

# Worship and Sacraments - Practicum Checklist

Name IPLF Participant (Printed) \_\_\_\_\_

Supervising Pastor's Name (Printed) \_\_\_\_\_

Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

## Trainee Expectations

Progress toward serving as a commissioned ruling elder in our presbytery must include a series of mentored experiences that offer ruling elders an opportunity to see, participate in, and reflect upon unique ministry tasks and leadership realities. Note that these mentored experiences are only part of an overall training program that also will include necessary course work and/or workshop completion prerequisite(s), prior to completion of these mentored experiences.

On the topic of Worship and Sacraments, each of the mentored experiences below should be undertaken by the trainee in a framework of observation, joint participation, solo experience, and reflection. Checkmarks may be used to track completion. A signed verification section at bottom indicates the supervisor's validation that the trainee can function adequately in this realm.

Checkmarks should be used to track completion.

## SUPERVISING TE

## RE

_____	Preparation of a year's calendar for local church worship	_____
_____	Preparation and leading of a Christian funeral service, including a cemetery setting.	_____
_____	Preparation of a local church's Communion Service of worship	_____
_____	Memorize liturgy for Communion - including at least two Great Prayers of Thanksgiving.	_____
_____	Preparation and conduct of Christian Baptism in Sunday worship	_____
_____	Preparation of seasonal liturgy (Advent/Lent) for Sunday worship	_____
_____	Preparation of a Christmas Eve service of worship	_____
_____	Preparation of Maundy Thursday or Good Friday service	_____
_____	Preparation of an Easter morning service of worship	_____
_____	Preparation and delivery of a children's message for Sunday worship	_____

## VERIFICATION

Signature of Supervising Pastor \_\_\_\_\_ Date \_\_\_\_\_

# Pastoral Care - Practicum Checklist

Name IPLF Participant (Printed) \_\_\_\_\_

Supervising Pastor's Name (Printed) \_\_\_\_\_

Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

## Trainee Expectations

Progress toward serving as a commissioned ruling elder in our presbytery must include a series of mentored experiences that offer ruling elders an opportunity to see, participate in, and reflect upon unique ministry tasks and leadership realities. Note that these mentored experiences are only part of an overall training program that also will include necessary course work and/or workshop completion prerequisite(s), prior to completion of these mentored experiences.

On the topic of **Pastoral Care**, each of the mentored experiences below should be undertaken in a framework of observation, joint participation, solo experience, and reflection. Checkmarks may be used to track completion. A signed verification section at bottom indicates the supervisor's validation that the trainee can function adequately in this realm.

Checkmarks should be used to track completion.

### SUPERVISING TE

### RE

_____	Preparation of regular, pastoral visitation plan, including logs	_____
_____	Typical Hospital call	_____
_____	Hospital visit including service of Communion	_____
_____	Hospital call prior to worrisome surgery	_____
_____	Hospital call near or at time of patient's death	_____
_____	Typical home visit as part of regular pastoral care	_____
_____	Home visit including Communion	_____
_____	Preparatory visit w couple/family re Christian Baptism	_____
_____	Home visit near or at time of death	_____
_____	Hospice visit near or at time of death	_____
_____	Preparation & conduct of home visit with lapsed member(s)	_____
_____	Preparation and conduct of a wedding ceremony, including a plan for preparatory visits with the couple	_____

### VERIFICATION

Signature of Supervising Pastor \_\_\_\_\_ Date \_\_\_\_\_

# Preaching and Proclamation - Practicum Checklist

Name IPLF Participant (Printed) \_\_\_\_\_

Supervising Pastor's Name (Printed) \_\_\_\_\_

Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

## Trainee Expectations

Progress toward serving as a commissioned ruling elder in our presbytery must include a series of mentored experiences that offer ruling elders an opportunity to see, participate in, and reflect upon unique ministry tasks and leadership realities. Note that these mentored experiences are only part of an overall training program that also will include necessary course work and/or workshop completion prerequisite(s), prior to completion of these mentored experiences.

On the topic of **Preaching and Proclamation**, each of the mentored experiences below should be undertaken in a framework of observation, joint participation, solo experience, and reflection. A signed verification section at bottom indicates the supervisor's validation that the trainee can function adequately in this realm.

Checkmarks may be used to track completion.

<b>SUPERVISING TE</b>		<b>RE</b>
_____	Review of Scripture exegesis process and results	_____
_____	Discussion of hermeneutical process and results	_____
_____	Preparation of sermon from exegesis & hermeneutical work	_____
_____	TE & RE reviewing the manuscript of RE's prepared sermon	_____
_____	TE and RE reviewing two recorded sermons preached by RE	_____
_____	RE listening and noting aspects of two (2) others' sermons with attention to evident exegesis and hermeneutics	_____
_____	TE and RE reviewing those same notes	_____

## VERIFICATION

Signature of Supervising Pastor \_\_\_\_\_ Date \_\_\_\_\_

# Church Administration - Practicum Checklist

Name IPLF Participant (Printed) \_\_\_\_\_

Supervising Pastor's Name (Printed) \_\_\_\_\_

Beginning Date \_\_\_\_\_

Ending Date \_\_\_\_\_

Progress toward serving as a commissioned ruling elder in our presbytery must include a series of mentored experiences that offer ruling elders an opportunity to see, participate in, and reflect upon unique ministry tasks and leadership realities. Note that these mentored experiences are only part of an overall training program that also will include necessary course work and/or workshop completion prerequisite(s), prior to completion of these mentored experiences.

On the topic of **Church Administration**, each of the supervised experiences below should be undertaken in a framework of observation, joint participation, solo experience, and reflection. A signed verification section at bottom indicates the supervisor's validation that the trainee can function adequately in this realm.

Checkmarks may be used to track completion.

## **SUPERVISING TE**

## **RE**

- |       |   |       |
|-------|---|-------|
| _____ | Discussion with two (2) CREs about typical administrative challenges  | _____ |
| _____ | Preparation of a typical session meeting agenda   | _____ |
| _____ | Conduct of a typical monthly session meeting  | _____ |
| _____ | Preparation of annual church ministry budget  | _____ |
| _____ | Discussion of typical church conflicts and the CRE's role in responses and resolution   | _____ |
| _____ | Agenda preparation for an annual congregation/corporation mtg.  | _____ |
| _____ | Discuss how to conduct an annual congregation/corporation mtg.  | _____ |
| _____ | Development/Implementation of a process for Session annual review of church membership rolls, with attention to lapsed memberships. | _____ |

## **VERIFICATION**

Signature of Supervising Pastor \_\_\_\_\_ Date \_\_\_\_\_