

DIRECTED FIELD EXPERIENCE

Student & Faculty Handbook

Worship Ministry Majors



MANHATTAN CHRISTIAN COLLEGE

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*All forms are available online at: www.mccks.edu/academics/dfe .

**The student's major professor will mail or send with the student copies of the evaluation forms. Therefore pages will not need to be removed from the book.

***There are two final evaluation forms. One is general to every student regardless of the student's major area of study. The other is specific to the student's major. We would appreciate it if you would fill out both evaluation forms.

Time Line for Ministry Degree Sophomores

If you are a ministry major, you need to complete the following tasks throughout the rest of your time at Manhattan Christian College to get credit for your directed field experience..

<u>Sophomore</u> 2nd Sem.	<u>Junior</u> 1st Sem.	<u>Junior</u> Dec.	<u>Junior</u> by May	<u>Junior</u> By May	June-August	<u>Senior</u> August/ September/October
						<p>Submit final paper work to faculty supervisor Schedule and keep final interview with Faculty Supervisor. Student receives CR/NC.</p>
						<p>Keep a journal and discuss evaluation reports with field supervisor and confirm that they are sent to Faculty Supervisor.</p>
						<p>Submit initial report to Faculty Supervisor before leaving for D.F.E.</p>
						<p>Pre-enroll in MIN 446 for fall semester. Finalize details for D.F.E. Sends field supervisor handbook to field supervisor. Give information to major advisor so that he/she can send a letter and evaluation forms to the field supervisor.</p>
						<p>Prepare resume and begin to find D.F.E. for following summer.</p>
						<p>Participate in MIN 445, Orientation to D.F.E. course in preparation for D.F.E.</p>
						<p>Pre-register for MIN 445, Orientation to D.F.E., to be taken fall semester prior to summer of D.F.E.</p>

The Directed Field Experience Student Step by Step Checklist for Worship Ministry Majors

(Note: Required documentation is noted in **bold**.)

Before the DFE

- Enroll in and attend the MIN 445 Orientation to Directed Field Experience course or, if you are a Cross-cultural Ministry major, MSS 330 Orientation to Cross-cultural Ministry Field Experience. You will receive and thoroughly review the DFE Student/Faculty Handbook during the class.
- Take the **Initial Evaluation** during the Orientation to Directed Field Experience class.
- Prepare your **resume**.
- Pray and look for possible places to do your DFE. Talk with and submit your resume to potential DFE field supervisors. Some organizations may require a special application.
- When you have an interview for a possible DFE, stop by your major professor's office and request a copy of the DFE Field Supervisor's Handbook. If you are a Cross-cultural major, you will receive a copy of the DFE Field Supervisor's Handbook from your major professor just prior to leaving for your DFE. The Field Supervisor's Handbook, the Student/Faculty Handbook and all evaluation forms can be downloaded and printed from www.mccks.edu/academics/df/ .
- Once you have a potential DFE, fill out the **DFE Proposal form & read the DFE Agreement form**.
- Meet with your major professor to determine whether the DFE will meet all the requirements. If the DFE is approved by your major professor, both you and he/she will **sign the DFE Agreement form**. Once signed, your major professor will send evaluation forms to the field supervisor.
- Notify your field supervisor that your DFE has been approved. Finalize arrangements with the church/organization.
- Enroll in MIN 446 Directed Field Experience during Spring Pre-enrollment for the fall semester to get credit for your work.
- Have a great Directed Field Experience!

During the DFE

- Remind your field supervisor of the **evaluation reports** that need to be completed and signed by both of you. See the field supervisor's checklist in the Field Supervisor's Handbook. The evaluations that need to be completed are below:
 - A **Four-week Evaluation** by my field supervisor.
 - A general **Final Evaluation #1** by my field supervisor.

