



Church and Mission Experience

Veritas International University

7600 Jefferson St. NE, Suite 24

Albuquerque, NM 87109

Students:

Veritas International University views its graduate programs as a means to equip leaders for ministry; it has implemented the Church/Mission Experience Program (CM501-504) for all residents and external studies students. The program provides field experience opportunities for students to practically use their education in service to Christ and His church. Participation in the program requires regular personal involvement in ministry of some kind (e.g. teaching, assisting, cleaning, ushering, parking lot attendee, children's ministry, Bible study group, youth ministry, etc.) in the student's home (or any orthodox local) church for at least two hours per week for 15 weeks (total of 30 hours). Clustering hours of more than three (3) hours per week is prohibited. Each degree program has their unique length of service requirements. Lengths of service are as follows:

- Master of Arts in Theological Studies (MATS): CM501, CM502
- Master of Arts in Apologetics & Polemics to Islam (MAPI): CM501, CM502
- Master of Arts in Christian Apologetics (MACA): CM501, CM502, CM503
- Master of Arts in Biblical Studies (MABS): CM501, CM502, CM503
- Master of Divinity (MDIV): CM501, CM502, CM503, CM504

Students arrange their own church or mission experience service that must be overseen by a pastor, elder, mission supervisor, or staff member of the church. Student are required to maintain and submit a log at the conclusion of their service which documents the date, time, and nature of ministry service, as well as the signature of church supervisor, and supervisor evaluation of ministry statement. On the basis of this detailed report and the supervisor's evaluation of the student's service, a pass/fail grade will be recorded for each term of field experience. Field experience forms may be obtained at the Registrar's office or downloaded from the university website at www.ves.edu.

The Church/Mission Experience flat fee is \$50 and will be payable at the time of course registration.

The Church/Mission Experience program is an essential part of the student's practical education. The program is designed to assist the student to cultivate and practice what is learned in the classroom either through didactic or practical means of service, and seek to develop in the student the following characteristic/areas:

- *Humility*: the Christian life is not only intellectual, it is practical. Service to others is viewed as another acceptable form of communication to believers and unbelievers of the character and disposition of our Lord Jesus Christ who came not to be served but to serve others.
- *Skill/Gift Discovery and Cultivation*: Each student must discover and cultivate his/her own skills and gifts to the edification and equipping of the Body of Christ. These skills are not always recognized in a classroom setting, but can surface when placed in a relational or service oriented environment. The student may also become aware of the Holy Spirit's necessary involvement and assistance in practical service.
- *Practical Theological Integration and Demonstration*: The characteristics of a sound leader involve the agreement between doctrine, behavior, beliefs, and practices. Through their service, students should

understand the difference between a *professional* and a *calling* to Christian service by exploring their motivation for ministry and understanding their role in fulfilling the great needs of the church. Ultimately, VES desires the student to view Christian service as flowing from self-sacrifice driven by Christ's *agape* love for His people. The demonstration of this love in practical service is a means of convincing /confirming the student in the classroom. In addition, theological demonstration may serve as the catalyst for discovering if the student desires a life-long commitment to Christian leadership and service.

- *Accountability*: supervised ministry encourages an environment of personal accountability in Christian service as well as gaining a deep spiritual satisfaction of serving God's people in excellence.

Mission Trips

Students may fulfill field experience hours by participating in a mission trip to a destination outside the United States. In this case, the 30 hours needed may be clustered over a period of several days or weeks, but may only be applied to one (1) term period. The same forms, procedures, and evaluations would apply. Please log your hours on the "Short Term Mission Trip" log sheet (attached).

Fulfillment of Field Experience Hours

A maximum of two (2) church/mission experience terms may be fulfilled per academic year.

Previous Ministry Experience

Previous church/mission experience terms *may not* be used to fulfill current field experience requirements.

Types of Service Not Qualified

We encourage you to find opportunities to serve the Body of Christ, however, there are several services not accepted as fulfilled of your church/mission experience requirements. The following list describes some of them:

1. Unsupervised ministry functions.
2. Service rendered to yourself.
3. Attending meeting with no practical function (you must do something).
4. Any practical service that is not supervised by a pastor or elder of the church body.
5. Attending church services.
6. Any service that is not practically measurable.
7. Any service for which you are being paid—your service must be volunteer. (Full time senior and associate pastors and full-time ministry workers are excepted from this rule).

Time Frame for Completion

The Church/Mission Experience course will begin on the first day of the registered term; students will have from the course start-date until the course-end date to complete their service hours. Though only 30 hours of service are required, all log sheets, supervisor evaluation, and manual must be submitted on the course end-date. Late log sheets will not be accepted for grading.

Arranging Where and How to Serve

Due to the nature of this course, it is important to have a *pastor, elder, or church staff personnel*, keep you accountable and who acknowledges that you are volunteering your time for credit with VIU. The following steps are helpful suggestions to assist you in arranging your ministry service:

1. Arrange with your pastor (assistant/elder/mission supervisor) the task(s) that you are able to perform as well as a timeframe.

2. The following are some suggestions you may choose to do to assist your church: teaching, youth ministry, general maintenance, carpentry, cleaning, cooking, driving, office/clerical work, teaching Sunday school, or working in the nursery at the church, etc. Ask your pastor (supervisor) for a suggestion as to what ministry is needed for the church Body.
3. Record your hours legibly on the log sheet enclosed in this manual.
 - a. To receive credit for hours worked, you must turn in your hours on the log sheet provided. Each task *must* be clearly described or abbreviated on the log sheet.
 - b. The log sheet must have the supervisor's signature for each job completed. If the supervisor is different for each job, have each entry initialed.

