



KEERAN SCHOOL OF BIBLE & MINISTRY

PASTORAL DEVELOPMENT HANDBOOK

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Welcome to Pastoral Development

Pastoral Development¹ is designed to be a holistic, formative evaluation process to stand alongside the Keeran School of Bible and Ministry Bible and Ministry's academic programming at KCU. In keeping with KCU's three Core Values of Christ, Character, and Career, the Keeran School of Bible and Ministry seeks to ensure that ministry graduates are excellent candidates for work within the church, especially work requiring ordination.

Pastoral Development is designed to provide pastoral accountability and growth assessment for students pursuing any of the degree programs offered by the Keeran School of Bible and Ministry. Most students seeking these degrees see themselves as preparing to serve the church in some form of vocational ministry, and most churches see these degrees as a foundation for such work. However, classwork alone often leaves students unprepared for ministry in large areas of their life: financial, interpersonal, and spiritual.

The program will consist of two modules, one required and one recommended: Annual Interviews and E-Portfolios. The Annual Interviews are designed to assess spiritual and character formation and holistic contextualization. The E-Portfolio is designed to assess academic success and ministry competencies, as well as prepare the student for the Internship program (CMM 310, CMM 320) and the Theology and Practice of Ministry course (BTH 456).

The goal of the process is to be pastoral, formative, and redemptive. The evaluation process will be holistic to address academic success, personal and spiritual development, church leadership, and integration of theology and ministry. One of our primary roles is to be a community that helps to affirm their calling and gifts for ministry. In order to develop a holistic process, we use a rubric based on a four-point Likert scale that focus on elements identified as essential for the process of pastoral development: Content, Competency, Character, and Context.² Each of these is briefly described below:

1. **Academic Excellence (Content).** Students are to maintain a 2.5 grade point average to receive ministerial scholarship. The academic areas that are assessed include writing skills, critical thinking abilities, and verbal communication skills.
2. **Servant Leadership (Competency).** Students are to be actively involved in a local church ministry and engaged in either campus leadership and/or ministry leadership. Leadership also includes work experience (including the Internship) and examples of competence in the Keeran School of Bible Ministry's 5 Standards of Competence, as well as gifts and skill sets for ministry.
3. **Spiritual Formation (Character).** Students are asked to be accountable about their relationship with God. This includes what kinds of daily spiritual formational practices are being used to grow in grace. We also provide accountability regarding their personal development and whether there are any destructive behaviors that are hindering their relationship with God (chemical abuse, self-harm, pre-marital sex, pornography, etc.). Students will also to submit peer reviews regarding their Christian witness.
4. **Contextualization (Context).** Students are asked about how they are integrating a Restoration theology with ministry. How does the student integrate scripture and theology in

¹This program is modeled after the *Ministerial Standing* program of Northwest Nazarene University that was developed by Michael A. Kipp, then Associate Professor of Youth and Family Ministry, and Mark A. Maddix, then Professor of Christian Education; <https://nnu.edu/academics/undergraduate-studies/academic-departments/theology-christian-ministries-department/>.

²Kipp and Maddix.

contemporary life? And what is the primary purpose of the Church and the Church's role in the world? Students are to articulate how we are to minister in a diverse world.

This process provides an opportunity for faculty to assess the growth and development during the student's years at KCU. At these annual interviews, guided by faculty members, students are given areas of affirmation, areas of development, and any action items that might need to be addressed before the next meeting. The student is also given feedback regarding their vocational call to ministry and how they are progressing in their understanding of that calling.

Dean's Letter

Welcome to the Keeran School of Bible and Ministry here at Kentucky Christian University!

On behalf of your Professors in the KSBM, let me say how excited we are to partner with you in the pursuit of your calling to serve Christ and His Church. We in the KSBM are committed to supporting you, leading you, and mentoring you for church leadership. Our mission statement includes three key words: Educate, Equip, and Empower. Obviously, we will educate you in the classroom and provide opportunities for you in real-world, practical ministry. The Equipping of ministry will take place in the classroom and in the experiential opportunities you'll get in the real world...but that's not all there is to it. We want to walk alongside you as mentors and pastors, not only as your professors. As you succeed, we will celebrate with you. As you struggle, we will struggle with you. Pastoral Development, therefore, touches on your growth in the area of ministerial skill. However, and more importantly, Pastoral Development is a process of helping you to BE the person God intended when he said, "Let there be you." In order to help you realize this calling in your life, I would like to share some Core Values that we have adopted in the KSBM:

Christ holds the preeminent place of importance in: Christ, Character, and Career and our entire program is focused on Him. Nothing is more important than your relationship with Him.

Academic excellence is a top priority in the KSBM. Your courses will challenge you and your professors will encourage you to think in new ways. Your work (and mine) is a direct reflection of our worship of Christ. It says, "This is how much I think you are worth." The effort we put forward in our collective work reveals something about how we value Christ and His calling in our lives.

We believe in practical theology. In simple terms, "theology" asks the question, "Who is God?" Our relationship with Him and the way we lead others into a relationship with Him is a life-long endeavor of discovering *who* He is.

We believe that ministry is a calling. Ministry is a response from our relationship with Christ and a desire for others to share in that relationship. Ministry that lasts and that transforms is always a response to Christ's call to serve Him and His Church.