- A general **Final Student Evaluation #1**.
- A specific Worship Ministry **Final Evaluation #2** by my field supervisor.
- A specific Worship Ministry **Final Student Evaluation #2**.
- Meet at least once a week with your field supervisor for direction, planning, guidance, evaluation, encouragement, correction, and general feedback. **Take notes of the meetings in your journal.**
- Keep a daily journal.**
 1. **Outline what you do.**
 2. **Reflect on the day's events.**
 3. **Write notes from your weekly meetings with your field supervisor.**
- Keep tabs on the **specific requirements** necessary to complete the DFE checking them off as you accomplish them.

After the DFE

- At enrollment double check that you enrolled in MIN 446 Directed Field Experience.
 - Write your final essay report.** In your essay:
 1. Identify and describe the strengths and weaknesses of your performance in the DFE.
 2. Identify and describe how well you achieved the educational objectives that you put in your DFE Proposal. Be specific on each objective.
 3. Based on the two preceding points, evaluation reports, and the journal, rate your educational achievement on the academic grading scale: A, B, C, D, or F.
 - Submit all evaluation forms, journal, and essay report** to your major professor.
 - Make an appointment for a final interview with your major professor to discuss the documents and your experience.
- *Important Note:** You must turn in all documents and complete the final interview with your major professor ***before October 31 or within 90 days of completing the DFE.*** Failure to meet the deadline may result in no credit given for the work as the DFE requirement.
- When all DFE requirements have been satisfactorily fulfilled, your major professor will fill out a “Notification of Change of Grade” form and turn it to the Registrar’s office.

DFE Proposal
for
Worship Ministry Majors

The following information is to be obtained and submitted to your major professor. The DFE must then be approved by your major professor prior to accepting and/or committing to a specific DFE. A copy of the DFE Proposal and the signed DFE Agreement will be kept in your file by your major professor and another copy given to you, the student.

Student Name: _____

Date proposal turned in to major professor: _____

Degree Major: _____

Major Professor: _____

Student's phone # during DFE: _____

Student's email address during DFE: _____

Church/Organization: _____

Briefly describe the church/organization: _____

Mailing address: _____

Field Supervisor over DFE: _____

Field Supervisor's Title (Sr. Minister, Family, Worship, etc.): _____

Field Supervisor's phone#: _____

Field Supervisor's email address: _____

Dates of the DFE (Example: May 10 – August 10): _____

Briefly state the purpose/overall goal of the DFE: _____

Describe the regular duties and responsibilities you will have: _____

What are your educational objectives? (“As a result of this DFE, I will be able to . . . “)

Comments:

DFE Agreement
for
Worship Ministry Majors

To receive credit for completing a Directed Field Experience in Worship Ministry I understand that I must complete and submit the following:

- A **Preliminary Evaluation** (taken in Orientation to DFE class).
- A DFE **Proposal form**.
- A DFE **Agreement form**.
- A comprehensive daily **Journal** with an entry for each day of the DFE.
- A **Final Essay Report** according to the criteria provided in the DFE packet for students.
- A **Final Debriefing Interview** with my major professor (TO BE COMPLETED BY OCTOBER 31 OR WITHIN **90** DAYS OF THE END OF THE DFE).

I also understand that it is necessary for the following evaluations to be completed and submitted:

- A **Four-week Evaluation** by my field supervisor.
- A general **Final Evaluation #1** by my field supervisor.
- A general **Final Student Evaluation #1**.
- A specific Worship Ministry **Final Evaluation #2** by my field supervisor.
- A specific Worship Ministry **Final Student Evaluation #2**.

I understand that if any of these components are missing or deficient I may not receive credit for a DFE.

The proposed Directed Field Experience has been approved by the Worship Ministry major professor.

Major Professor: _____ Date _____

Student: _____ Date _____

Definitions of MCC Student Ministry Experiences

Directed Field Experience

A Directed Field Experience (DFE) is required by every ministry degree program of the college. It is a practical experience directed by a qualified person in the student's major field. Four hundred hours of work experience is needed. The major professor and student prepare together before the DFE. On site the DFE involves mentoring, guiding, observing, and reporting by the field supervisor. The student keeps a journal and completes a self-evaluation. Evaluations are also completed by the field supervisor. Such requirements must be met by the student and field supervisor for the student to get academic credit.

