

Field Education Experience



Manual

Central Christian College
of the Bible

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FEE FACULTY

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Links to all FEE Documentation can be found online and at <https://cccb.edu/current-students/field-education-experience/>

LETTER FROM THE ASSOCIATE DEAN

Welcome to the Field Education Experience (FEE) Journey! Whether you are a student, faculty member, or a ministry practitioner serving as a FEE Field Supervisor, this manual is a valuable resource to assist you in successfully executing your role.

The purpose of CCCB's FEE is to equip students for servant-leadership in the Kingdom of God by helping them to explore their sense of calling and vocation. This is accomplished through the intentional interaction of classroom learning, conversations, reading, critical thinking, and developing sustained relationships that serve to confirm the student's ministry calling and vocation.

An important element in this course (FEE) involves gaining experience within the varied fields of ministry and service in which the student desires to serve. The FEE provides the student with opportunities to explore the varied ways they may live out their sense of vocation in a safe environment in which the student will receive constructive feedback and guidance from professional practitioners.

This FEE manual, which includes the objectives, policies, and procedures encompassing the shared responsibilities of CCCB, congregations, agencies, missions, counseling centers, Field Supervisors, and students is designed to be used by students, field supervisors and faculty/administrators. The Vocational Prep class (the Pre-Field Education Experience course), FEE, and manual have been all been developed to offer our students an authentic, formative ministry experience.

We invite and value ongoing suggestions and input from our ministry partners in an ongoing effort to improve the FEE program for our students and the communities they serve.

Following Jesus & Sharing the Journey,

Brandon A. Bradley
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SECTION 1 - INTRODUCTION

According to the Association of Biblical Higher Education (ABHE), the following are essential elements of a well-established Field Education Experience (FEE):

An accredited institution offering undergraduate curricula (and graduate curricula that feature field education) is characterized by . . .

1. A culture and programs that promote development of effective witnesses and servants in the church and the world at large.
2. An educational philosophy in which ministry formation is viewed as an integral part of the student's education.
3. A program of supervision that provides an adequate basis for evaluating and guiding students in the pursuit of their professional goals.
4. A ministry formation program coordinated by a director, normally with faculty status, and implemented under the supervision of faculty.
5. Evidence that the program is adequately staffed and financially supported.
6. A system of ongoing program review and assessment of outcomes that results in program improvement.
7. Evidence that academic credit given for practicums, internships, or other practical learning experiences, if awarded, is warranted

CCCB's OBJECTIVES FOR FEE

1. *To integrate classroom studies with field-based ministry*
2. *To acquire, develop and reinforce ministry knowledge and skills*
3. *To discern God's direction through growth in Christian character and spiritual formation and to explore ministerial identity.*

OVERVIEW OF THE PROCESS

Pre-register during the spring of your sophomore year (or fall of your junior year) to take SALT 300: Vocational Preparation during the spring semester of your junior year, and complete all of the steps listed below.

1. Explore possible FEE site options
2. Complete SALT 300: Vocational Preparation course
3. Meet with your faculty advisor
4. Fill out the Field Site Data Sheet
5. Create a Learning Agreement with your FEE field supervisor
6. Register and begin your FEE
7. Submit an attendance sheet every two weeks during the FEE
8. Submit an intermediate report 1/3 of the way through the FEE time period
9. Submit a final report at the conclusion of your FEE
10. Schedule and attend exit interview with your faculty advisor

SECTION 2 - SALT 300: VOCATIONAL PREPARATION

The first step in pursuing and scheduling a FEE is completion of SALT 300: Vocational Preparation, a one-hour course that is typically taken during the spring semester of the student's sophomore or junior year.