We believe in the local church. The local church must be healthy and vibrant. Christ loves the church, and so do we.

We believe in vocational ministry. A life of vocational service to Christ and His Kingdom is one of the greatest of life's commitments, and therefore, is worthy of quality training. The KSBM seeks to Educate, Equip, and Empower those who have been called into ministry to have long and faithful careers in vocational ministry.

We're excited to partner with you, and that's exactly how we see ourselves. We're partnering with you today in preparation for your investment in someone you haven't even met yet!

Until They ALL Hear -

Robert Shoaff, Ph.D.
Assistant Professor of Intercultural Studies
Dean, Keeran School of Bible and Ministry
Kentucky Christian University

Graduate Bible Program Director's Letter

Welcome to the Keeran School of Bible and Ministry here at Kentucky Christian University!

As stated by our dean above, we are excited to partner with you as continue to discern God's calling for your life and as you train for vocational ministry. We believe that calling to ministry is a process, a process that begins with your "call" to salvation (your decision to become a Christian), your "call" to commit your life to ministry, your "call" to craft your skills for ministry through academic training and practical experience, and your "call" to a congregation (what is often referred to as "ordination").

By entering this program, you find yourself in that third stage of "calling"—crafting your skills for ministry through academic training and practical experience. Over the next few years, you will commit yourself to studying under men and women who have spent and continue to spend their lives serving the church in some way. Take your courses seriously. Whether it is a preaching course, a biblical studies course or a general science course, each minute you spend in academic training will prepare you for ministry. You will develop reading, research, relationship and communication skills that you will use to lead hurting and broken people, including yourself, back to God.

Also, during your time here, you will be encouraged to serve the church, both in the required 6-month internship and in volunteer or paid positions with local congregations. This will provide you with that "real world" experience to test and validate what you are learning in the classroom with what you experience out in the field. This is where theory meets practice and should be treated with great respect. Souls may not be in the line in a counseling course, yet they are very much on the line in the minister's office or the hospital room. Fieldwork is the proving ground, and we are excited about mentoring you through this stage of the process!

Finally, during your time here, you will have the opportunity to strengthen your spiritual development so that you will be prepared personally for ministry. Too many ministers leave college or seminary academically prepared and practically experienced but personally immature and unready to serve God's church. The Pastoral Development Program, then, is your opportunity to grow and mature independently from yet in conjunction with your academic studies and practical experiences. This program gives us as faculty an opportunity to shepherd you in a pastorally enriching way, much like we see Jesus with his disciples and Paul with his missionary associates. When you leave, we do not simply want you to have a degree in ministry; we want you to demonstrate the character of Christ and lead others to follow you as you follow Christ.

Again, we are excited that you have decided to study here at Kentucky Christian University as you prepare for vocational ministry and service to God. May the next few years be a time of testing and celebration as you seek God's path for your life!

Grace and peace,

Rob O'Lynn, D.Min.
Associate Professor of Preaching and Ministry
Director of the Graduate Bible and General Education Programs
Dean of Distance Education
Kentucky Christian University

The Pastoral Development Process

Students who decide to pursue a degree offered by the Keeran School of Bible and Ministry must progress through the Pastoral Development Program.

Pre-Admission

Before a student can be admitted to the Pastoral Development program, they must meet the following criteria:

1. New students: The student must have successfully completed a minimum of 12 hours. Application will be made during the spring semester of the student's first year at KCU. The student must be enrolled in Introduction to Ministry (CMM 201), which is a prerequisite for all future ministry-related courses (i.e., CML, CMM, CMP, CMY). Transfer students who begin in the spring must enroll in Introduction to Ministry and apply for admission to the program. The student must complete Introduction to Ministry with a minimum grade of C to continue in the program.
2. Returning students: The student must have successfully completed 24 hours. Application will be made during the fall semester of the student's second year at KCU, and then in each successive fall until graduation. If a student is on their internship during a fall semester, they are required to still apply to the program. Accommodations for their interview will be made.
3. Students must maintain a minimum GPA of 2.5.

Admission

Once the student has met the prerequisites they may apply to enter the Pastoral Development Program. All application forms are available on the Pastoral Development page in Canvas. Each form is available through the "Assignments" tab and is to be submitted through the "Assignments" tab for review prior to scheduling the interview. The application process *for each year that the student is in the program* is as follows:

1. Complete the application form.
2. Complete the Self-Clearing and Release form. The Self-Clearing form gives students an opportunity to address situations past and present that may have an impact on vocational pastoral ministry.
3. Request Ministerial Recommendation. One Ministerial Recommendation is required. The Ministerial Recommendation must be from an active pastoral relationship. This means the student must have current and ongoing interaction with this minister. Students should email the Google Form link to their ministerial reference for them to complete the form online.
4. Request Campus Recommendation. One Campus Recommendation is required. The Campus Recommendation must be from an active campus relationship, such as a coach, campus ministry or student life staff person, or workstudy supervisor. This means the student must have current and ongoing interaction with this person. Students should email the Google Form link to their campus reference for them to complete the form online.
5. Complete the Entrance Interview. Once all materials have been collected, the student will be contacted by the Keeran School of Bible and Ministry's Administrative Assistant to schedule the entrance interview. This interview will take place with both the Dean and one additional faculty member. If the interview is with a female student, a female faculty member, if available, will interview the student with the dean.