Part-Time Student Ministry

A student ministry is a private arrangement between a church/parachurch organization and a student. MCC does not provide any direct supervision of students involved in student ministries or any official endorsement of the student's readiness for ministry. Faculty members, of course, are available to consult with students and encourage them in student ministries if the student seeks such advice and encouragement.

Church/Parachurch Internship

Many churches and parachurch organizations have developed internship programs that provide practical experience for students interested in ministry. In those cases the organization defines the duties and role of the student and makes a private arrangement with a student. MCC does not provide any direct supervision or official endorsement of the student's readiness for ministry. The student may, or may not, report to a supervisor in his/her major field of study.

A Philosophy for Directed Field Experiences

The Concept of a Directed Field Experience in Ministry

I. The Need

For an educational experience to be of greatest value it must apply academic theory to life experience. A Directed Field Experience in ministry is an educational experience. It combines the best of both aspects of learning.

One of the benefits of this program for the student is the confirmation of his/her sense of call to a specific area of ministry as strengths and weaknesses are clarified in a Directed Field Experience setting. Occasionally it surfaces doubt regarding involvement in full-time church vocation.

II. The Plan

A. Participants: The student, supervisor, congregation, mission, or institution, and MCC.

B. Purpose: To provide MCC students with practical, on-the-field experience under the guidance of experienced, qualified leaders.

C. Benefits:

1. The FIELD SUPERVISOR will be brought face to face with the student's concepts of leadership and communication skills.
2. The STUDENT will be in the process of searching out and understanding his/her motives and skills.
3. MCC will discover whether its curriculum and personnel have prepared the student for Christian service.
4. The congregation, institution, or mission by an attitude of cooperation, understanding, and patience will contribute to the growth and encouragement of a dedicated Christian person.

D. Areas of Ministry: Normally these will include Pastoral Ministry, Youth Ministry, Educational Ministry, Family Ministry, Worship Ministry, and Cross-Cultural Ministry.

E. Supervision:

1. Preparing - this involves talking with the student about goals and objectives for the DFE as the student completes the DFE Proposal and reads and signs the DFE Agreement.
2. Observing - Field Supervisor will observe the student's work.
3. Reporting - Field Supervisor will complete periodic evaluation reports in consultation with the student.

III. The Goals

A. For the student:

1. Gain practical experience in various areas of ministry.
2. Receive supervision from an experienced leader.
3. Test ideas and abilities without total responsibility for the success or failure of the program.
4. Receive academic credit upon satisfactory completion of the requirements.
5. Grow in self-awareness.
6. Develop relational skills.
7. Learn to meet deadlines.

B. For MCC:

1. Gain perspective on the strengths and weaknesses of the student.
2. Gain additional information for counseling the student about vocational potential.
3. Strengthen partnerships with churches in preparing kingdom workers.
4. Provide the structure for a DFE program.

C. For the Field Supervisor:

1. Disciple the student (II Timothy 2:2)
2. Ignite in the student a love for ministry.
3. Counsel a student who is seeking to evaluate vocational goals.
4. Acquire responsible assistance for the supervisor's ministry.

D. For the church or mission:

1. Invest in training a student.
2. Gain an additional worker to meet needs.
3. Contribute to perpetuating ministry into the next generation.
4. Strengthen partnership with MCC in the preparation of kingdom workers.

Relationships and Strategy

IV. Understand the relationships

A. The student will:

1. Demonstrate Christian motivation and a sense of vocation.
2. Demonstrate thorough preparation for each responsibility assigned.
3. Exhibit an attitude of cooperation.
4. Show respect for the authority of church leaders.
5. Demonstrate a genuine interest in the total life of the church.
6. Be punctual in keeping appointments.
7. Accept constructive criticism and suggestions.

B. MCC will:

1. Provide pertinent information regarding the student.
2. Be available to the Field Supervisor of the DFE for consultation.
3. Make constructive use of reports on the student's Directed Field Experience work.

