

SUPERVISING PASTOR'S CHECKLIST OF MONTHLY MINISTRY ASSIGNMENTS

The role of supervising pastor is probably the most important part of the Ministerial Internship Program (MIP), because supervising pastors have direct mentoring opportunities and responsibilities with the MIP candidates for eight months. The supervising pastors offer the candidates opportunities to acquire knowledge about God and ministry, as well as skills for ministry, which will enable the candidates to thrive in the calling upon their lives. In one sense, the supervising pastors have the responsibility of preparing the next generation of ministers. This is both an awesome and sacred responsibility because of its consequences for expanding the kingdom of God and building a healthy church now, as well as the eternal consequences that will be harvested through the trained ministers.

In the first month of mentoring, supervising pastors should become acquainted with the MIP candidates and spouses. During this time, the supervising pastors discuss with the MIP candidates their knowledge about ministry, skills for ministry, and experiences in ministry. From the discussion, the supervising pastors can assess the maturity level of the MIP candidates and experiences, and then coordinate ministry discussions and assignments based upon the MIP candidates' level of maturity to enable the MIP candidates to achieve the goals in MIP.

Suggested items to be discussed and reviewed periodically with the MIP candidates are . . .

- The candidate's relationship with God
- The candidate's relationship with spouse and children
- The candidate's attitudes toward ministry, supervision, and serving people
- The candidate's skill in working with people
- The candidate's ability to adapt to compliments and criticism, to supervision, and to church work
- The candidate's personal habits—dress, etiquette, punctuality, and physical exercise
- The candidate's work characteristics—initiative, creativity, dependability, punctuality, sensitivity to others

Meeting weekly with the candidates and the candidates' spouses is one of the key ways by which the supervising pastors can fulfill the opportunity and responsibility. In the weekly meeting, the following items should be accomplished:

1. A review of the previous week's ministry assignment

The review should include:

- a. A discussion between the supervising pastors and candidates about the ministry assignment
 - b. An evaluation of the candidates' knowledge and skills acquired through the related ministry assignment
 - c. Suggestions on how the candidates can improve their skills regarding the assignment
 - d. Additional assignments to upgrade the candidates' skills if necessary
2. A teaching on a ministry topic
 3. A ministry assignment for the following week that is related to the topic

The following monthly checklists provide ministry topics and coordinating ministry assignments. Providing lists is challenging for several reasons: (1) the uncertainty of the maturity level of the candidate and spouse, (2) the uncertainty of the range of skills possessed by the candidate, and (3) the context of the church. Recognizing that these factors are to be considered when topics should be discussed and assignments are made is important. A topic and an assignment should not be given to the candidate prematurely. However, the monthly checklists present direction to the supervising pastors so that they can more easily afford the candidates a quality learning opportunity during the supervised practicum. By all means, if a candidate and a church are prepared to follow the monthly checklists, they should be completed as listed for the month. If completing a topic and assignment during another month would be more effective in assisting the candidate to acquire knowledge and skill about a ministry, changing the timing is recommended. Furthermore, additional topics and assignments can be required of the candidates by the supervising pastors. The following monthly checklists are the minimum for completing the MIP.

The supervising pastors are requested to discuss the topics and make coordinating assignments with the candidates so that the candidates will be prepared for ministry. Completing the topics and assignments during the supervised practicum is essential for the development of the candidates. If all of the topics and assignments are fulfilled, the candidates will have a sturdy and stable foundation for ministry.

Suggested topics and assignments for specialized ministries are listed in the Specialized Ministries section. Specialized ministry pastors should refer to these topics and assignments for their respective ministry specialty.

The Checklist of Monthly Ministry Activities will be completed online at <http://evaluations.ministerialtraining.org>. Please complete the Monthly Assignments for MIP Candidates for the respective month.

**SUPERVISING PASTOR'S
CHECKLIST OF MONTHLY MINISTRY ACTIVITIES**
Complete the Assignments online at: evaluations.ministerialtraining.org.

SEPTEMBER

Place a check mark by each item after completion.

- _____ Completely read the Supervising Pastor's Notebook.
- _____ Plan a special meeting or meal function to fellowship and discuss the program.
- _____ Plan a special welcoming reception at your church for the candidate (couple).
- _____ Go through the Candidate Notebook with the candidate (couple).
- _____ Evaluate the candidate's level of ministry skills and experience.
- _____ Complete a monthly assignment sheet and give the candidate and spouse a copy.
- _____ Schedule weekly teaching and discussion sessions this month with the candidate and spouse.
- _____ Write an agenda for each weekly meeting.
- _____ At each weekly meeting, do the following:

1. Review ministry assignments completed for the previous week.
2. Discuss with the MIP candidate, the skills demonstrated in the assignment, indicating strengths, areas where improvements need to occur, and how skills can be developed.
3. Teach one of the following topics each week, then give a coordinating assignment:

Teaching Topics	Examples of Coordinating Assignments
a. Maintaining marriage and family in ministry	Discuss how the MIP candidate, spouse, and family can adapt to MIP.
b. Managing personal finances	Write a personal budget for the MIP term.
c. Developing a personal vision of ministry	Write goals, knowledge, and skills you desire to attain during MIP.
d. Establishing a vision for the church	Write a vision for church ministry based upon scripture and cultural context.