SALT 300: Vocational Preparation has the following objectives:

1. The student will become aware of a variety of FEE opportunities through students who have recently completed their own FEE.
2. The student will become aware of their style of influence by completing an assessment and writing a response to that assessment.
3. The student will gain an in-depth understanding of the nature of the FEE by reading and responding to the required textbook.
4. The student will participate in small group discussions of the following issues:
 - a. The nature of theological field education
 - b. Ministry placement and Field Supervisors
 - c. Vocational discernment
 - d. The FEE Learning Agreement
 - e. Lay committees
 - f. Supervisory conferences
 - g. Data gathering
 - h. Theological reflection
 - i. Evaluation.
5. The student will prepare a written resume that will give the Field Supervisor an accurate portrait of the student's education, experiences, and honors.
6. The student will write out a philosophy of ministry that summarizes the student's perspectives on key ministry issues within their chosen field of study.
7. The student will prepare exploratory letters to be used in pursuing a FEE site assignment.
8. The student will discuss his or her strengths and weaknesses in ministry with the Faculty Advisor, who will help the student come up with a strategy for addressing those issues during the remainder of the student's college career.

SECTION 3 - FEE PROCESS

The student's FEE is on-the-job training experience that is designed to supplement the student's classroom training.

Field Education vs. Internships

At CCCB, the term "internship" applies to a short-term job or ministry that may be done for a church or other organization. While an internship may have similar characteristics as a FEE, it is solely for the benefit of the student, not for academic credit, like the FEE. A student may complete an internship without the guidance of a Faculty Advisor or any communication with or approval by the College.

Definition of the Field Education Experience (FEE)

1. The FEE is a graded 300-hour supervised ministry experience (worth 3 academic credit hours). The three options for fulfilling the 300-hours include a summer format (30 hours per week for 10 weeks), a semester format (20 hours per week for 15 weeks), or a school-year format (10 hours per week for 30 weeks).
2. During the FEE, the student has the opportunity to work under the supervision of a skilled professional in the area of Christian ministry or service in which the student is pursuing his or her degree and intends to engage in upon graduation. The student will have opportunities to observe the supervisor in his or her job, perform various job-related tasks under supervision, and reflect with the supervisor on the job that was done.
3. FEE is a practical education method using detailed tasks assigned by the school and the Field Supervisor with a formal evaluation and grades.
4. Since the FEE is considered a class, the student's Faculty Advisor reserves the right of final approval for a FEE Site.
5. The student's progress in his/her FEE is monitored and directed by the student's Faculty Advisor.

What Field Education Is Not

1. A FEE is NOT unsupervised ministry, such as a summer youth ministry or a weekend preaching ministry. While these are valid, valuable experiences, they should be considered part-time jobs, and not a FEE.
2. A FEE is NOT a one or two-week familiarization excursion into a foreign mission field. Although this type of experience helps a student taste what it is like to be in a cross-cultural environment, it does not allow adequate time to experience what it is like over a longer period of time. Also, the student does not have the opportunity to observe the work of an experienced mentor, nor is there time for a supervised work experience.
3. A FEE is NOT working in an area of ministry that is outside the student's academic degree plan, such as working as a secretary for a church when the intended career is Christian Education, or working with youth when the intended career is preaching ministry.

Unique Benefits of Field Education

1. A FEE allows the student to experience an organization and the operation of a program while not actually accepting the total responsibility for it.
2. A FEE provides the wise counsel and good example of a seasoned professional available to the teachable student.
3. A FEE gives the student prompt feedback from the people in the church or the agency he or she is serving.
4. A FEE allows the student to experience his or her chosen area of ministry first-hand to see if it fits his or her own personal abilities and spiritual giftedness before more time and money are spent on preparation and further education.
5. A FEE makes classroom material relevant to life.
6. A FEE provides many relevant questions for the student to take back to the classroom for further study.

Who Must Have A Field Education Experience?

All students who are pursuing a bachelor's degree with a ministry major (Christian Counseling, Christian Education, Christian Ministries, Cross-Cultural Ministry, Preaching Ministry, and Youth and Family Ministry) are required to participate in a FEE.

What are the steps to completing your FEE?