- C. The supervisor will:
1. Provide an environment that places priority of people over programs.
 2. Provide on-the-field guidance in ministry.
 3. Schedule weekly conference appointments.
 4. Give constructive criticism that leads to growth.
 5. Share personal concerns and goals.
 6. Inform the student of opportunities to attend regular congregational meetings, committee meetings, ministerial association meetings, etc. as a part of the learning experience.
 7. Provide MCC an evaluation of the student's performance.
 8. Make suggestions about how MCC can help the student.
 9. Hold conferences with the student's advisor for the DFE as/when needed.
- V. Prepare for the Directed Field Experience.
- A. Student preparation:
All students desiring to participate in a DFE must enroll and attend the Directed Field Experience Orientation course which is offered each fall semester. This will make the student aware of the prerequisites for a DFE and help with preparation for the work to be done. During this class the student will also learn how to pursue a DFE that is best suited for his/her goals.
- B. Church, parachurch organization, or community organization preparation:
The person who would like to supervise a DFE should become informed about the MCC program. When the decision is made to accept a student for their DFE the minister should secure the permission of the appropriate governing body of the church or organization. The church should be aware of the importance of its role and should be prepared to support the DFE program. A congregation's decision about financial arrangements with the student should be clarified. The congregation may then open the process for applications and interviews for the DFE position.
- VI. Understand the choices.
The six main areas for the student program are: Cross-Cultural (Missions), Educational Ministry, Family Ministry, Pastoral Ministry, Worship Ministry, and Youth Ministry. The student will observe everything involved in working in the ministry area and participate when appropriate. Some of the DFE's have guidelines that are specific to their majors. These guidelines are only suggestions. You may need to adapt them to your situation. We want the student to be exposed to as much of the life of the church/organization as possible.
- VII. Understand the supervisory role.
- A. DFE's might be said to operate as follows:
1. I do -you watch.
 2. I do - you help.
 3. You do - I help.
 4. You do - I watch.

B. Description of the supervisor's role:

1. Supervision is:
 - a. A relationship with specific goals and clear expectation in which one party has an acknowledged authority over the other and yet acts in such a way as to establish as much mutuality as possible within the relationship.
 - b. A conscious evaluation on the part of both parties throughout the duration of the relationship which covers definite time span and is developed in a specific setting.
2. Supervision is not:
 - a. Primarily task oversight, though it may include some of this.
 - b. Psychotherapy or counseling.
 - c. Didactics, although it does include some informational input.
 - d. Simply practical guidance in "how to do it," although the integration of the practical and theoretical certainly includes such guidance.
 - e. A token payment for cheap labor, although the student will do the work of ministry for the church.

C. Supervisory skills:

1. Listen.
2. Develop trust and mutuality between the supervisor and student.
3. Recognize and own one's own feelings and the ability to express them.
4. Perceive the feelings of others, chiefly through observing nonverbal behavior.
5. Create a non-dependent helping relationship.
6. Ask open-ended and clarifying questions.
7. Wait for the student's growth and resist the temptation to manage his/her life.
8. Recognize the student's resistance to growth and change confront when appropriate.
9. Reflect on the process going on between supervisor and student so as to produce deeper personal insight.
10. Ability to share agenda-setting with the student for weekly conferences and activities.
11. Ability to give and receive feedback at appropriate times.

D. Field Supervisor's evaluation:

The supervisor's evaluation of the student performance is essential to the successful DFE.

The student is an emerging cross cultural, educational, family, pastoral, worship, or youth minister. It is important in this teacher-student relationship to help the student know when he/she has done well and when improvement is needed. Evaluation through casual conversation, structured conference, and filling out the appropriate forms is important to help the student in his/her ministry with you and enable them to prepare for their future ministry.

1. Questions to ask the student:
 - a. What took place?
 - b. In what way did you respond?
 - c. How do you feel about what happened?
 - d. How do you interpret the experience?
 - e. What can be learned from the incident?