Moving Forward

Continuation in the program is not automatic. In order to progress in the Pastoral Development Program, the student must complete the admission process each successive fall semester that they

are pursuing a degree in the Keeran School of Bible and Ministry. In addition to completing the interview portion of the program, the student must complete any action plans assigned to them. Action plans may take the form of meeting with a professional counseling, receiving skill-based coaching from a faculty member (i.e., time management), being mentored by an upper classman student, or attending tutoring sessions in the Academic Resource Center. Interviewing faculty will begin successive interview sessions by asking the student how they are progressing through the action plan.

Interview

Keeran School of Bible and Ministry majors will interview each year with the Dean and one additional faculty member. These interviews are intended to be *pastoral*, *formative*, and *redemptive*. They are *pastoral* in that the goal is for students and faculty alike to work together to become more like Christ. They are *formative* in that the interview should actively shape students rather than be simple assessments of status. Finally, they are *redemptive* in that mistakes and failures should be platforms for growth rather than the end of progress. We take seriously Paul's admonition to "Follow me as I follow Christ" (1 Cor. 11:1), and the Pastoral Development interviews should reflect this.

The interviews are scheduled for 45 minutes, 30 minutes for the interview and 15 for the faculty team to evaluate the interview, complete the interview form, and provide feedback to the student. This is a vital part of the process in order to deliver clear information to the student regarding areas of affirmation and areas of further development. Some students are given action items that need to be addressed before the next year's interview. These action items are always formative and generative for the student.

The objective of this process is to determine if the student is developing holistically. The interview begins by inviting the student to share their faith story and calling to ministry with the faculty. The interview includes discussing theological issues such as Restoration theology, authority of the Bible, etc., however the majority of the time will be spent talking with the student about their personal and spiritual life and calling to ministry. Issues to be covered include academic progress, local church and campus involvement, spiritual growth, and relationship issues. This time will be similar to offering pastoral care to the student.

There are three possible status outcomes of the interview process:

1. **Yes.** The student is encouraged to continue pursuing their calling.
2. **Not Yet.** The student shows some areas of struggle and clear feedback and action steps are needed. This status will result in an Action Plan of prescriptive steps to achieve a "Yes." Action Plans may include regular meetings with faculty or pastoral meetings with appropriate support. Action Plans will have measurable goals to be presented at the next Annual Interview.
3. **No.** The student consistently displays severe disconnection with normative Christian mission and the mission and vision of the Keeran School of Bible and Ministry. This status should be reserved for students unwilling to participate in Action Plans. Students are very unlikely to receive this status before their senior year. A student who completes all academic requirements but receives a No status their senior year will receive a bachelor's degree in University Studies (Concentration in Bible) instead of a bachelor's degree from the Keeran School of Bible and Ministry.

Portfolio

The policy of the Keeran School of Bible and Ministry Program is that all required degree-specific courses must be passed with a grade of "C" or better to be allowed to enter upper level courses and

maintain Pastoral Development progress.³

Foundational courses and assignments have been chosen throughout the curriculum in the Keeran School of Bible and Ministry that have a particular bearing on a person's ministerial development. Each of these assessments is designed to enable a student to show competence in at least one of the 5 Standards of Competence for Ministry. These targeted assignments, along with the Internship Portfolio, are placed in an electronic portfolio that is accessible to the student and all faculty members of the Keeran School of Bible and Ministry. This allows faculty to have a deeper understanding and insight into students' development as they progress through the program.

In order to facilitate the process of developing the electronic portfolio, faculty will designate particular assignments as potential "competency artifacts." It is up to the student to upload their artifacts to their e-portfolio. Substitution assignments require the approval of the Internship Coordinator, the Theology and Practice of Ministry instructor, and the Dean.

The following provides examples of assignments that are designed to demonstrate competency:

- **Theological Leadership**
 - Research paper from Bible or theology course
 - Exegetical paper from BTH 431 or language seminar
- **Communicative Leadership**
 - Sermon from any preaching course
 - Bible class lesson from CMM 102, CMY 201, or CMY 314
 - Ministry project from CMM 321, WOR 101, WOR 310
- **Pastoral Leadership**
 - "Theology of" paper from CML 432, CMM 412
 - Discipleship plan from CML 441
 - Ministry project from CMM 313, CMY 331, CMY 342, WOR 210
- **Cultural Leadership**
 - Research paper from any IST course
 - Ministry project from CMM 301, CMM 311
- **Administrative Leadership**
 - Ministry project from CMM 313, CMY 342, WOR 440
- Artifacts from the Internship can be used for Communicative, Pastoral, Cultural, and Administrative Leadership.

Appeals

Grade appeal procedure:

Grievances concerning a course grade are resolved through conferences between the student and the faculty member who assigned the grade. If still dissatisfied, the student may appeal in writing to the Dean of the School of Bible and Ministry. The Dean will conduct an investigation. If the instructor of the course also is the Dean of the School, the Vice President of Academic Affairs will handle grade appeals. Grades will be changed only if there is indication of error in calculation. However, the appeal must occur within 30 days from the end of the semester in which the grade was received.⁴

Program appeals procedure:

All students have the right to appeal decisions made by faculty regarding student status in the Keeran

³Kentucky Christian University 2024-2025 Catalog, p. 42; <https://www.kcu.edu/wp-content/uploads/2024/05/2024-2025-Undergraduate-Academic-Catalog-KCU.pdf>.