1. **Schedule SALT 300: Vocational Preparation** – Students should pre-register during the spring semester of their sophomore year to take *SALT 300: Vocational Preparation* during the fall semester of their junior year. After that course is completed, the student is free to pursue a FEE for a summer (30 hours per week for 10 weeks), a semester (20 hours per week for 15 weeks), or for an entire year (10 hours per week for 30 weeks) before graduation. (The student may wait and complete the FEE after his or her coursework is completed, but the student may not participate in the graduation ceremony until the FEE is completed.)
2. **Explore FEE Site Options** – CCCB will provide the student with a list of past sites, but he or she should not limit the search to only those locations. Possible sites may be obtained by calling churches in an area where the student is interested, searching the websites of larger churches that the student may be aware of, or asking ministers or other students for suggestions. While the Faculty Advisor may suggest sites, it is not his responsibility to provide a Field Education Site for the student. An interview with the Faculty Advisor is required as part of the SALT 300: Vocational Preparation class to check for progress on this step.
3. **Complete SALT 300: Vocational Preparation** – All requirements for the course must be completed before the student is eligible to formally pursue a FEE.
4. **Form A – Field Site Data Sheet** – The student may receive approval of the

potential Field Site and Field Supervisor through dialogue with the Faculty Advisor; however, use of this form validates and documents those discussions for the student's file. (See *the qualifications for the Field Supervisor under Section 5 and the requirements for an approved FEE site on page 12.*) Once the student receives approval from the Faculty Advisor, he or she may begin to create the FEE Learning Agreement with the Field Supervisor. Churches that are interested in providing a FEE Site can complete this form and send it to the Director of Field Education for promotion to the FEE students.

5. **Form B – Learning Agreement** – The student will write a FEE Learning Agreement with his or her Field Supervisor. This document consists of the skills the student wishes to learn during the FEE, as well as the skills the Field Supervisor wishes to teach the student. The student will submit an initial draft to the Field Supervisor, who can add to, subtract, or modify the document prior to returning it to the student. The student may accept the document or continue to negotiate with the Field Supervisor until it is suitable to both parties. At this time, the draft should be presented to the Faculty Advisor who may approve it, or make any necessary changes. The final draft will then be returned to the student, who will **type it up** in its final form.
 - a. The final copy of the Learning Agreement must be signed by the student, the Field Supervisor, and the Faculty Advisor, before **it is emailed to the Registrar and ADPS**. Failure to do this will render this incomplete and prohibit the student from beginning their FEE. A copy of this document should be kept by the student as well.
6. **Register and Begin the FEE**– The signed FEE Learning Agreement must be filed with the Registrar and ADPS prior to registering for the FEE. The student will register for the semester(s) in which they are completing the FEE hours. After the student registers for the FEE, the student is free to go to the Field Site and begin working under the oversight of the Field Supervisor.
7. **Weekly Attendance and Service report form** - Every Monday throughout the duration of the FEE, the student is responsible for filling out the online attendance and service report. It is the student's responsibility for documenting their FEE hours and their learning activities each week. This form should be accurately filled out weekly via the online form. Students are encouraged to keep a personal copy of their records as well.
8. **Journal** – a regular, weekly record of the student's experiences and reflections during the FEE that will be submitted to the Faculty Advisor.
9. **Form C – Student Intermediate Report** – The student must complete Form C (online form) after completing 1/3 of the FEE. The student should notify his or her Faculty Advisor and the ADPS once this form has been completed.
 - a. **NOTE:** Students registered for two semesters will submit the Intermediate Report (Form C) and Final Report (Form E) during each semester. The student will receive a grade for each semester he or she is registered for

the FEE.

10. **Form D – Field Supervisor Intermediate Report** – The Field Supervisor must complete and submit Form D online after the student has completed 1/3 of the FEE. The student should notify his or her Faculty Advisor and the ADPS once this form has been completed.
 - a. **NOTE:** Students registered for two semesters of FEE will ask their Field Supervisor to submit the Intermediate Report (Form D) and Final Report (Form F) during each semester. The student will receive a grade for each semester he or she is registered for the FEE.

11. **Form E – Student Final Report / Debriefing Guide** – The student must complete Form C online upon completion of the FEE. The student should notify his or her Faculty Advisor and the ADPS once this form has been completed.
 - a. **NOTE:** Students registered for two semesters will submit the Intermediate Report (Form C) and Final Report (Form E) during each semester. The student will receive a grade for each semester he or she is registered for the FEE.

12. **Form F – Field Supervisor Final Report** – The Field Supervisor must complete and submit Form F online upon the student’s completion of the FEE. The student should notify his or her Faculty Advisor and the ADPS once this form has been completed.
 - a. **NOTE:** Students registered for two semesters of FEE will ask their Field Supervisor to submit the Intermediate Report (Form D) and Final Report (Form F) during each semester. The student will receive a grade for each semester he or she is registered for the FEE.