- f. What does this say about ministry?
 - g. How do you think the situation can best be confronted or handled?
 - h. What is your role now in the continuing situation as a result of this experience?
2. The following guidelines may be helpful for giving feedback:
- a. Make the feedback descriptive and not interpretive.
 - b. Give feedback following an event as quickly as possible.
 - c. Make the feedback constructive, not destructive.
 - d. Give new information when dealing with suggestions you have previously given.
 - e. Give feedback about things that should be changed.
 - f. Remember that you are sharing your reaction to their behavior. Be sure to check your own motivation before giving your reaction.
 - g. A great danger is the tendency to be a parent. This can be avoided if you share some of your own misgivings, concerns, and feelings without just "preaching."
 - h. Be specific in and give examples of desirable or undesirable behavior.

Agenda for Weekly Conferences

Use this sheet to plan the agenda for your weekly conferences. This planning should involve both the supervisor and the student. The student should be encouraged to suggest topics of particular interest to him/her. The major professor may also suggest subjects to include.

<u>Week*</u>	<u>Date</u>	<u>Subject</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____
16	_____	_____

* At least ten weeks are required. If the student is working part-time hours during a school semester, you may adjust the schedule.

Evaluation Forms Explanation

Assessment is important at MCC. The following pages are Evaluation Forms. The 4-Week Evaluation and Final Evaluation #1 are general for every DFE student regardless of major. Final Evaluation #2 is specific to your major. There are evaluations for both you and your field supervisor.

By studying the field supervisor's evaluations and your own student self-evaluation, you will discover information that will help improve your skills. These evaluations are also used by the Practical Ministries Department at MCC to assess the effectiveness of its work as part of the periodic assessment for the college's two accrediting associations.

You do not need to use the forms in this handbook. Separate forms will be mailed to your Field Supervisor. You will also be given a copy of the Final Student Evaluation form. All forms are available online at: www.mccks.edu/academics/dfc.

1st Evaluation by Field Supervisor

(for all majors)

TO BE COMPLETED 4 WEEKS INTO THE DFE

Note: In order for Manhattan Christian College to give appropriate credit for this Directed Field Experience, we need your thoughtful and careful evaluation of the student's performance under your supervision. Please complete this evaluation form and return it to the major professor. Your written comments are especially helpful in placement counseling with the student. Thank you for your responses.

Student's Name: _____ Major: _____

Field Supervisor's Name: _____

Church/Organization Name: _____

Church/Organization Address: _____

Church/Organization Phone: _____ E-Mail: _____

Please use the following rating scale for your response to the individual statements:

0 - Have not observed

1 - Never

2 - Rarely

3 - Sometimes

4 - Usually

5 - Always

Knowledge of the Organization

The student:

1. Demonstrates knowledge of the organization's structure, policies, and procedures. _____
2. Understands and applies the purposes/objectives of the agency. _____
3. Understands the implications of working within the organization's ethical structure. _____
4. Knows the range of services provided by the organization (including those outside the student's specific area of service). _____
5. Understands the history of the organization. _____

Attitudes and Work Habits

The student:

1. Is punctual in his or her arrival to work, appointments, meetings, and completion of assigned tasks. _____
2. Is efficient regarding time management. _____
3. Dresses appropriately (according to activity) for the work of the organization. _____
4. Complies with organization policies, procedures, and mission. _____
5. Is dependable in following through with assignments and responsibilities. _____
6. Demonstrates confidence in his or her ability to do the required work. _____
7. Seeks out information and help when needed. _____
8. Follows the specified course of training. _____

0 - Have not observed

1 - Never

2 - Rarely

3 - Sometimes

4 - Usually

5 - Always

- 9. Exhibits a high level of initiative. _____
- 10. Shows enthusiasm for his or her work. _____
- 11. Is open to ideas, suggestions, and constructive criticism. _____
- 12. Demonstrates the ability to think critically. _____
- 13. Uses good judgment (makes wise decisions). _____
- 14. Is able to and willing to accept increasing responsibility. _____
- 15. Demonstrates leadership ability. _____
- 16. Demonstrates an interest in professional development. _____
- 17. Demonstrates a high level of interest in this field. _____
- 18. Demonstrates potential for working with an organization in this field. _____