⁴Kentucky Christian University 2024-2025 Catalog, p. 33; <https://www.kcu.edu/wp-content/uploads/2024/05/2024-2025-Undergraduate-Academic-Catalog-KCU.pdf>.

School of Bible and Ministry, as well as any concerns regarding student evaluation in the admission, continuance, or exit interview process. The Appeal Procedure is as follows, and documentation samples can be found in the Appendix.

1. Written notice to advisor

The student must submit a written notice of appeal to their advisor stating the reason(s) for the appeal within **five (5) business days** of notification of the action or the right to appeal will be forfeited.

The student must be able to present evidence and/or witnesses that would warrant an investigation of any issue in dispute. The advisor will review the policy with the student. Also, the advisor will review and verify the data upon which the decision was based. If a change is to be made, the advisor will contact the proper persons and provide appropriate documentation on behalf of the student

The advisor will decide from the information provided whether the case warrants formal presentation to the Dean of the Keeran School of Bible and Ministry.

If the student does not believe the matter was resolved to their satisfaction, they have **three (3) business days** to take the written appeal to the Dean of the Keeran School of Bible and Ministry. A copy of the action taken will go into the student's file.

2. Contact Dean of the Keeran School of Bible and Ministry

The Dean of the Keeran School of Bible and Ministry will again review the issue of appeal with the student. Also, the Dean will review documentation prepared by the student's advisor and verify the data upon which the decision was based. If a change is to be made, the Dean will contact the proper persons and provide appropriate documentation on behalf of the student.

If the student does not believe the matter was resolved to their satisfaction, they have **three (3) business days** to take the written appeal to the Vice President of Academic Affairs. A copy of the action taken will go into the student's file.

3. Contact the Vice President of Academic Affairs

The Vice President of Academic Affairs, in consultation with the Dean of the Keeran School of Bible and Ministry, will review and verify the data upon which the decision was based. If a change is to be made, the Vice President of Academic Affairs will contact the proper persons and provide appropriate documentation on behalf of the student. A copy of the action taken will go into the student's file.

If the student does not believe the matter was resolved to their satisfaction, they have **three (3) business days** to request the Vice President of Academic Affairs to convene a meeting of the entire full-time Keeran School of Bible and Ministry faculty within two weeks of this date.

At the time of the request, the student will submit, in writing, if they:

- A. Will or will not be present at the meeting of the Keeran School of Bible and Ministry faculty;
- B. Will request one representative (parent, friend, attorney) and who that person will be.

4. Contact the Bible and Ministry Advisory Council

The Dean will call a meeting of the Keeran School of Bible and Ministry full-time faculty. The faculty will review and verify the data upon which the decision was based. If a change is to be made, the faculty will contact the proper persons and provide appropriate documentation on behalf of the student.

The Vice President of Academic Affairs will notify the student of the final decision. A copy of this action will go in the student's file.

The Catalog

The following information is found in the current KCU catalog,⁵ and will inform the student of the program requirements. The student is expected to be familiar with this material and have it accessible when meeting with their advisor.

General Information

This program provides a General Education core and a degree in Advanced Biblical Studies, Bible and Ministry or Bible and Worship. A degree-completion option is also available for students who qualify. As part of their education in Biblical studies, these students must complete a specified number of hours in ministry, as well as an approved minor. As part of their education in ministry, Bible and Ministry and Bible and Worship students must complete an emphasis in a specific area of ministry. These students may also complete an approved minor, or a cognate minor composed of additional emphases and electives. All students seeking their primary degree through the Keeran School of Bible and Ministry must also successfully complete the Pastoral Development program.

Pastoral Development is designed to be a holistic, formative evaluation process to stand alongside the Keeran School of Bible and Ministry course of study at KCU. In keeping with KCU's three Core Values of Christ, Character, and Career, the Keeran School of Bible and Ministry seeks to ensure that our graduates are excellent candidates for work within the church, especially work requiring ordination.

Pastoral Development is designed to provide pastoral accountability and growth assessment for students pursuing any of the degree programs offered by the Keeran School of Bible and Ministry. Most students seeking these degrees see themselves as preparing to serve the church in some form of vocational ministry, and most churches see these degrees as a foundation for such work.

The program will consist of two modules, one required and one recommended: Annual Interviews and E-Portfolios. The Annual Interviews are designed to assess spiritual and character formation and holistic contextualization. The E-Portfolio is designed to assess academic success and ministry competencies, as well as prepare the student for the Internship program (CMM 310, CMM 320) and the Theology and Practice of Ministry course (BTH 456). The program is designed to be formative and redemptive.

Admission Requirements

Students are assigned an advisor from the Keeran School of Bible and Ministry faculty as an entering student. The advisor will guide them through the admissions process. Students seeking to major in Bible and Worship may be asked to audition. Students must apply for and be admitted to the Pastoral Development Program of the Keeran School of Bible and Ministry. Students are required to meet admission standards concurrent with their application to the Pastoral Development Program.

Students will first apply for admission to the Pastoral Development Program during the spring semester of their first year. Failure to apply by this time will result in being removed from the program.

Retention in the Pastoral Development Program is dependent upon the maintenance of the levels of performance required for admission.