4. Check whether the MIP candidate and spouse have completed the daily assignments as scheduled in the MIP Candidate's Instructional Guide.
- _____ Complete and email the September evaluation form (Report #1).

SUPERVISING PASTOR'S CHECKLIST OF MONTHLY MINISTRY ACTIVITIES

OCTOBER

Place a check mark by each item after completion.

- _____ Complete a monthly assignment sheet and give the candidate and spouse a copy.
- _____ Schedule weekly teaching and discussion sessions this month with the candidate and spouse.
- _____ Write an agenda for each weekly meeting.
- _____ At each weekly meeting, do the following:
 1. Review ministry assignments completed for the previous week.
 2. Discuss with the MIP candidate, the skills demonstrated in the assignment, indicating strengths, areas where improvements need to occur, and how skills can be developed.
 3. Teach one of the following topics each week, then give a coordinating assignment:

Teaching Topics	Examples of Coordinating Assignments
a. Establishing community and ministerial relationships	Attend a ministerial association meeting and a denominational ministers meeting, such as a district meeting.
b. Establishing evangelism methods	Witness to one person.
c. Establishing church outreaches	Initiate and maintain an outreach during MIP, such as a convalescent home worship service.
d. Planting a church	Discuss the experience of planting a church with a church planter.

4. Check whether the candidate and spouse have completed the daily assignments as scheduled in the MIP Candidate's Instructional Guide.
- _____ Review the church calendar.
 - _____ Encourage the candidate to attend state ministers meetings or state conferences this fall.
 - _____ Review with the candidate the state program and state calendar of activities.
 - _____ Take the candidate (couple) on church visitations often throughout the program.
 - _____ Involve the candidate (couple) in church committee and/or board meetings.
 - _____ Be firm with the candidate (couple) concerning church attendance and all aspects of MIP.
 - _____ Ask the candidate (couple) about their continuing faithfulness in tithing to their home church.
 - _____ Conduct a special session with the candidate's children to explain the MIP program to them and how it will affect their family's lifestyle.
 - _____ Complete and email the October evaluation form (Report #2).

SUPERVISING PASTOR'S CHECKLIST OF MONTHLY MINISTRY ACTIVITIES

NOVEMBER

Place a check mark by each item after completion.

- Complete a monthly assignment sheet and give the candidate and spouse a copy.
- Schedule weekly teaching and discussion sessions this month with the candidate and spouse.
- Write an agenda for each weekly meeting.
- At each weekly meeting, do the following:
 1. Review ministry assignments completed for the previous week.
 2. Discuss with the MIP candidate, the skills demonstrated in the assignment, indicating strengths, areas where improvements need to occur, and how skills can be developed.
 3. Teach one of the following topics each week, then give a coordinating assignment:

Teaching Topics	Examples of Coordinating Assignments
a. Pentecostal doctrines and gifts of the Spirit	
b. Importance of prayer and other spiritual disciplines	Record spiritual and ministry experiences in the "Daily Assignments" throughout the MIP calendar.
c. How to plan and conduct a revival	Attend a revival. Write a plan for a revival.
d. Ministerial ethics	
e. How to conduct special services, such as Thanksgiving, Christmas, and Easter	Plan and conduct a Thanksgiving service.
f. How to conduct cross-cultural ministries	Attend a cross-cultural ministries service and discuss how to minister to other cultures with the leader of the service.
g. How to prepare and moderate worship services	Moderate a week-night service, such as a Wednesday night service.
h. How to conduct Church and Pastor's Council meetings	Attend a Church and Pastor's Council meeting.
i. Demonstrate how to organize an office, plan the calendar, schedule appointments, handle phone calls, etc.	Outline an office policy.

4. Check whether the candidate and spouse have completed the daily assignments as scheduled in the MIP Candidate's Instructional Guide.
 - Be positive about MIP and about the Church of God.
 - Make sure the candidate attends all MIP seminars
 - Be firm on all the requirements of MIP.
 - Complete and email the November evaluation form (Report #3).

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CHECKLIST OF MONTHLY MINISTRY ACTIVITIES**
Complete the Assignments online at: evaluations.ministerialtraining.org.

DECEMBER

Place a check mark by each item after completion.

