

Field Supervisor Checklist for Pastoral Ministry Majors

Before the DFE

- Initial interview with the potential DFE student.
- Read the Field Supervisor Handbook. The Handbook will be given to you during the initial contact with the student. Please don't hesitate to contact the student's major professor if you have any questions that the student cannot answer.
- Agree to be the field supervisor for DFE student.
- Assist in arranging housing and other details necessary to help the student settle into your community and church.

During the DFE

- Schedule the student to work at least 40 hours per week for at least ten weeks or sixteen two-day weekends if the DFE is done during the school year.
- Upon the student's arrival, establish with the student a weekly appointment schedule to discuss ministry subjects mutually selected by you, the student, or as instructed by the major professor.
- Have 10 one-hour training sessions with the student on topics that you and the student agree upon, such as weddings, funerals, visitation, phone calling, sermon preparation, etc.

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- Maintain day-to-day supervision of the student, providing appropriate instruction and feedback. Schedule extended times of instruction in any perceived area of student need.
- Evaluate the student's work at four weeks, using the 1st Evaluation by the Field Supervisor form that is sent to you. Please discuss this evaluation with the student so that the student can make improvements.
- Continue to monitor the student's progress offering instruction and encouragement.
- Schedule at least two opportunities to preach. Afterwards, critique the sermon with the student.
- Schedule hospital and nursing home visits with a church staff member.
- Allow the student to observe, and if appropriate, to participate in a wedding and a funeral.

- Teach the student the church's method for follow-up on guests and allow him/her to observe this follow-up being done.
- Arrange for the student to sit in on administrative meetings with the staff and elders.
- Complete the Final Evaluation #1 form and the Final Evaluation #2 form in addition to any other evaluation forms unique to the student's major area of study.

Evaluations

There are 3 evaluation forms that we ask you to fill out on the student. Please fill them out and send them to the professor. The name and address are located on the bottom of each form.

- 4-Week Evaluation (given during the 4th week of the DFE)
- Final Evaluation #1 (given during the last week of the DFE)
- Final Evaluation #2 (given during the last week of the DFE)