⁵Kentucky Christian University 2024-2025 Catalog, p. 54-56; <https://www.kcu.edu/wp-content/uploads/2024/05/2024-2025-Undergraduate-Academic-Catalog-KCU.pdf>.

Students denied admission to, or conditionally admitted to the Pastoral Development Program, may re-apply for admission once each semester. Continued progress through the program is dependent upon meeting program requirements and benchmarks.

The following guidelines are used to determine status of candidates for admission to the Pastoral Development Program:

1. New students: The student must have successfully completed a minimum of 12 hours. Application will be made during the spring semester of the student's first year at KCU. The student must be enrolled in Introduction to Ministry (CMM 201), which is a prerequisite for all future ministry-related courses (i.e., CML, CMM, CMP, CMY). Transfer students who begin in the spring must enroll in Introduction to Ministry and apply for admission to the program. The student must complete Introduction to Ministry with a minimum grade of C to continue in the program.
2. Returning students: The student must have successfully completed 24 hours. Application will be made during the fall semester of the student's second year at KCU, and then in each successive fall until graduation. If a student is on their internship during a fall semester, they are required to still apply to the program. Accommodations for their interview will be made.
3. Students must maintain a minimum GPA of 2.5.

Students will be admitted to the Pastoral Development program upon successful completion of the application and interview. Admitted students will be informed in writing of their admission after the Entrance Interview. Admitted students who drop out, or are dismissed, may be readmitted, providing that selected portions of the application procedures are repeated successfully.

Failure to meet all of the above requirements for admission to the Keeran School of Bible and Ministry will result in a delayed program or removal from the program of study.

Continuance in the Pastoral Development Program

Pastoral Development students must reapply each year to maintain status in the program. Students must continue to meet program admissions standards as well as academic program standards. Moving forward in Pastoral Development is outlined in the "Moving Forward" section of the *Pastoral Development Program Student Handbook*.

Students who believe that they have been treated unfairly in any way may consider using the Appeals Process outlined in the *Pastoral Development Program Student Handbook*.

Graduation Requirements

1. Deliver an acceptable sermon/speech.
2. Demonstrate skills in an appropriate internship.
3. Satisfy all KCU General Graduation Requirements.
4. Complete the Bible and Ministry or Bible and Worship academic curriculum as outlined in the Academic Catalog.
5. Complete the Pastoral Development Program. Students who are not moved forward through Pastoral Development may seek to receive the University Studies Degree upon approval of the University Studies Program Director and the Dean of the Keeran School of Bible and Ministry.

Forms

The following information is found on the Bible and Ministry page of the KCU website. **All forms should be completed and submitted online through Canvas:**

Pastoral Development Application

Name

KCU Box Number

School Year

Home Church

Church Member

Denomination/Tradition (if applicable)

Emphasis

Minor

Current Cumulative GPA

Total Credits Completed

Classification

Do you plan on attending seminary or graduate school?

What local church are you attending?

What is your present church involvement while here at KCU?

Are you involved in any campus clubs, athletics, or other co-curricular activities? If so, explain.

Briefly describe the area or areas of Christian service to which you believe God is directing you.

What are the strengths that you have to offer in Christian service?

In what ways has KCU helped to affirm your call to Christian service?

What spiritual disciplines do you regularly practice to help you maintain a growing walk with God?

As of now, what are your goals for Christian service after graduation from KCU?

Please list course titles and professors of your current courses (List Course Number, Course Name, & Faculty)

Self-Clearing and Release Form

Student Name

Box Number

Date

If you select yes to any of the following questions, a box will appear upon choosing that option for you to include a detailed explanation.

Have you been charged with, convicted of, or did you plead guilty or nolo contendere (no contest) to violation of any state or federal, civil or criminal law? (Excludes minor traffic offenses.)

Have you ever had any professional license revoked, suspended, or placed on probation by any state?

Have you within the past year or are you currently using drugs, chemical substances (including controlled substances obtained either with or without a valid prescription), or intoxicating liquors to the extent that it would impair your functioning as a vocational minister?

Have you been a participant in an alcohol or drug treatment or rehabilitation program within the past year in which you were monitored or supervised relative to your use of drugs or alcohol?

Are there any other reasons that you are aware of where your participation in practice as a ministry student or as an entry level vocational minister would be perceived as endangering to others or yourself?

By checking this box and typing my name below, I understand that I am electronically signing my application.

Campus Recommendation

Student Seeking Recommendation: _____

Campus Member Giving Recommendation: _____

How long have you known the applicant? _____

In what capacity? _____

Please Answer the Following by Selecting the Most Appropriate Answer

	Low	Acceptable	Good	Excellent
How would you rate the applicant's integrity?				
How would you rate the applicant's ability to maintain healthy relationships with others?				
How would you rate the applicant's wisdom in dealing with finances?				
How would you rate the applicant's Christlike reputation?				
How would you rate the applicant's regular invest in the life of the Church?				

What are the applicant's greatest strengths for ministry? _____

What are the applicant's areas of improvement? _____

Would you recommend the applicant for ministry? _____

Ministerial Recommendation

Student Seeking Recommendation: _____

Minister Giving Recommendation: _____

Church: _____

City: _____

State: _____

Email: _____

How long have you known the applicant? _____

Is the applicant currently involved regularly in the ministry of your church? If so, in what ways and how often?