13. **Schedule a FEE Exit Interview with Faculty Advisor** – Upon the completion of the FEE, the student must schedule an Exit Interview with their Faculty Advisor. The student will participate in the debriefing and must submit the weekly reflective journal and any other assignments that were part of the FEE Learning Agreement.

The student is responsible for turning in all of the aforementioned documentation. Forms can be found online at <https://cccb.edu/current-students/field-education-experience/>

SECTION 4 - STUDENT EXPECTATIONS

Students participating in FEE must understand the role they are playing within the church or organization. The student is there to work and serve, but also to learn and grow. As a result, there are certain standards that the student is expected to follow during the FEE.

Character Expectations During the FEE:

1. A Christian attitude and behavior
2. Sensitivity toward the feelings of others
3. A cooperative attitude toward everyone at the Field Site
4. Thorough preparation for each assigned responsibility
5. A genuine concern for the well-being of the Field Education Experience Site
6. Promptness in keeping appointments
7. Concern for the community surrounding the Field Education Experience Site
8. Maintain open lines of communication between the student and the Field Supervisor concerning both triumphs and conflicts
9. Willingness to discuss both strengths and weaknesses, and graciously receive constructive criticisms and suggestions

Educational Expectations During the FEE:

1. Complete the tasks listed in the FEE Learning Agreement
2. Complete the Weekly Reflection Journal to be turned in at the completion of the FEE
3. Complete and submit the student report forms to the Faculty Advisor, the ADPS, and the Registrar. Likewise, ensure the completion and submission of the Field Supervisor report forms.
4. Read the book(s) assigned by the Field Supervisor and prepare a reflection paper.
5. Communicate with the Faculty Advisor in the event of any complications or changes to the Field Education Experience.

SECTION 5 - THE FIELD SUPERVISOR

Specific goals and clear expectations are necessary for a healthy, beneficial relationship between the student and the Field Supervisor. The supervisor has greater knowledge and ministry experience than the student, as well as an acknowledged authority over the student; however, the Field Supervisor should seek to establish mutuality as much as possible in the relationship.

Functions of the Field Supervisor

1. *Oversight.* The Field Supervisor is responsible for managing the learning setting so that both the student and the church (or agency or mission) realize positive benefits from the FEE.
2. *Enabling.* The Field Supervisor enables the student to maximize his or her own resources, knowledge, and skills for use in the practice of ministry.
3. *Teaching.* The Field Supervisor is responsible for providing new information and insights to the student based upon the assigned reading as well as various incidents and situations that arise during the practice of ministry. The Field Supervisor will help the student achieve specific learning goals and will plan activities that will benefit the student and the people who are being served. The Field Supervisor also educates through character and example, serving as the teacher on-site.
4. *Self-discovery.* It is the Field Supervisor's responsibility to help the student come to a greater self-understanding, both personally and professionally. This is accomplished through support in times of failure, frustration, and anxiety; through affirmation in times of success, accomplishment, and discovery; through sharing feelings, perceptions, feedback, personal struggles, personal experiences, and learning; through stimulation by challenging, dialoguing, exploring, and holding the student accountable for assignments and performance.
5. *Evaluation.* The Field Supervisor will determine the student's level of success in meeting the learning goals and will assess both strengths and weaknesses of the student's performance.

The Qualifications of the Field Supervisor

The student's Faculty Advisor must approve any potential Field Supervisor(s). The following criteria are standards for any prospective Field Supervisor.

1. *Education.* Must hold at least a baccalaureate degree (or its equivalent), preferably in the area he or she will be supervising.
2. *Time.* The Field Supervisor must be willing and able to provide the necessary

time and personal involvement to disciple the student during the FEE.

3. *Personal and Professional reputation.* The Field supervisor should be one the student can follow and know they are likewise following Jesus
4. *Theological position.* The theological stance of the Field Supervisor must not undermine CCCB's position on essential doctrines.
5. *Adequate experience.* It is preferred that the Field Supervisor have at least 5 years of ministry experience following college graduation.
6. *Current status.* The Field Supervisor should currently be serving in the type of ministry context that will provide a good learning environment for the student.
7. *Cooperation.* The Field Supervisor must be able to cooperate with CCCB and the Faculty Advisor in the filing of standard reports and forms. The college will make every effort not to place an unnecessary burden of "paperwork" on the Field Supervisor. However, completion and submission of the listed reports and forms is essential to the success of the program.