Intrapersonal and Interpersonal Skills

The student:

- 1. Exhibits a healthy self-image. _____
- 2. Is able to handle stress effectively. _____
- 3. Demonstrates the ability to identify his or her own values. _____
- 4. Works cooperatively with supervisor. _____
- 5. Develops and maintains good working relationships with staff and volunteers. _____
- 6. Demonstrates sensitivity to the needs of others. _____
- 7. Is able to work with people from backgrounds (age, race, religion, etc.) other than his or her own. _____
- 8. Works cooperatively with people from other organizations. _____

Please respond to the following open-ended statements as fully as possible.

- 1. Describe the skills and strengths you have observed in the student:

- 2. Describe the areas on which the student needs to focus for further professional development:

3. Describe the student's response to authority:

4. Describe the student's working relationships with staff members:

5. Describe the student's approach to work during the DFE:

6. Please use the space below for any additional comments you wish to make about the student's performance to this point in the Directed Field Experience:

We have reviewed and discussed the information contained in this evaluation.

Student's signature: _____ Date: _____

Field Supervisor's signature: _____ Date: _____

Thank you for your help in preparing students for ministry. Please send this completed form to:
Genilyn McCaffrey
Manhattan Christian College
1415 Anderson Avenue
Manhattan, KS 66502

Final Evaluation #1 by Field Supervisor

(for all majors)

TO BE COMPLETED DURING THE FINAL WEEK OF THE DFE.

There are two final evaluation forms. This form, Final Evaluation form #1, is general to every student regardless of the student's major area of study. Final Evaluation form #2 is specific to the student's major. We would appreciate it if you would fill out both final evaluation forms. Thank you for your response.

Student's Name: _____ Major: _____

Field Supervisor's Name: _____

Church/Organization Name: _____

Church/Organization Address: _____

Church/Organization Phone: _____ E-Mail: _____

Please use the following rating scale for your response to the individual statements:

0 - Have not observed

1 - Never

2 - Rarely

3 - Sometimes

4 - Usually

5 - Always

Knowledge of the Organization

The student:

1. Demonstrates knowledge of the organization's structure, policies, and procedures. _____
2. Understands and applies the purposes/objectives of the agency. _____
3. Understands the implications of working within the organization's ethical structure. _____
4. Knows the range of services provided by the organization (including those outside the student's specific area of service). _____
5. Understands the history of the organization. _____

Attitudes and Work Habits

The student:

1. Is punctual in his or her arrival to work, appointments, meetings, and completion of assigned tasks. _____
2. Is efficient regarding time management. _____
3. Dresses appropriately (according to activity) for the work of the organization. _____
4. Complies with organization policies, procedures, and mission. _____
5. Is dependable in following through with assignments and responsibilities. _____
6. Demonstrates confidence in his or her ability to do the required work. _____
7. Seeks out information and help when needed. _____
8. Follows the specified course of training. _____

0 - Have not observed
1 - Never
2 - Rarely

3 - Sometimes
4 - Usually
5 - Always

- 9. Exhibits a high level of initiative. _____
- 10. Shows enthusiasm for his or her work. _____
- 11. Is open to ideas, suggestions, and constructive criticism. _____
- 12. Demonstrates the ability to think critically. _____
- 13. Uses good judgment (makes wise decisions). _____
- 14. Is able to and willing to accept increasing responsibility. _____
- 15. Demonstrates leadership ability. _____
- 16. Demonstrates an interest in professional development. _____
- 17. Demonstrates a high level of interest in this field. _____
- 18. Demonstrates potential for working with an organization in this field. _____

Intrapersonal and Interpersonal Skills

The student:

- 1. Exhibits a healthy self-image. _____
- 2. Is able to handle stress effectively. _____
- 3. Demonstrates the ability to identify his or her own values. _____
- 4. Works cooperatively with supervisor. _____
- 5. Develops and maintains good working relationships with staff and volunteers. _____
- 6. Demonstrates sensitivity to the needs of others. _____
- 7. Is able to work with people from backgrounds (age, race, religion, etc.) other than his or her own. _____
- 8. Works cooperatively with people from other organizations. _____

Please respond to the following open-ended statements as fully as possible.