Please Answer the Following by Selecting the Most Appropriate Answer

	Low	Acceptable	Good	Excellent
How would you rate the applicant's integrity?				
How would you rate the applicant's ability to maintain healthy relationships with others?				
How would you rate the applicant's wisdom in dealing with finances?				
How would you rate the applicant's Christlike reputation?				
How would you rate the applicant's regular invest in the life of the Church?				

What are the applicant's greatest strengths for ministry? _____

What are the applicant's areas of improvement? _____

Would you recommend the applicant for ministry? _____

Interview Rubrics

1. Year 1 Interview Rubric

Decision of Standing:

YES	NOT YET	NO
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Interview Guide:

Interview Element	Level 1 (1 Point)	Level 2 (2 Points)	Level 3 (3 Points)	Level 4 (4 Points)
Academic Excellence (Content): Is your cumulative GPA right now a good measure of your academic abilities? If not, why not?	Student's academic performance is seriously lacking and shows, does not reflect any indication of the academic area of calling.	Student's academic performance meets nearing competence and shows little recognition of the academic area of calling. Student cannot articulate specific strategies for connecting academic work with spiritual development and ministry practice.	Student's academic performance approaches standards of excellence and approaches recognition of the academic area of calling. Student can recognize strategies for connecting academic work with spiritual development and ministry practice when directed.	Student's academic performance meets standards of excellence and shows recognition of the academic area of calling. Student can articulate specific strategies for connecting academic work with spiritual development and ministry practice.
Leadership (Competency): <i>Church Involvement:</i> What is the student's involvement in local church ministry?	Student does not actively participate in any local congregational ministry.	Student shows sporadic engagement with local church ministry but does not have a church "home".	Student shows some engagement with local church ministry through regular weekly investment. Student may not regularly do more than attend.	Student shows regular engagement with local church ministry through regular weekly investment. Student does more than attend and has significant relationships.
Leadership (Competency): <i>Campus leadership/ministry involvement:</i> What is the student's involvement in leadership on campus or in other ministry setting?	Student does not actively participate in life on campus.	Student shows sporadic engagement with campus ministry but does not have a regular involvement.	Student shows some engagement with campus ministry through regular weekly investment. Student may not lead, but participates.	Student shows regular engagement with campus ministry through regular weekly investment. Student has a leadership role in at least one student organization, team, or ministry.
Leadership (Competency): <i>Spiritual Gifts:</i> In what ways has the student developed his/her gifts in ministry? Are you aware of your spiritual gifts? What are they?	Student is unable to recognize fruit or gifting, or is unwilling to actively seek or use spiritual gifting. Gifts may be neglected or avoided.	Student is not able to correctly identify a spiritual gift. Student is unaware of gifts they are using, and is unable to connect exercise and fruit.	Student is not able to correctly identify a spiritual gift, but is aware of the concept. Student is aware of one or more spiritual gifts and is able to recognize fruit if pointed out.	Student is able to correctly identify a spiritual gift and articulate proper use. Student is aware of one or more spiritual gifts and is able to connect the use of the gift with specific fruit.

			Student is open to actively discovering and exercising gifts.	Student has actively pursued discovery and exercise of gifting.
Spiritual Formation (Character): <i>Relationship with God:</i> How does the student describe his/her relationship with God?	Student is unable to articulate any relationship with God, and may be practicing faith without belief.	Student is unable to articulate a relationship with God that is Christ-centered, ongoing, and Scripturally sound. Student's faith is expressed solely through duty or practice, and may not be authentic.	Student is able to articulate a relationship with God that is Christ-centered, ongoing, and largely Scripturally sound. Student is somewhat able to differentiate their relationship from their faith practice. The student's relationship may be less reflective and largely inherited.	Student is able to articulate a relationship with God that is Christ-centered, ongoing, and Scripturally sound. Student is able to differentiate their relationship from their faith practice.
Spiritual Formation (Character): <i>Personal devotions:</i> What spiritual disciplines has the student cultivated in his/her personal life?	Student has no devotional life.	Student practices one or two disciplines sporadically. Student may overly connect discipline and guilt/shame. Student is unable to articulate a value statement for disciplines.	Student practices one or two disciplines regularly. Disciplines may not be reflective. Student may see disciplines more about obedience than transformation.	Student exhibits a balanced, reflective spiritual discipline habit. Student is able to articulate a connection between disciplines and transformation. Student's practice of the disciplines is seasonal, and communally engaged.
Spiritual Formation (Character): <i>Christian Lifestyle:</i> Does the student exemplify a Christian lifestyle? Does the student reflect Christ-like character through interaction with peers, faculty, & staff? Are you living a life of witness that is contributing to God's kingdom or are there open or hidden activities, attitudes, entertainments, dress styles, etc. in your life that would make people question your relationship to the Lord?	Student's lifestyle reflects a lack of integrity or avoidance of Christ-centered lifestyle choices.	Student's lifestyle reflects one or more dangerous boundary areas. Student actively hides sinful behavior or avoids restoration. Student may resist action plans.	Student's lifestyle is largely one of integrity and faithfulness. Student is struggling with one or more danger areas (addiction, pornography, sexual boundaries), but their struggle is developing good resources and boundaries. Integrity is apparent.	Student's lifestyle is above reproach, and reflects an active accountability structure. Issues and struggles are appropriately addressed and restoration is active. Repentance and integrity are apparent. Multiple peer reviews consistently reflect integrity.