- _____ Complete a monthly assignment sheet and give the candidate and spouse a copy.
- _____ Schedule weekly teaching and discussion sessions this month with the candidate and spouse.
- _____ Write an agenda for each weekly meeting.
- _____ At each weekly meeting, do the following:
1. Review ministry assignments completed for the previous week.
 2. Discuss with the MIP candidate, the skills demonstrated in the assignment, indicating strengths, areas where improvements need to occur, and how skills can be developed.
 3. Teach one of the following topics each week, then give a coordinating assignment:

Teaching Topics	Examples of Coordinating Assignments
a. Effective church office and administrative structures	Diagram a flow chart of the office and administrative structures in the host church.
b. Characteristics of healthy, growing churches	Identify signs of healthiness in the host church.
c. How to make a church budget, financial reports, and business reports	Review the church budget, financial and business reports, as well as creating these three reports.
d. How to review international and state reports	In a model, complete international reports. (Include copies in the MIP and Supervising Pastor's notebooks.)
e. Roles and responsibilities of a church treasurer	Discuss with the church treasurer his/her roles and responsibilities.

4. Check whether the MIP candidate and spouse have completed the daily assignments as scheduled in the MIP Candidate's Instructional Guide.
- _____ Involve the candidate in church council meetings.
- _____ Complete and email the December evaluation form (report #4).

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JANUARY

Place a check mark by each item after completion.

- _____ Complete a monthly assignment sheet and give the candidate and spouse a copy.
- _____ Schedule weekly teaching and discussion sessions this month with the candidate and spouse.
- _____ Write an agenda for each weekly meeting.
- _____ At each weekly meeting, do the following:
1. Review ministry assignments completed for the previous week.
 2. Discuss with the MIP candidate, the skills demonstrated in the assignment, indicating strengths, areas where improvements need to occur, and how skills can be developed.
 3. Teach one of the following topics each week, then give a coordinating assignment:

Teaching Topics	Examples of Coordinating Assignments
a. How to set up and lead a Board of Christian Education	Attend a Board of Christian Education meeting.
b. How to organize and lead an effective youth ministry	Attend a youth Bible study class and youth social event.
c. How to organize and lead an effective children's ministry	Attend a children's Bible study class and children's social event.
d. How to conduct a church business meeting	Attend a church business meeting
e. How to develop a Women's Ministry program	Attend a Women's Ministry program.
f. How to develop a Men's Fellowship program	Assist in organizing a Men's Fellowship program.
g. How to build a pastoral team and work together	Discuss how to build and work with a pastoral team.
h. Discipleship through Sunday school and/or small cell groups	Attend a variety of discipleship meetings and teach a lesson in one of the meetings.

4. Check whether the candidate and spouse have completed the daily assignments as scheduled in the MIP Candidate's Instructional Guide.
- _____ Strongly encourage the candidate (couple) to plan to attend the MIP Commissioning Celebration with you. Please remember that it will mean a great deal for you and your spouse to attend the Commissioning with your candidate (couple). This event is the highlight of the program and is a very important time of celebration and commitment.
- _____ Complete and email the January evaluation form (Report #5).

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FEBRUARY

Place a check mark by each item after completion.

- _____ Complete a monthly assignment sheet and give the candidate and spouse a copy.
- _____ Schedule weekly teaching and discussion sessions this month with the candidate and spouse.
- _____ Write an agenda for each weekly meeting.
- _____ At each weekly meeting, do the following:
 1. Review ministry assignments completed for the previous week.
 2. Discuss with the MIP candidate, the skills demonstrated in the assignment, indicating strengths, areas where improvements need to occur, and how skills can be developed.
 3. Teach one of the following topics each week, then give a coordinating assignment:

Teaching Topics	Examples of Coordinating Assignments
a. Recruiting, training, and maintaining church leaders	Identify ways to recruit, train, and maintain church leaders, for example, by discussing these tasks with church leaders.
b. Preparing and delivering sermons	Prepare and preach a sermon in a week night service.
c. Conducting special services: Communion, water baptism, and footwashing	Participate in Communion, water baptism, and footwashing services.
d. Conducting weddings	Plan a wedding service, including premarital counseling, and conduct a "mock" wedding.

4. Check whether the candidate and spouse have completed the daily assignments as scheduled in the MIP Candidate's Instructional Guide.
- _____ Emphasize the importance of the pastor being a mentor to lay leaders. Introduce to the candidate the Mobilize Program. Information on this exciting program is included in the back of the folder.
 - _____ Consider using Mobilize for your own local church program of developing, training, and discipling laity.
 - _____ Complete and email the February evaluation form (Report #6).

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MARCH

Place a check mark by each item after completion.

