



## **In-Service Pastoral Training Program Guidelines**

(Revised on 16.03.2016)

### **1. Purpose**

This course is to provide theological and ministerial training for the church workers while serving in the church. It is meant to provide 5-8 years training to equip them for pastoral ministry.

### **2. Design of the Programme**

This programme allows current in-service ministry experience, individual supervision and application-reflection to be incorporated with ministerial experience and theological training simultaneously to enable strengthening in equipping of the church worker and to serve the particular needs/requirements of the church that he/she works for. This training design includes three important elements:

- 2.1 Actual Ministry Experience
- 2.2 Assigned Reading Materials
- 2.3 Individual Supervision/Mentoring

This in-service pastoral training programme focuses on the 8 different areas in ministry preparation. Each of the 8 areas can be applied separately for in-service training (to replace those courses held at ETS). Each area can be applied for in-service training on its own. Students enrolled in this programme should apply for in-service training of no less than two but no more than eight areas in total. In other words, for the credits required for the area of Practical Theology/Ministry, a maximum of 24 credits could be completed by students under the supervision of a qualified minister in their church. **A qualified supervisor should have a qualification and experience approved by ETS and attends the training provided by ETS.** In general, the curriculum structure of students enrolled in this in-service training programme is the same as those B.Th. (130 credits) and M.Div. (104 credits) students enrolled at ETS (i.e. not the in-service track) with the only exception that they are not required to fulfil the practicum requirement for credit. Therefore, **in-service training B.Th. and M.Div. students require 124 credits and 104 credits respectively in order to graduate with practicum credits**



replaced by ministry experiences. They are required to serve in areas of leadership/teaching/pastoral care for at least 12 months supervised by senior pastoral staff. They are required to submit the ministerial report including ministerial reflection report and all the documents of ministries to be assessed in order to earn the experience-based credits (M.Div students 4 credits. B.Th students 6 credits).

### 3. Eight Areas of In-Service Training

Areas of In-service Training	To replace the following courses
1.Mission (3 credits)	Mission of God in Biblical & Contemporary Contexts
2.Preaching (3 credits)	Homiletics
3.Management (3 credits)	Church Management and Administration
4.Evangelism (3 credits)	Evangelism and Follow up
5.Pastoral Training(3 credits)	Pastoral Care and Leadership
6.Worship (3 credits)	Contemporary Praise & Worship
7.Teaching (3 credits)	Introduction to Christian Education
8.Counseling (3 credits)	Christian Counseling

### 4. Student

4.1 B.Th. applicant should have fulfilled the entrance requirement of our B. Th. programme. M.Div. applicant should have fulfilled the entrance requirement of our M Div programme.

4.2 Applicant should be a current staff of a church or Christian organization.

4.3 Applicant should be referred by his/her church or Christian organization minister/pastor to undergo in-service training to become a future pastoral minister.

4.4 If student leave the job position before the completion of this program, his / her In-Service Pastoral Training Program will be ended with effective from his / her last date. No credit will be granted to any incompleted-training area(s).

4.5 If student change his / her job before the completion of this program, the continuance of his / her In-Service Pastoral Training Program is subject to the new referral of his/her new church or Christian organization minister/pastor. If no, the Program will be ended with effective from his / her last date. No credit will be granted to any incompleted training area(s).



- 4.6 All In-service Training students should liaise with the Practicum Coordinator for the In-service Training arrangement once every year.
- 4.7 Student should discuss with the Chief Supervisor about the In-service Training arrangement once every year and plan / outline with the corresponding supervisor(s) for the respective area(s) of In-service Training, in order to engage in training step by step.
- 4.8 Once student agrees the individual area of the In-service Training with the Practicum Director, he / she shall register the agreed subject(s) within the registration week, or be required to pay the late charge for the enrollment.
- 4.9 Student should be trained under the mentoring of the supervisor(s), making every effort to cooperate with church / Christian organization ministers, without any overstepping or misconduct.
- 4.10 Student should fill and submit all the reports required by ETS every year and interview with the Practicum Coordinator periodically.
- 4.11 Student must attend ETS activities and every year's "In-Service Training Student Gathering" (chaired by the President), with prior application for leave to the Supervisor.
- 4.12 If student cannot complete the registered training area(s) in any exceptional case, he / she should report in writing to the Practicum Coordinator.
- 4.13 4.11 If Student faces any problem or need in his / her training, he / she should report to the Practicum Coordinator and the Church / Christian organization supervisor(s).