Assessment:

Areas of Development:

Areas of Affirmation:

Action Plan (if needed):

2. Year 2+ Interview Rubric

Decision of Standing:

YES	NOT YET	NO
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Interview Guide:

Interview Element	Level 1 (1 Point)	Level 2 (2 Points)	Level 3 (3 Points)	Level 4 (4 Points)
<p>Academic Excellence (Content): Is your cumulative GPA right now a good measure of your academic abilities? If not, why not?</p>	Student's academic performance is seriously lacking and shows, does not reflect any indication of the academic area of calling.	Student's academic performance meets nearing competence and shows little recognition of the academic area of calling. Student cannot articulate specific strategies for connecting academic work with spiritual development and ministry practice.	Student's academic performance approaches standards of excellence and approaches recognition of the academic area of calling. Student can recognize strategies for connecting academic work with spiritual development and ministry practice when directed.	Student's academic performance meets standards of excellence and shows recognition of the academic area of calling. Student can articulate specific strategies for connecting academic work with spiritual development and ministry practice.
<p>Leadership (Competency): <i>Church Involvement:</i> What is the student's involvement in local church ministry?</p>	Student does not actively participate in any local congregational ministry.	Student shows sporadic engagement with local church ministry but does not have a church "home."	Student shows some engagement with local church ministry through regular weekly investment. Student may not regularly do more than attend.	Student shows regular engagement with local church ministry through regular weekly investment. Student does more than attend and has significant relationships.
<p>Leadership (Competency): <i>Campus leadership/ministry involvement:</i> What is the student's involvement in leadership on campus or in other ministry setting?</p>	Student does not actively participate in life on campus.	Student shows sporadic engagement with campus ministry but does not have a regular involvement.	Student shows some engagement with campus ministry through regular weekly investment. Student may not lead, but participates.	Student shows regular engagement with campus ministry through regular weekly investment. Student has a leadership role in at least one student organization, team, or ministry.

<p>Leadership (Competency): <i>Spiritual Gifts:</i> In what ways has the student developed his/her gifts in ministry? Are you aware of your spiritual gifts? What are they?</p>	<p>Student is unable to recognize fruit or gifting, or is unwilling to actively seek or use spiritual gifting. Gifts may be neglected or avoided.</p>	<p>Student is not able to correctly identify a spiritual gift. Student is unaware of gifts they are using, and is unable to connect exercise and fruit.</p>	<p>Student is not able to correctly identify a spiritual gift, but is aware of the concept. Student is aware of one or more spiritual gifts and is able to recognize fruit if pointed out. Student is open to actively discovering and exercising gifts.</p>	<p>Student is able to correctly identify a spiritual gift and articulate proper use. Student is aware of one or more spiritual gifts and is able to connect the use of the gift with specific fruit. Student has actively pursued discovery and exercise of gifting.</p>
<p>Spiritual Formation (Character): <i>Relationship with God:</i> How does the student describe his/her relationship with God?</p>	<p>Student is unable to articulate any relationship with God, and may be practicing faith without belief.</p>	<p>Student is unable to articulate a relationship with God that is Christ-centered, ongoing, and Scripturally sound. Student's faith is expressed solely through duty or practice, and may not be authentic.</p>	<p>Student is able to articulate a relationship with God that is Christ-centered, ongoing, and largely Scripturally sound. Student is somewhat able to differentiate their relationship from their faith practice. The student's relationship may be less reflective and largely inherited.</p>	<p>Student is able to articulate a relationship with God that is Christ-centered, ongoing, and Scripturally sound. Student is able to differentiate their relationship from their faith practice.</p>
<p>Spiritual Formation (Character): <i>Personal devotions:</i> What spiritual disciplines has the student cultivated in his/her personal life?</p>	<p>Student has no devotional life.</p>	<p>Student practices one or two disciplines sporadically. Student may overly connect discipline and guilt/shame. Student is unable to articulate a value statement for disciplines.</p>	<p>Student practices one or two disciplines regularly. Disciplines may not be reflective. Student may see disciplines more about obedience than transformation.</p>	<p>Student exhibits a balanced, reflective spiritual discipline habit. Student is able to articulate a connection between disciplines and transformation. Student's practice of the disciplines is seasonal, and communally engaged.</p>
<p>Spiritual Formation (Character): <i>Christian Lifestyle:</i> Does the student exemplify a Christian lifestyle? Does the student reflect Christ-like character through interaction with peers, faculty, & staff? Are you living a life of witness that is contributing to God's kingdom or are there open or hidden activities, attitudes, entertainments, dress styles, etc. in your life that would make people</p>	<p>Student's lifestyle reflects a lack of integrity or avoidance of Christ-centered lifestyle choices.</p>	<p>Student's lifestyle reflects one or more dangerous boundary areas. Student actively hides sinful behavior or avoids restoration. Student may resist action plans.</p>	<p>Student's lifestyle is largely one of integrity and faithfulness. Student is struggling with one or more danger areas (addiction, pornography, sexual boundaries), but their struggle is developing good resources and boundaries. Integrity is apparent.</p>	<p>Student's lifestyle is above reproach, and reflects an active accountability structure. Issues and struggles are appropriately addressed and restoration is active. Repentance and integrity are apparent. Multiple peer reviews consistently reflect integrity.</p>

