one or two ministry areas in which you will participate and learn responsibilities
 - c. **Level Three:** Map out two-semester focus on one ministry area with the goal that you are able to lead the ministry should an opportunity become available.
2. **Assignments.** Although each NPP designs its own internship training, Ministry Practicum normally contains the following learning opportunities and activities – in addition to attendance at weekly worship services.
 - a. **Intern Meetings.** These group meetings are regularly held, usually weekly, scheduled by NPP Coordinator and/or assigned ministry area leader
 - b. **Assigned reading and/or multimedia viewing.** NPPs usually assign readings for their students as part of their overall training process. See Attachment A for a suggested reading list.
 - c. **Personal Internship Journal:** minimum weekly entries. See Attachment C
 - d. **Ministry Service:** 8-12 hours/week service in assigned ministry area; does not include attending required worship services
 - e. **Entrance and exit meetings.** These are held with each ministry leader for their ministry area. Each requires students and coordinators to report information for credits to be awarded.

Practicum Student Expectations

1. You may be required to complete a background check before serving, based on your NPP Internship and Practicum requirements.
2. Respect the authority of the ministry leadership and NPP Coordinator.
3. Uphold living standards of behavior set by your NPP ministry intern program.
4. Comply with requested dress codes.
5. Maintain confidences.
6. Notify NPP Coordinator when there is an unavoidable absence due to illness, family emergency or unavoidable conflict; be willing to make up time and serve as needed.
7. Always perform all assigned duties cheerfully and behave appropriately.
8. Communicate concerns to NPP Coordinator when warranted.

Practicum Coordinator Expectations

1. Establish ministry roles and responsibilities with your Practicum students directed to help develop their ministry and leadership character and competencies.
2. Establish semester personal and ministry goals for each Practicum student.
3. Provide ongoing feedback for your Practicum students.
4. Complete Practicum Report Section Two for the Initial Practicum Interview and submit to coee-practicum@northwestu.edu within two weeks of the beginning of the semester.
5. Submit Section Three to coee-practicum@northwestu.edu following the Practicum Exit Interview no later than two weeks after the end of each semester. **Note:** The final grade cannot be recorded on the student's transcript until the document is received.

Practicum Evaluation

Student mastery of the Practicum experience should be made with the following in mind:

1. Participation in the weekly Intern meetings and assigned training
2. Growth in knowledge, skills, and leadership in the ministry area
3. Journal entries for consistency and content
4. Self and Ministry Area leader's evaluation

Practicum Experience Rubric Guidelines: [Total Hours = approximately 120 hours per semester]

Responsibility	91-100% (A)	90-81% (B)	80% - 70% (C)	69% or less (No Credit)
Hours Served	Served 100 or more of the required 120 hours	Served between 80 and 90 of the required 120 hours	Served between 70 and 80 of the required 120 hours	Served less than 70 of the required 120 hours
Attendance	Participates in almost all required meetings/events (weekly intern meetings, weekly worship, & service hours)	Mostly participates in all required meetings/events (weekly intern meetings, weekly worship, & service hours)	Occasionally participates in required meetings/events (weekly intern meetings, weekly worship, & service hours)	Rarely participates in required meetings/events (weekly intern meetings, weekly worship, & service hours)
Journal	Satisfactory completion of the personal journal and thorough reflection of their time in their internship.	Mostly satisfactory completion of the personal journal with some depth of reflection of their internship time.	Somewhat completed the personal journal with minimal depth of reflection of their time in their internship	Unsatisfactory completion of their journal.
Assigned books and media (if applicable)	Completed all required reading as assigned by coordinator	Mostly completed the required reading assigned by coordinator	Somewhat completed the required reading assigned by coordinator	Unsatisfactory completion of the required reading assigned by coordinator.
Completion of required forms & meetings (Entrance & Exit meetings, self-assessment, Practicum Report)	Completed all required meetings and paperwork to be part of the internship program.	Completed most of the required meetings and paperwork to be part of the internship program.	Completed some of the required meetings and paperwork to be part of the internship program.	Did not complete any of the required meetings or paperwork to be part of the internship program.
Professional Behavior & Attitude	Almost always conducts their duties with a professional, Christ-like attitude, respects others and tries to keep everyone working well together.	Usually conducts their duties with a professional, Christ-like attitude, respects others and tries to keep everyone working well together.	Often conducts their duties with a professional, Christ-like attitude, respects others and tries to keep everyone working well together.	Rarely conducts themselves with a professional, Christ-like behavior, respects others and tries to keep everyone working well together.

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Student Personal Journal Template

Practicum Student: Download this template into your device as a template for your Ministry Practicum Journal. You must use this template, or one with similar requirements, to receive credit for your Ministry Practicum for this semester. It requires a minimum of 14 weekly entries and a Self-Evaluation at the end. It will be reviewed by your NPP Coordinator at the end of the semester as part of the Practicum Exit Interview.

This journal is designed to help you listen to Jesus as He shows you His call on your life through your thoughts and experiences each week in your internship, academics, and personal life. It is a place to write down incomplete thoughts and ideas.

You will find that some things Jesus is saying are like a thread you pull out week by week. You understand what He is saying over time. Notice the themes that seem to return regularly. If they return consistently, you may need to adjust your goals. Remember, Jesus will not give you more than you can handle as you follow, listen to, and obey him.

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Practicum Student Name: [Click or tap here to enter text.](#)

Semester:	Specific personal and professional goals you have for this semester:
Date	Journal Entry: <i>significant thoughts, experiences, question, and interactions from this week that apply to your personal and professional goals</i> <i>(Rows will expand as you type, for a minimum of 14 weeks of entries)</i>
<i>Select date</i>	journal entry
<i>Select date</i>	journal entry
<i>Select date</i>	journal entry
<i>Select date</i>	journal entry
<i>Select date</i>	journal entry
<i>Select date</i>	journal entry
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<i>Select date</i>	journal entry
<i>Select date</i>	journal entry
<i>Select date</i>	journal entry
<i>Select date</i>	journal entry

Date

Self-Evaluation: Review the previous weeks and evaluate what you have experienced and learned. How have you developed over the past 14 weeks? What reoccurring themes have you observed?