- _____ Complete a monthly assignment sheet and give the candidate and spouse a copy.
- _____ Schedule weekly teaching and discussion sessions this month with the candidate and spouse.
- _____ Write an agenda for each weekly meeting.
- _____ At each weekly meeting, do the following:
 1. Review ministry assignments completed for the previous week.
 2. Discuss with the MIP candidate, the skills demonstrated in the assignment, indicating strengths, areas where improvements need to occur, and how skills can be developed.
 3. Teach one of the following topics each week, then give a coordinating assignment:

Teaching Topics	Examples of Coordinating Assignments
a. Conducting hospital ministry	Visit people in a hospital and consult with a hospital or hospice chaplain about ministering to those with a terminal illness.
b. Conducting special events: baby dedications and church dedications	Plan a baby dedication service and a church dedication service.
c. Counseling	Identify principles for counseling and participate in a role play counseling session.
d. Ministering in a crisis situation	Discuss how to minister in a crisis situation with a police or emergency chaplain and participate in an emergency situation if possible.

4. Check whether the candidate and spouse have completed the daily assignments as scheduled in the MIP Candidate's Instructional Guide.
- _____ Confirm your plans to attend the MIP Commissioning Celebration: Cleveland, Tennessee—May 20-21, 2022.
 - _____ Please complete the “Supervising Pastor’s Final Evaluation and Recommendation Form” and mail it to your state MIP coordinator by March 15.
 - _____ Complete and email the March evaluation form (Report #7).

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APRIL

Place a check mark by each item after completion.

- _____ Complete a monthly assignment sheet and give the candidate and spouse a copy.
- _____ Schedule weekly teaching and discussion sessions this month with the candidate and spouse.
- _____ Write an agenda for each weekly meeting.
- _____ At each weekly meeting, do the following:
 1. Review ministry assignments completed for the previous week.
 2. Discuss with the MIP candidate, the skills demonstrated in the assignment, indicating strengths, areas where improvements need to occur, and how skills can be developed.
 3. Teach one of the following topics each week, then give a coordinating assignment:

Teaching Topics	Examples of Coordinating Assignments
a. Discuss how to conduct funerals	Attend a funeral and discuss with a funeral director what occurs for a family during a funeral.
b. Discuss how to conduct benevolence ministries	Participate in a benevolence ministry.
c. Discuss how to build church membership	Identify ways to build church membership.
d. Discuss insurance, legal, tax, and safety issues, as well as how to maintain church facilities	Review insurance, legal, tax, and safety laws and regulations that pertain to ministry; for example, obtain materials from the IRS on tax laws that relate to ministry.

4. Check whether the candidate and spouse have completed the daily assignments as scheduled in the MIP Candidate's Instructional Guide.
- _____ Complete your plans to attend the MIP Commissioning Celebration.
 - _____ Complete and email the April evaluation form (Report #8).

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Complete the Assignments online at: evaluations.ministerialtraining.org.

MAY

Place a check mark by each item after completion.

- _____ Complete a monthly assignment sheet and give the candidate and spouse a copy.
- _____ Schedule weekly teaching and discussion sessions this month with the candidate and spouse.
- _____ Write an agenda for each weekly meeting.
- _____ At each weekly meeting, do the following:
 1. Review ministry assignments completed for the previous week.
 2. Discuss with the MIP candidate, the skills demonstrated in the assignment, indicating strengths, areas where improvements need to occur, and how skills can be developed.
 3. Address one of the following topics each week, then give a coordinating assignment:

Topics to Be Addressed	Examples of Coordinating Assignments
a. Discuss concerns you have about the candidate's skill in pastoral ministry.	
b. Review with the candidate the appointment process in the Church of God.	Introduce the MIP candidate to the administrative bishop and/or state ministry leadership.
c. Help the candidate to make positive plans for the immediate future.	

4. Check whether the MIP candidate and spouse have completed the daily assignments as scheduled in the MIP Candidate's Instructional Guide.
 - _____ Plan special activities leading up to the final Sunday of the MIP term.
 - _____ Involve your congregation in expressing appreciation to the candidate (couple) for their ministry.
 - _____ Set up several times for lay leaders in your church to meet with the candidate to share and give the candidate feedback and/or advice.
 - _____ Attend the MIP Commissioning Celebration May 19-20, 2023, in Cleveland, TN.
 - _____ Encourage the MIP candidate to continue studying through the CIMS program.
 - _____ Make the candidate's final Sunday a very special day.

Assignment Forms

The monthly assignments may be submitted in one of two ways:

1. Complete the monthly assignments online at **evaluations.ministerialtraining.org**. Print the assignments, giving the candidate and spouse copies and keeping a copy.
2. If paper evaluations are used, complete them and make copies for the candidate and spouse.

The same source should be used each month.