Course Completion and Final Grade

After completing fifteen (15) consecutive weeks of ministry service, submit your completed manual with your log sheets and supervisor evaluation form in one document to be submitted to the Registrar via email or post. Church/Mission Experience logs sent by post with timely notification to the Registrar will be accepted for grading up to two weeks *after* the completion of your course end-date. After grading has been completed, you will receive a "pass" (P) or "fail" (F) grade mark which will not be calculated in your G.P.A.

Return the Following Items for Grading

Return your Church/Mission Experience packet intact with Log sheets (with supervisor initials on all log entries) and Supervisor Evaluation form in one document to Registrar@ves.edu. If sending your Church/Mission Experience packet by post, please send the conclusive packet *in an envelope* sealed by your proctor to the following address:

Veritas International University
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All payments will be processed online through the student's Populi Financial tab. The course requirement will not be finalized until the \$50 fee payment is received online.



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Student Name: _____

Degree Program: _____

Church/Experience: (check one) ☐ I ☐ II ☐ III ☐ IV

Service Dates (MM/YY-MM/YY): _____

Log #1

Date	Day	Ministry Service (week 1)	Hours	Supervisor initials
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Date	Day	Ministry Service (week 2)	Hours	Supervisor initials
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Date	Day	Ministry Service (week 3)	Hours	Supervisor initials
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Supervisor Name: _____ Signature: _____

Total hours for this sheet: _____

Log Sheet #2

Date	Day	Ministry Service (week 4)	Hours	Supervisor initials
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Date	Day	Ministry Service (week 5)	Hours	Supervisor initials
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Date	Day	Ministry Service (week 6)	Hours	Supervisor initials
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Date	Day	Ministry Service (week 7)	Hours	Supervisor initials
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Supervisor Name: _____ Signature: _____

Total hours for this sheet: _____

Log Sheet #3

Date	Day	Ministry Service (week 8)	Hours	Supervisor initials
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Date	Day	Ministry Service (week 9)	Hours	Supervisor initials
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Date	Day	Ministry Service (week 10)	Hours	Supervisor initials
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Date	Day	Ministry Service (week 11)	Hours	Supervisor initials
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Supervisor Name: _____ Signature: _____

Total hours for this sheet: _____

Log Sheet #4

Date	Day	Ministry Service (week 12)	Hours	Supervisor initials
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Date	Day	Ministry Service (week 13)	Hours	Supervisor initials
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Date	Day	Ministry Service (week 14)	Hours	Supervisor initials
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Date	Day	Ministry Service (week 15)	Hours	Supervisor initials
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Supervisor Name: _____ Signature: _____

Email Address: _____ Daytime Phone Number: _____

Total hours for overall (including this sheet): _____



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Student Information:

Student Name: _____

Student Degree Program: _____

Period of Service: ____/____/____ to ____/____/____

Church/Experience: (check one) ☐ I ☐ II ☐ III ☐ IV

Directions to the Student:

Have your Pastor/Elder/Missionary supervisor complete this form at the end of your service term. You will then send this evaluation form along with your log sheets to VIU by email to Registrar@ves.edu or by post to the address listed above before your CM course end-date.

Directions to the Supervisor:

The above named student is enrolled in Veritas International University's Church and Mission Experience Program and has named you as their supervisor. Your comments contribute to the decision made by our staff regarding this student's final grade. Therefore, please be thorough and timely in your response. Please either email this form directly to the VIU Registrar (Registrar@ves.edu) or return it to the student in a sealed envelope for them to send via post.

Evaluate the student's service by marking the appropriate box for each criterion attached on the following page.

Criteria	Poor	Below Average	Average	Very Good	Excellent
1. Attitude – Does the student work well with others and serve with an eager and cheerful attitude?	Unreliable. Shows lack of interest.	Somewhat indifferent in attitude.	Average in diligence and motivation.	Very motivated and industrious.	Outstanding and positive attitude with enthusiasm towards work and towards others.
2. Attendance – Arrives on time, leaves on time or late, takes breaks as prescribed, leaves adequate notice for scheduled absences.	Full of excuses. Late on a regular basis, or leaves early. Takes frequent or long breaks. Not available during work hours.	Multiple elapses of multiple criteria per week.	One or less elapse of one of the criteria per week.	One or less elapse of one of the criteria per month.	Fully meets all criteria
3. Work Ethic – Does the student apply themselves to the task at hand without getting distracted and do they take initiative without being asked?	Never initiates any tasks or the creation or discovery of solutions.	Does not initiate tasks or development of solutions on 80% of tasks	Requires some directions or does not take initiative to complete tasks independently.	Takes initiatives on 80-90% of the tasks.	Independently innovates or finds and develops solutions. Uses practical and logical thought to achieve solutions.
4. Dependability – Does the student listen to and then follow instructions and can they be relied on to finish	Unreliable	Sometimes neglectful or careless	Usually dependable	Above average in dependability, most tasks accomplished and on time	Completely dependable, completes every task on time

assignments that are given to them?					
5. Cooperation – Does the student work well with others toward a common goal?	Works very poorly with others	Has some difficulty working with others	Gets along satisfactorily with others	Works well with others	Exemplary working relationship with others.

Comments:

Evaluator name: _____ Evaluator signature: _____

Date: _____ Church/Ministry Name: _____

Church/Ministry Address: _____

Church/Ministry Phone: _____ Church/Ministry Email Address: _____

For VIU use only

Grade: ☐ Pass ☐ Fail

Registrar's Initials: _____

Date: _____