Skills of a Good Field Supervisor

1. The ability to listen.
2. The ability to develop trust between the Field Supervisor and student.
3. Recognition and ownership of feelings and ability to express them.
4. The ability to feel empathetically.
5. The willingness to be reasonably open to different perspectives of others.
6. The ability to create a non-dependent, helping relationship.
7. The ability to ask thought-provoking questions.
8. The ability to wait for the student's growth, resisting the temptation to manage his or her life.
9. The ability to recognize the student's resistance to growth.
10. The ability to reflect on the relationship between the Field Supervisor and the student so as to produce deeper personal insights in the student.
11. The ability to share the platform, planning, and limelight with the student.
12. The ability to give and receive feedback in appropriate ways, at appropriate times.

Responsibilities of the Field Supervisor

1. Work within the parameters of the collegiate FEE Program.
2. Supervise the student minister's work.
3. Meet weekly with the FEE student as much as possible to discuss ministry, work, plans, principles, and debriefing after ministry service.
4. Evaluate the student's performance as indicated and requested.
5. Communicate with the Faculty Advisor whenever necessary.

Supervision of the Student Minister

Generally, the student is asked to meet regularly with the Field Supervisor at a location and time that is convenient for the Field Supervisor. During these meetings, the student and Field Supervisor will engage in reflection concerning the student's current ministry work and will discuss suggestions and critiques. The student must have the informed support of the leadership of the church that serves as the FEE site.

College Support for the Field Supervisor

1. The Faculty Advisor, the Director of Field Education, or the Associate Dean of Professional Studies (ADPS) will be available for consultation with the Field Supervisor concerning the student during the FEE.
2. The college will demonstrate genuine interest in the Field Supervisor and the FEE Site.
3. The college will provide the Field Supervisor with complete and honest information concerning the student.

SECTION 6 - THE FACULTY ADVISOR

The Faculty Advisor is a member of the faculty of CCCB. In most cases, it will be a professor in the area of the FEE student's major. The Ministries Division Head will supervise General Ministry students. The Faculty Advisor is involved from the beginning of the student's FEE. The role of the Faculty Advisor is to oversee the process of completing the FEE, as well as to verify that all necessary forms and steps have been followed.

Tasks of the Faculty Advisor

1. Make a genuine effort to meet the academic, personal, and spiritual needs and the best interest of the student.
2. Continue preparing the student for the FEE once they have begun SALT 300: Vocational Preparation. This will include but not be limited to the following assignments:
 - a. Spiritual gifts assessment
 - b. Resume
 - c. Philosophy of Ministry
 - d. Cover Letter to prospective FEE Sites
 - e. Book analysis and review
3. Verify the student's arrangements for the FEE:
 - a. The qualifications of the proposed Field supervisor
 - b. Details of the FEE Learning Agreement
 - c. The Format of the FEE
 - d. Serving as the school's representative to the student and the Field Supervisor.
4. Support and encourage the student throughout the entire FEE process.
5. Communicate with the student and Field Supervisor during the FEE process.
6. Communicate with the Registrar and ADPS as needed.
7. After the FEE: debrief the student, evaluate the student's assignments, collect all paperwork, and turn in a grade for the FEE to the CCCB Registrar.

Section 7: Apprenticeships

Aside from the Field Education Experience, there are two similar Field Education opportunities which should be mentioned.

The Worship Arts Apprenticeship

The Worship Arts Apprenticeship (WAA) serves a similar purpose to the FEE in CCCB's Associate of Worship Arts Degree. The process, documentation, and oversight of the WAA is the same as the FEE. The only difference is that the WAA requires 150 hours, as opposed to 300 hours for the FEE.

The Christian Leadership Apprenticeship

The Christian Leadership Apprenticeship (CLA) is designed for students pursuing CCCB's online Bachelor of Religious Studies Degree. The key difference between the CLA and the FEE is CLA only requires 150 hours as opposed to the 300 hours of the FEE.