question your relationship to the Lord?				
Community Formation (Calling): Does the student demonstrate appropriate understanding and development of their sense of calling?	Student does not demonstrate an understanding of calling. Student may treat ministry as any other vocation. Ministry preparation and reflection is not evident.	Student is able to articulate a sense of calling but may be unwilling to pursue that calling. Student may not be able to connect current behavior or academic work to calling. Student may be unwilling or unable to pursue confirmation or development.	Student is aware of calling as it has been presented to them and is able to connect coursework and current ministry to their calling. Student is actively seeking confirmation and development of their sense of calling.	Student has sought confirmation and is actively connecting coursework, current ministry, and personal spiritual development to their sense of calling. Student is actively participating in their calling at the present time. Fruit is apparent.

Assessment:

Areas of Development:

Areas of Affirmation:

Action Plan (if needed):

Appeals Forms

1. Written notice to advisor

The student must submit a written notice of appeal to their advisor stating the reason(s) for the appeal within **five (5) business days** of notification of the action or the right to appeal will be forfeited. The student must be able to present evidence and/or witnesses that would warrant an investigation of any issue in dispute. The advisor will review the policy with the student. Also, the advisor will review and verify the data upon which the decision was based. If a change is to be made, the advisor will contact the proper persons and provide appropriate documentation on behalf of the student

The advisor will decide from the information provided whether the case warrants formal presentation to the Dean of the Keeran School of Bible and Ministry.

If the student does not believe the matter was resolved to their satisfaction, they have **three (3) business days** to take the written appeal to the Dean of the Keeran School of Bible and Ministry. A copy of the action taken will go into the student's file.

Reason for Appeal:

Advisor Signature: _____

I HAVE READ AND UNDERSTAND THE APPEALS PROCESS OF THE KEERAN SCHOOL OF BIBLE AND MINISTRY AND I WISH TO INVOKE MY RIGHT TO THIS PROCESS.

Date of Commencement of Appeal: _____

Student Signature: _____

2. Contact the Dean of the Keeran School of Bible and Ministry

The Dean of the Keeran School of Bible and Ministry will again review the issue of appeal with the student. Also, the Dean of the Keeran School of Bible and Ministry will review documentation prepared by the student's advisor and verify the data upon which the decision was based. If a change is to be made, the Dean of the Keeran School of Bible and Ministry will contact the proper persons and provide appropriate documentation on behalf of the student.

If the student does not believe the matter was resolved to their satisfaction, they have **three (3) business days** to take the written appeal to the Vice President of Academic Affairs. A copy of the action taken will go into the student's file.

Disposition of Dean:

Dean Signature: _____

I HAVE CONFERRED WITH THE DEAN OF THE KEERAN SCHOOL OF BIBLE AND MINISTRY AND AT THIS TIME I:

_____ **Wish to Continue the Appeals Process**

_____ **Am Dismissing My Appeal**

Student Signature: _____

Date: _____

Email Address: _____

3. 7Contact the Vice President of Academic Affairs

The Vice President of Academic Affairs, in consultation with the Dean of the Keeran School of Bible and Ministry, will review and verify the data upon which the decision was based. If a change is to be made, the Vice President of Academic Affairs will contact the proper persons and provide appropriate documentation on behalf of the student. A copy of the action taken will go into the student's file.

If the student does not believe the matter was resolved to their satisfaction, they have **three (3) business days** to request the Vice President of Academic Affairs to convene a meeting of the Keeran School of Bible and Ministry full-time faculty within two weeks of this date.

At the time of the request, the student will submit, in writing, if they:

- A. Will or will not be present at the meeting of the Keeran School of Bible and Ministry faculty.
- B. Will request one representative (parent, friend, attorney) and who that person will be.

Disposition of Vice President of Academic Affairs:

Vice President of Academic Affairs Signature: _____

I HAVE CONFERRED WITH THE VICE PRESIDENT OF ACADEMIC AFFAIRS AND AT THIS TIME I:

_____ **Wish to Continue the Appeals Process** _____ **Am Dismissing My Appeal**

_____ **Invoke my right to present my petition before the Keeran School of Bible and Ministry full-time faculty**

_____ **I will be present at the Bible and Ministry Advisory Council Meeting**

_____ **I will NOT be present at the Bible and Ministry Advisory Council Meeting.**

_____ **I request the presence of one representative**

My representative will be: _____

_____ **I DO NOT request the presence of one representative**

Student Signature: _____

Date: _____

4. Contact the Bible and Ministry Advisory Council

The Dean will call a meeting of the Keeran School of Bible and Ministry full-time faculty. The faculty will review and verify the data upon which the decision was based. If a change is to be made, the faculty will contact the proper persons and provide appropriate documentation on behalf of the student.

The Vice President of Academic Affairs will notify the student of the final decision. A copy of this action will go in the student's file.

THE DECISION MADE ON BEHALF OF _____

WAS AS FOLLOWS:

Keeran School of Bible and Ministry Meeting Secretary Signature: _____

Date: _____

Student Notification Date: _____

Vice President of Academic Affairs Signature: _____