1. Describe the skills and strengths you have observed in the student:

2. Describe the areas on which the student needs to focus for further professional development:

3. Describe the student's response to authority:

4. Describe the student's working relationships with staff members:

5. Describe the student's approach to work during the Directed Field Experience:

6. Please use the space below for any additional comments you wish to make about the student's performance to this point in the Directed Field Experience:

We have reviewed and discussed the information contained in this evaluation.

Student's signature: _____ Date: _____

Field Supervisor's signature: _____ Date: _____

Thank you for your help in preparing students for ministry. Please send this completed form to:
Genilyn McCaffrey
Manhattan Christian College
1415 Anderson Avenue
Manhattan, KS 66502

Final Student Evaluation #1

(for all majors)

TO BE COMPLETED DURING THE FINAL WEEK OF THE DFE.

Student's Name: _____ Major: _____

Field Supervisor's Name: _____

Church/Organization Name: _____

Church/Organization Address: _____

Church/Organization Phone: _____ E-Mail: _____

Please use the following rating scale for your response to the individual statements:

0 - Have not observed

1 - Never

2 - Rarely

3 - Sometimes

4 - Usually

5 - Always

Knowledge of the Organization

I am able to:

1. Demonstrate knowledge of the organization's structure, policies, and procedures. _____
2. Understand and apply the purposes/objectives of the agency. _____
3. Understand the implications of working within the organization's ethical structure. _____
4. Know the range of services provided by the organization, including those outside my specific area of service. _____
5. Understand the history of the organization. _____

Attitudes and Work Habits

I am able to:

1. Be punctual in my arrival to work, appointments, meetings, and completion of tasks. _____
2. Be efficient regarding time management. _____
3. Dress appropriately (according to activity) for the work of the organization. _____
4. Comply with organization policies, procedures, and mission. _____
5. Be dependable in following through with assignments and responsibilities. _____
6. Demonstrate confidence in my ability to do the required work. _____
7. Seek out information and help when needed. _____
8. Follow the specified course of training. _____
9. Exhibit a high level of initiative. _____
10. Show enthusiasm for my work. _____
11. Be open to ideas, suggestions, and constructive criticism. _____
12. Demonstrate the ability to think critically. _____
13. Use good judgment (made wise decisions). _____

4. Describe your working relationships with staff members:

5. Describe your approach to work during the DFE:

6. Please use the space below for any additional comments you wish to make about your performance:

Student's signature: _____ Date: _____

Please return this form to your major professor soon after returning from your DFE.

Final Evaluation #2 by Field Supervisor

(Specific to Worship Ministry majors)

TO BE COMPLETED DURING THE FINAL WEEK OF THE DFE.

There are two final evaluation forms. Final Evaluation form #1 is general to every student regardless of the student's major area of study. Final Evaluation form #2 is specific to the student's major. We would appreciate it if you would fill out both final evaluation forms.

Note: For Manhattan Christian College to give appropriate credit for this Directed Field Experience we need your thoughtful evaluation of the student's performance during the DFE. Please complete this evaluation form and mail it to the address below. This evaluation is to be completed if the organization in which the student is completing the DFE is a church or parachurch. Thank you for your response.

