

PASTORAL LIFE
MEADOWBROOK SCHOOL OF MINISTRY

Pastor Pam Thomas

August -Dec

Week 1-10

January -May

Week 11-20

Track Description

The purpose of the Pastoral Care Track is to develop within each individual, the heart and skills necessary for the ministry of caring for others. The track is designed to help students to be equipped with skills to work with people and helpful systems for Care Ministry. The track focus will include personal development, skill development, and training in systems and processes utilized in our Pastoral Care ministry and the practical application of each.

Objectives

In order to successfully complete this course, the student will need to:

- A. Demonstrate willingness to be teachable within the ministry area;
- B. Demonstrate his spiritual maturity and growth by his conduct, behaving in a manner that demonstrates a solid relationship with God and loyalty to the local church; and
- C. Demonstrate proficiency in developing their understanding of Pastoral Life and be able to apply what they have learned.

Discovery & Development

Begin to discover “how to” shepherd/pastor people, understand needs of people, and identify the necessary systems for providing care.

Requirements/Materials:

Books, Blogs & Video's:

- Emotional Intelligence 2.0 by Travis Bradberry

Learning Systems:

Admin: Assist in F1 and weekend service follow up.

Serving Assignments: Weekend & Wednesday Services: assigned specific area of Ministry with accountability.

Project: Building A Care Evernote Notebook to have for future use.

Overview

Learn & Use the following programs

- Evernote
- Excel
- Word

- Outlook
- Fellowship One

Create the following notebooks in Evernote using Word & Excel

- Care Administration Note Book
- Hospital Report (excel) Note Book
- Visitation Note Book
- Prayer and Praise Report (excel) Note Book
- Prayer Ministry Note Book
- Small Groups Note Book

Write book reports

Field experience in the following:

- Care Administration
- Altar Ministry
- Visitation
- Prayer Team
- Group Leader/Coach

Week/Dates	Topic	Assignment
Week 1-3	Care Administration	<p>Care Administration</p> <ol style="list-style-type: none"> 1. Read/Watch <ul style="list-style-type: none"> • Evernote Essentials • Watch a youtube video on Microsoft Excel 2. Homework <ul style="list-style-type: none"> • Begin a Evernote account • Begin a Care Notebook • Create an informational document about you. Give your connection information as well as your journey of what brought you to SEU • Share your Care notebook to pthomas@mbcocala.org 3. Writing <p>1- Page report on the importance of Systems in the Church and list at least 4 systems used here at MBC place it in your Shared Care notebook</p> 4. Homework <p>Prepare spreadsheet in Excel for prayer/praise reports, Add to your Care notebook</p> 5. Shadow <p>In Care Reception on a Sunday. Learn the following tasks:</p> <ul style="list-style-type: none"> • How to make a Purchase Order

		<ul style="list-style-type: none"> • How to create a event planner • How to set appointments in various calendars • Setting up Funerals • Setting up Weddings <p>6. Field Experience Enter Prayer requests into our reports and do everyday paperwork 3 hours during week</p> <p>7. Field Experience Answer phone calls and enter information. Work in the Care reception Area 2 hours</p>
Week 3 & 6		<p>Altar Ministry</p> <ol style="list-style-type: none"> 1. Read "Book Fresh Start" by Prepare a book report giving a 3-point outline on how this book will help someone who has just gotten saved. 2. Create An Evernote Altar notebook and share. Read through through our Altar manual and information. 3. Upload A copy of Altar manual into their Evernote. Send email to pthomas@mbcocala.org when completed 4. Shadow Sunday & Wednesday Altar Coordinator. Helping prepare materials 5. Field Experience 2nd Week work on the Altar Ministry dream team. 6. Submit A page paper on what you have learned about Altar Ministry. Place it in your Altar Evernote Shared book
Week 7 & 10		<p>Visitation</p> <ol style="list-style-type: none"> 1. Read "God's Creative Power for Healing" by Charles Capps & "Promises" MBC CARD 2. Submit a paper on How these will help in Future ministry 3. Shadow 3 hospital Visitations & 2 Nursing home visitations and watch someone minister to the patient 4. Create a Hospital Report Notebook & a note in that notebook on what your experience was at the hospital and share 5. Field Experience Make 5 Visits at either Hospital and/or Nursing home you are to minister to the patient.

		<p>Create a note in your Hospital Notebook and explain what you did in ministering to the people you visit.</p>
Week 11 & 13		<p>Prayer Team</p> <ol style="list-style-type: none"> 1. Create a Prayer Notebook in Evernote & share. <p>Read “The Holy Spirit today” by John Siebeling</p> <ol style="list-style-type: none"> 2. Write a page report on the importance of the book you read. 3. Shadow 2 Times Prayer Class Wednesday evening 4. Create a outline for the prayer class Wednesday evening Create and place in your prayer Book on Evernote 5. Field Experience Lead the Wednesday evening prayer
Week 14 & 17		<p>Group Leadership/Coaching</p> <ol style="list-style-type: none"> 1. Create a Group Evernote book 2. Read MBC information on groups and fill out a leadership application. Pick up from the Group hub current list of Groups and. Scan a copy from the copy machine by using your email address then save it in your Group Evernotes 3. Attend One group each of Divorce Care and Grief Share 4. Write For each a page report of how the night went and what you like and didn’t like about the group. 5. Shadow Coaching/ Steps Email and send a Card to each of the Group leaders from Divorce Care and Grief Share.
Week 18-20		<p>Wrap it up week</p> <ol style="list-style-type: none"> 1. Show All your assignments that you created for Care in Evernotes as well as your notebooks. 2. Question & Answer 3. Field Experience Spend 3 hours working with Care Ministry 4. Write 3 page report explaining how care has effected your perception of Caring for people. What is the things you like and what are the things you would change