

Global Classroom by Filadelfia Bible College

PRACTICAL MINISTRY AND SPIRITUAL FORMATION INTERNSHIP FRAMEWORK

Introduction

This document describes the practical ministry and spiritual formation internship (also called: *practicum*) framework, which is applicable to those who are doing their Master of Divinity and MA in Theological Studies program at Global Classroom. This document covers the following points:

1. General Information
2. Guidelines for Choosing a Mentor
3. Guidelines for the student/mentee
4. Guidelines for the mentor
5. Guidelines for the Spiritual Formation Practicum
6. Submission Guidelines for the student/mentee
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General Information

1. All GC Students who are currently in the second half of their second bundle (or later) must complete a 6-month practical ministry and spiritual formation internship.
2. All students enrolled in GC are required to do a 6-month weekly internship under a mentor to successfully complete their M.Div/MATS program with Global Classroom.

Guidelines for Choosing a Mentor

1. The mentor **must not** be closely related to you.
2. The mentor must have considerable ministry experience, with clear ministry credentials. We are currently not putting a hard number on ministry experience, but if you have any doubts, please get in touch with us.
3. Mentored Internship placements can be planned in a church, para-church organisation, or any NGOs where the student is located. All Mentored Internship is to be planned with GC Practical Ministry Coordinator. It is the responsibility of the student to identify the placement which will give them maximum scope and exposure to diverse ministries.
4. The following **areas** are available for the practical ministry internship: Administrative (Church), Care for the Sick, Weekly Preaching/Worship, Working in an Organization and Counselling. If you opt for any other ministry area, please get in touch with us for approval of the same.

5. The mentor must be available for the following:
 - a. **actively mentor** you,
 - b. to **attend a mentor orientation session** with our practical ministry coordinator at the beginning of the internship period
 - c. **to attend the monthly discussion sessions** involving the practical ministry coordinator and the mentee every 2 months (attend 3 out of 6 sessions)
 - d. **to submit a summary form** about the mentee at the end of the internship.

Guidelines for The Student/Mentee

1. For six months of the academic year the student will do a weekly internship at a church/organization/ministry place of their choosing, under a pastor/ministry leader/organization leader as mentor.
2. Information about the type of ministry internship and details of the mentor must be submitted to the college using the **Mentor Information Form** sent to you from the **Student Engagement Office**.
3. You can begin the internship from the scheduled date only after receiving a confirmation email from the college.
4. Each student' work will include: **5 hours of supervised practice** at the placement every week, **a monthly talk with the Practical Ministry Coordinator**, **a monthly reflection journal**, and **a final reflection paper of 1500 words**.
5. **Reflection Journal:** Students are to maintain a Reflection Journal with monthly entries and submit it to the college on or before the 5th of the subsequent month. Each entry is about 250 words in length and records thoughts on items such as problems/challenges, learning/suggestions /issues/ ideas that arise out of the Weekend Internship and the Discussion. Faculty will check at the end of each module that these have been maintained and assess them for grades. Please see the **submission guidelines section** for the exact dates and the details of submissions.
6. The reflection journal is to be maintained as a form entry on the GC practicum web app. Once you submit a journal entry using the stipulated form after logging in, you can view all your past entries using the designated link. Please see the submission guidelines for more details on this. You may also maintain a soft copy in MS Word or any other word processor software for backup on your computer or mobile.
7. **Monthly Discussions With the Practical Ministry Coordinator:** This must be planned once a month in order to reflect on the learning gained from the placement (in terms of experiences, plans and strategies) and discuss how that learning integrates with the GC learnings. You must directly contact the assigned Practical Ministry Coordinator and schedule a session that is convenient for you both. The Coordinator will also discuss the prior month's reflection journal entries with you, so please ensure that you have uploaded that before scheduling a discussion session.
8. **Reflection Paper:** Students will submit a 1500 words paper, that reflects theologically on an issue arising from the Weekly internship. The students may consult the Faculty/Practical Ministry Coordinator for help in formulation of the issue to be

reflected upon and seek guidance on the outline as needed. This paper must be uploaded to the GC Practicum Platform within 30 days after the end date of your Practical Ministry Internship.

9. The reflection paper should describe the case and think it through theologically using the classroom learning gained. It should demonstrate understanding of the relevant theological concepts; describe how the issue arises out of the Mentor Internship placement; reflect theologically on the issue. There should be several recommendations / suggestions that are sensitive and practical responses to the issue treated. Students should show coherence of thought, clarity of expression and adhere to submission date.
10. The reflection paper must be submitted in the MS Word (.doc or .docx) or PDF file format. Please see the submission guidelines section for more details.