## **5. Church / Organization Supervisor**

- 5.1 In connection with the student's In-Service Pastoral Training Program, Church or Christian organization should have a qualified Chief Supervisor to monitor the whole program.
- 5.2 Training of different area(s) can be provided by different supervisor(s), provided that all the responsible supervisor(s) has a minimum academic qualification and experience approved by ETS.
- 5.3 The qualifications and experience of the Chief Supervisor and supervisor(s) are as follows:
- Supervisor of B.Th. applicant should have a Master of Ministry or M.Div. with no less than 3 years of full-time ministry experience and also expertise experience in the supervised area of ministry, accepted by ETS.
  - Supervisor of a M.Div. applicant should have a Th.M. degree or above, with no less than 5 years of full-time ministry experience and expertise experience in the supervised area of ministry, accepted by ETS.

### **5.4 ETS will provide training to the Chief Supervisor and the supervisor (chaired by the**



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**president). From January 2016 onward, all supervisors should attend "In-Service Training Supervision Workshop" at least once, otherwise their students are not allowed to register and attend any areas of In-Service Training.**

- 5.5 Supervisor(s) should provide student with regular mentoring and supervision on the respective training area(s), no less than 10 hours per each area.
- 5.6 Chief Supervisor should fill and submit all the reports required by ETS every year and interview with the Practicum Coordinator periodically.
- 5.7 In case student's performance is not up to standard, Supervisor should contact our Practicum Coordinator as soon as possible.
- 5.8 Supervisor should attend and participate ETS's "In-Service Training Supervisors Gathering".

## 6. Curriculum and Report Requirement

- 6.1 Student takes at least 6 credits and no more than 24 credits from the in-service training,
- 6.2 B.Th. students and M.Div. students are to complete all the in-service training within 8 years and 7 years respectively.
- 6.3 Each area's training period should be no less than four months, total hours no less than 100 hours, including all preparatory and gathering time.
- 6.4 To receive course credits for each area of in-service training, **in addition to the normal registration procedures of ETS**, an in-service training registration **form** of individual area should be completed and submitted to ETS. Students are to enroll to take courses at ETS for any areas where they do not choose to apply and receive credits for.
- 6.5 Student should submit consolidation reports (Appendix 1-7) and consolidation reports of individual area(s) (Appendix 4-7) to apply for credits of **each area of** in-service training should include:
  - a. **Ministry Log** (Appendix 5): Besides the Ministry Log Checklist, time sheet, course Plan, sermon outline, evaluation report, media CD...etc should also be submitted as reference of information.
  - b. **Reading Log** (Appendix 6): B.Th. and M.Div. students are to read no less than 500 pages and 1,000 pages of books and materials respectively for each course related to the particular area.
  - c. **Mentoring Report** (Appendix 7): Each area requires no less than 10 hours of individual instruction/supervision to discuss the related topics and matters. Both the student and supervisor submit a separate mentoring report. Otherwise, the student will be required to attend tutorial or audit that particular course.



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- d. **Reflection Paper:** Each area should have a reflection paper submitted by the student. The reflection paper should include the process of ministry preparation and involvement or reflection on the life development of the student. Reflection Paper from B.Th. students should be 2,000-3,000 words and 4,000 -6,000 words from M.Div. students.

### 6.6 Ministerial report

In order to graduate with practicum credits replaced by ministry experiences, students are required to serve in areas of leadership/teaching/pastoral care for at least 12 months supervised by senior pastoral staff. They are required to submit the ministerial report including ministerial reflection report and all the documents of ministries to be assessed.

- 6.7 All the reports of individual area(s) should submit to the Practicum Coordinator within 2 months after the completion of the training. Otherwise, student may not receive the credit(s).

## 7. Assessment

7.1 Each course should receive an assessment from the supervisor and ETS, each weighs 50% of the final grade.

7.2 ETS will give a grade to the student based upon review of all the submitted and required submitted reports (course plan, sermon outline, media CD, evaluation report...etc).

## 8. Course Fee & Financial Arrangement

8.1 Course fees are charged the same way as other courses, based on the number of credits taken.

8.2 ETS will pay a supervision fee to the church/organization where the student works. (B.Th. student \$ 600 and M.Div. students \$ 1,000 per training area)

## 9. Appendix

Appendix 1a Consolidation Report and Evaluation Form - Supervisor Version

Appendix 1b Consolidation Report and Evaluation Form - Student Version

Appendix 2 In-Service Training Registration Form of Individual Area

Appendix 3 In-Service Training Course Outline for Individual Area

Appendix 4a Consolidation Report and Evaluation Form of Individual Area - Supervisor Version

Appendix 4b Consolidation Report and Evaluation Form of Individual Area- Student Version

Appendix 5 Ministry Log

Appendix 6 Reading Log



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Appendix 7a Mentoring Report – Supervisor Version

Appendix 7b Mentoring Report – Student Version

Appendix 8 Weekly Time Sheet

Appendix 9 Sermon Evaluation Form

Appendix 10 In-Service Training Supervisor's Reference Letter

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