Student's Name: _____

Field Supervisor's Name: _____

Church/Organization Name: _____

Church/Organization Address: _____

Church/Organization Phone: _____ E-Mail: _____

Please use the following rating scale for your responses to the following statements:

0 - Have not observed

3 - Sometimes

1 - Never

4 - Usually

2 - Rarely

5 - Always

Spiritual Attitudes:

1. Demonstrates a "worship focus" that places Christ at the center. _____
2. Displays a Christ-like humility in social interactions. _____
3. Displays a teachable attitude and a hunger to constantly sharpen knowledge and skills. _____
4. Displays a desire to connect with the congregation outside of music. _____
5. Displays evidence of a personal relationship with the Lord. _____
6. Displays knowledge of the Word of God. _____
7. Displays desire to reach those who are outside of Christ. _____
8. Behavior in and out of church demonstrates a sound biblical theology. _____

Leadership/Servanthood:

1. Demonstrates appropriate respect to those in authority (supervisor, staff members, elders, and other church leaders) _____
2. Demonstrates a healthy leadership approach when dealing with volunteers. _____
3. Is patient when working with others. _____
4. Is able to communicate with musicians from a variety of musical backgrounds (e.g., lead-sheets, printed notation, rote learners) _____
5. Is able to lead worship alone or with a group. _____

0 - Have not observed

1 - Never

2 - Rarely

3 - Sometimes

4 - Usually

5 - Always

6. Is able to plan and lead Christ-centered worship services that invite the participation of all who are gathered. _____

7. Is able to participate in a variety of roles in worship services (singing, playing instruments, running tech, etc.) _____

8. Is able to communicate effectively in a variety of situations (one-on-one, small groups, formal meetings, teaching opportunities, rehearsals, worship services, etc.) _____

9. Is able to work with a broad variety of artistic groups (worship teams, choirs, children's choirs, instrumental ensembles, drama teams, etc.) _____

10. Demonstrates ability and willingness to take initiative. _____

11. Lives out evidence of a servant's heart. _____

We have reviewed and discussed the information contained in this evaluation.

Student's signature: _____ Date: _____

Field Supervisor's signature: _____ Date: _____

Thank you for your help in preparing students for ministry. Please send this completed form to:

Genilyn McCaffrey
Manhattan Christian College
1415 Anderson Avenue
Manhattan, KS 66502

Final Student Evaluation #2

(Specific to Worship Ministry majors)

TO BE COMPLETED DURING THE FINAL WEEK OF THE DFE.

Student's Name: _____

Field Supervisor's Name: _____

Church/Organization Name: _____

Church/Organization Address: _____

Church/Organization Phone: _____ E-Mail: _____

Please use the following rating scale for your responses to the following statements:

0 - Have not observed

1 - Never

2 - Rarely

3 - Sometimes

4 - Usually

5 - Always

Spiritual Attitudes:

I am able to:

1. Demonstrate a "worship focus" that places Christ at the center. _____
2. Display a Christ-like humility in social interactions. _____
3. Display a teachable attitude and a hunger to constantly sharpen knowledge and skills. _____
4. Display a desire to connect with the congregation outside of music. _____
5. Display evidence of a personal relationship with the Lord. _____
6. Display knowledge of the Word of God. _____
7. Display desire to reach those who are outside of Christ. _____
8. Demonstrates a sound biblical theology in my behavior both in and out of church. _____

Leadership/Servanthood:

I am able to:

1. Demonstrate appropriate respect to those in authority (supervisor, staff members, elders, and other church leaders). _____
2. Demonstrate a healthy leadership approach when dealing with volunteers. _____
3. Be patient when working with others. _____
4. Communicate with musicians from a variety of musical backgrounds (e.g., lead-sheets, printed notation, rote learners). _____
5. Lead worship alone or with a group. _____
6. Plan and lead Christ-centered worship services that invite the participation of all who are gathered. _____
7. Participate in a variety of roles in worship services (singing, playing instruments, running tech, etc.). _____

0 - Have not observed

1 - Never

2 - Rarely

3 - Sometimes

4 - Usually

5 - Always

8. Communicate effectively in a variety of situations (one-on-one, small groups, formal meetings, teaching opportunities, rehearsals, worship services, etc.) _____
9. Work with a broad variety of artistic groups (worship teams, choirs, children's choirs, instrumental ensembles, drama teams, etc.) _____
10. Demonstrate ability and willingness to take initiative. _____
11. Live out evidence of a servant's heart. _____

Student's signature: _____

Date: _____

Please return this form to your major professor soon after returning from your DFE.