

MINISTRY PRACTICUM

Our Ministry Practicum (MP) gives students a chance to put to use what they are learning in their classes while being a blessing to the Body of Christ. MP work is **REQUIRED** of all Audit, Undergraduate, and Master's students. For details, see "Ministry Practicum" in your Student Handbook.

Keeping track of your Ministry Practicum hours:

Keep a log of all your MP hours on a separate piece of paper. For *each type* of ministry (usher, greeter, choir, etc.), note your start date and log each week's hours.

Before your graduation, or as your ministry assignment finishes, note the stop date and add up your total hours for *that type* of ministry. Write this information on the Ministry Practicum Summary Log. Then have your supervisor sign in the space provided. (In the example below, the student helped usher for 36 weeks for 1 1/2 hours each week for a total of 54 hours.)

3. SERVICE RECORDS			
TYPE OF MINISTRY Usher	START DATE 9-1-13	SUPERVISOR SIGNATURE* <i>Signature A. Here</i>	
	STOP DATE 5-20-13	HOURS WORKED 54	SUPERVISOR NAME Printed Name A. Here
TYPE OF MINISTRY Choir - Christmas Cantata	START DATE 11-1-13	SUPERVISOR SIGNATURE* <i>Signature B. Here</i>	
	STOP DATE 12-20-13	HOURS WORKED 50	SUPERVISOR NAME Printed Name B. Here

Before your graduation, write the grand total of hours worked in the box at the bottom of the page. Make a copy for yourself, then turn this form in to your Campus Director at least 8 weeks before graduation. **NOTE:** If necessary, students may continue working to complete their ministry practicum after their coursework is finished.

BACHELOR-LEVEL STUDENTS ONLY:

During the final year of working toward your Bachelor's degree, a percentage of the 72 Ministry Practicum hours must be in your area of specialization as follows:

- Bachelor of Theology: 50% of your MP hours (36 hours) must be in teaching or preaching*.
- Bachelor of Pastoral Ministry: 50% of your MP hours (36 hours) must be in pastoral ministry.
- Bachelor of Church Administration: 100% of your MP hours (72 hours) must be in church administration‡.
- Bachelor of Christian Education: 100% of your MP hours (72 hours) must be in Christian education‡.
- Bachelor of Music Ministry: 100% of your MP hours (72 hours) must be in music ministry‡.

MASTER-LEVEL STUDENTS ONLY:

If you are working toward your Masters degree, you must serve a minimum of 176 hours.

- Master of Theology: 50% of your MP hours (88 hours) must be in teaching or preaching*.
- Master of Pastoral Ministry: 100% of your MP hours (176 hours) must be in pastoral ministry.

*Teaching or preaching can be done in a number of settings, not necessarily from the pulpit. MP can include any occasion when a student ministers the Word of God, if signed off by a church leader. Ask your Campus Director for Form: Stu-5A, which gives ideas on additional places to minister as well as complete details on how to calculate ministry preparation time.

‡ This specialized program might not be offered at your campus.



Life Christian University

MINISTRY PRACTICUM SUMMARY LOG

DATE: _____

CAMPUS CODE: _____ - _____

IMPORTANT: PLEASE PRINT OR TYPE, except for boxes marked "signature." This form is required of all Audit, Undergraduate, and Master's students. It ensures that a student receives proper credit for fulfilling his/her obligation to serve a minimum of 72 hours per year (176 hours for Master's students) in the ministry of the church he/she attends. Work must be performed during the student's current program of study. It is the student's responsibility to ensure that this form is completed and submitted to the Campus Director no later than eight (8) weeks before graduation. Fill out one line of Section #3 per job performed. Use multiple sheets, if necessary. Please keep a photocopy of the completed form for your records.

1. PERSONAL INFORMATION

STUDENT NUMBER	<input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> REV. <input type="checkbox"/> MS. <input type="checkbox"/> MISS <input type="checkbox"/> DR.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> SR. <input type="checkbox"/> JR. <input type="checkbox"/> _____	MAIDEN NAME, IF APPLICABLE
LCU LEVEL: AUDIT LEVEL:	<input type="checkbox"/> DIPLOMA <input type="checkbox"/> YEAR 1	<input type="checkbox"/> ASSOC. <input type="checkbox"/> YEAR 2	<input type="checkbox"/> ADV.DIP. <input type="checkbox"/> YEAR 3	<input type="checkbox"/> BACH. <input type="checkbox"/> YEAR 4	<input type="checkbox"/> MASTER'S <input type="checkbox"/> YEAR 5	STUDENT SIGNATURE

2. CHURCH INFORMATION

CHURCH		
ADDRESS	CITY	STATE / PROVINCE
	POSTAL CODE	COUNTRY
SENIOR PASTOR NAME	OFFICE AREA CODE & PHONE NUMBER	OFFICE AREA CODE & FAX NUMBER

3. SERVICE RECORDS

TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TOTAL HOURS WORKED		DIRECTOR'S SIGNATURE	

* SUPERVISOR: YOUR SIGNATURE ATTESTS THAT THE STUDENT PERFORMED HIS/HER ASSIGNED TASKS IN A FAITHFUL & SATISFACTORY MANNER