Guidelines for The Mentor

1. The mentor must be available to actively mentor the student on a weekly basis.
2. The mentor must be available for an orientation session with the GC Practical Ministry Coordinator prior to the start of the internship, the schedule for which will be communicated in advance.
3. The mentor must be available to attend the monthly discussion sessions involving the practical ministry coordinator and the mentee every 2 months (attend 3 out of 6 sessions).
4. The mentor must also submit a confidential and detailed **Student/Mentee Internship Review Form** on the GC Practicum Site at the end of the internship period.

Guidelines for The Spiritual Formation Practicum

1. To fulfill the **Spiritual Formation Practicum**, you must complete a systematic listening of the Scripture along with your Practical Ministry internship. To download the app, please search **Bible-PRSI** in the Google Play Store/iOS App Store. The logo of the app has been provided for your reference.¹
2. If you listen on a regular basis, you can cover the whole Scripture in a total of 98 hours. **Please note that you will be required to submit screenshots of your listening plan tracker for a successful completion of the Spiritual Formation Practicum.**
3. To create a plan, download the application and create an account using your email ID. After logging in with your account, click on **Reading Plans** and select the **45 or 60-minute reading plan** so that you can complete the full Bible in the duration of your internship. Further instructions on how to take a screenshot and to upload that screenshot will be provided later.

4. Optionally, you may also write a journal (digital/handwritten) based on the listening of the Scripture and upload a copy of it at the designated space at the end of your practicum for additional credit mention on your transcript.
5. To submit a scanned copy/digital copy of your journal, please visit **practicum.fbclassroom.com** and login with your login credentials (same to be used for Practical Ministry form submissions as well). Please see the next section for more information.

Submission Guidelines for the Student/Mentee

1. Please visit the submission website at **practicum.fbclassroom.com** and login with the login credentials sent to your GC-registered email address.
2. Please note that you will receive a welcome email with your login details and the link to create a new password for the practicum site. Create a new password with the link provided in the email address.
3. The login credentials and all confirmation/notification mails about the practicum will be sent from the **practicum@fbclassroom.com** email address. You will also receive a WhatsApp/Signal message in the batch group when the emails are sent out. Please check the spam folder of your inbox in case you do not see the email address.
4. When you visit the practicum website, you will be asked to login first. Please see the points above if you've not set a new password with the link in the welcome email before logging in for the first time. Once you log in, you will be **automatically redirected** to the appropriate portal for submitting the required data about your internship experience.
5. You will be required to submit a monthly reflection journal for each of the 6 months, on the 5th of the month after each 1-month period. **For example**, if your internship start date is 14 June, you will complete your one month on 14 July, and you will be required to submit the monthly reflection for that by 5th August.
6. After logging in and being redirected to the portal, please select the "**Monthly Reflection Journal**" if you're submitting the monthly reflection journal, or "**Reflection Paper**" if you are submitting the final internship reflection paper.
7. Please note that you can submit the final reflection paper only once. The form will be unavailable after the single submission. Please get in touch with us if you wish to make any changes or resubmit your paper.
8. Please follow up with the mentor to ensure that they submit the Mentee/Student Review Form promptly.
9. Please note that the submission of all the aforementioned forms is mandatory for the successful completion of your program.

Submission Guidelines for the Mentor

1. The mentor will receive a welcome email from the **GC Practicum Site** along with your login credentials and a link to set a password for the account. Please use the link to create a new password for your account before logging in.
2. The welcome email will be sent from the **practicum@fbcclassroom.com** email ID. Please check the SPAM folder if you do not see the email in your inbox.
3. To login to the GC Practicum Site, please visit **practicum.fbcclassroom.com** and login with your email ID and the password you created.
4. After logging in, the mentor will be redirected to the appropriate portal to fill in the **Student/Mentee Internship Review Form** to provide an unbiased and confidential review of the student/mentee's performance according to the preset parameters in the form.
5. There will be an option to save draft versions of the form and submit it at a later date in case the form isn't completed in one sitting. However, please note that the review form must be submitted within 30 days of the completion of the internship (the last date of the internship).
6. Please note that the submission of this form is mandatory for the successful completion of the student/mentee's program at Global Classroom.