

PCHS BIBLE PRACTICUM is –

- An opportunity to assist in ministry and serve in the community.
- Experiencing the encouragement offered through the Bible.
- Spiritual growth through “doing” God’s Word.
- A resume-building experience.
- Developing gifts, talents, skills, and interests.
- Increased awareness of how to serve and to reach out to others.
- An opportunity to develop discipline, self-motivation, and integrity by meeting guidelines and expectations.
- Exposure to potential career ministry and professional goals.
- An opportunity to observe others who are invested in ministry settings.
- A practical application of the student’s ability to *Think Biblically, Live Wisely, and Serve Faithfully*.

PCHS BIBLE PRACTICUM: *Guidelines and Expectations*

- Bible Practicum is a ½ Bible Credit required for graduation from PCS.
- Students are encouraged to complete PCHS Bible Practicum within one calendar year.
- More than 50% of the Bible Practicum Service Hours need to be completed within a Christian church or Christian ministry.
- PCHS Bible Practicum students receive two grades on their report cards in two sequential quarters. The first grade reflects the successful completion of service hours. The second grade reflects the quality of the Bible Practicum Portfolio. The average of these two grades is recorded as a Bible Practicum Semester Grade.
- Bible Practicum Students need to participate in at least two (2) different areas of service.

PCHS Bible Practicum students will be graded on the following:

- Service Hours
- Bible Practicum Contracts (*One contract per ministry/ service opportunity.*)
- Journal Entries
- One Page Summaries (*One summary per ministry/ service opportunity.*)
- Supervisor Reports
- Final Paper (*One final paper that discusses & summarizes all ministry/ service opportunities.*)
- Bible Practicum Portfolio

School related events and functions are not applicable to Bible Practicum.

PCHS BIBLE PRACTICUM: *Getting Started*

- Enroll in grades 10, 11, or 12 at PCS.
- Design your 80 hour plan.
 - Your church. (*50+% must be in Christian service.*)
 - Your community.
 - The world.
- Establish your timetable.
- Complete a Bible Practicum Contract
 - *One Contract per each service opportunity/ministry.*
 - Student, Supervisor, and Parent must all sign.
 - Approval by Bible Practicum Advisor REQUIRED.
- Begin Serving! (*If approved by Bible Practicum Advisor.*)
 - Complete a Ministry Report/Journal/Service Log every time you serve. Maintain a separate journal for each ministry.

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The Bible Practicum Portfolio

*Important information about your **Bible Practicum Portfolio!***

When you complete your 80 hours of service for Bible Practicum, you will submit everything to the Bible Practicum Advisor in **ONE Three-Ring Binder** which is your **Bible Practicum PORTFOLIO**.

Here's what you will need for your **Bible Practicum PORTFOLIO**:

- One three-ring binder
- Package of Dividers with Tabs (*One divider is needed for each ministry plus one divider for your Final Paper.*)
- Bible Practicum Ministry/Service Hours Tally Sheet
- Bible Practicum Contracts – one per area of ministry
- Journal Entries – one set per area of ministry
- Supervisor Reports – one per area of ministry
- One Page Summary of each ministry
- Final Paper encompassing all areas of ministry.

Assembling your **Bible Practicum Portfolio**:

- The first sheet in your Bible Practicum Portfolio will be your Bible Practicum Ministry Tally Sheet. (*This sheet lists each area of ministry and the number of hours served. The numbers need to be written in a column with the total number of hours as the sum.*) Be sure to include **YOUR NAME** on this sheet.
- Each area of ministry will be marked by its own divider with tab within the three-ring binder. Tabs will be clearly labeled to identify each area of ministry.
- Each area of ministry needs the following items:
 - Signed and approved Bible Practicum Contract
 - Signed and completed Supervisor Report
 - Journal/Ministry Log Entries
 - One-page summary (*That's the minimum – it certainly may be longer.*)
- The last divider in your Bible Practicum Portfolio will designate your final paper. The tab for this divider also needs to be clearly marked.

Please read the FAQ sheet included in this packet. If you have further questions, comments, or concerns, please contact me.

Mr. Larson

Bible Practicum Advisor 218.236.0500 (Ext 1166) mlarson@parkchristianschool.org

- *Can all my Bible Practicum hours be done in one ministry?*
Students need to find at least two different areas of service.
- *Do all my Bible Practicum hours need to be completed in my church?*
More than 50% of the 80 hours must be completed through a Christian church or Christian ministry. The remaining hours may be served in a variety of areas, as long as the area of service is approved by a parent/guardian and the Bible Practicum Advisor.
- *Do I need to have the Bible Practicum Contracts signed by the Bible Practicum Advisor?*
Yes. The Bible Practicum Advisor must sign and approve each area of ministry before hours can be accumulated. The Bible Practicum Advisor's signature is the LAST signature on a Bible Practicum Contract.
- *How often am I supposed to submit the reports and papers?*
Nothing is submitted to the Bible Practicum advisor until the Bible Practicum (80 hours) is complete. Everything is submitted in one **Bible Practicum Portfolio**.
- *Is it OK if my journal entries are written by hand? Or do I need to type them all?*
Type them all!
- *What if I'm not sure I'm doing all these logs and reports and stuff right?*
Arrange a time to meet with the Bible Practicum Advisor to review your progress.
- *When is my Bible Practicum Portfolio due?*
Students must submit their Bible Practicum Portfolios two weeks prior to the last date of the quarter in which they want to receive their final Bible Practicum grade.
- *What if I don't finish all 80 hours in one year?*
Bible Practicum may extend beyond one year. It is strongly recommended that students complete Bible Practicum in one year. However, life does not always unfold according to our timetable and circumstances can occur that prevent completion in one year.
- *Will I lose the hours I've served if I don't complete Bible Practicum in one year?*
No. Hours served will not be lost if Bible Practicum is not finished in one year.
- *Are Bible Practicum hours ever lost?*
Hours may be lost if a ministry supervisor receives complaints about a Bible Practicum student's attitude, behavior, or quality of work or for lack of documentation.
- *How often will I be graded on Bible Practicum?*
Students receive two grades for Bible Practicum once the course is completed and the Bible Practicum portfolio is handed in to the Bible Practicum Advisor. The first letter grade reflects the successful completion of service hours. The second letter grade reflects the quality of the Bible Practicum Portfolio.

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Ideas & Guidelines for the Bible Practicum Writing Assignments

1. Ministry Report/Journal/Ministry Log

- Must be recorded after *each & every* ministry/service opportunity.
- Include not only what you did, but how? Why? Results?
- How can you grow? Change? Apply God's Word?
- Example for journal entries:

Date: _____ Ministry: _____ Hours: _____

Summary: _____

2. One Page Summary (*One page is the minimum.*)

- The One Page Summary must be written as **each** ministry is completed.
- There will be a One Page Summary for **each** area of ministry.
- Include description of ministry and number of hours served.
- Include your responsibilities, your successes & failures, your joys & disappointments, your highlights & frustrations.
- Include any Scripture that the Lord impressed upon you.

3. Final Paper (*Includes all areas of service.*)

- Must be written after completing **entire 80 hours** of service.
- Include Scripture verses that relate to your experiences.
- How did the LORD use you in each serving/ministry experience?
- What were some of the victories and/or challenges you encountered?
- Will you continue serving in these areas? Why? Why not?
- What did you learn about serving? Did you find it easy to serve? Did you find it difficult to serve? Why?
- What strengths and weaknesses did the LORD reveal through PCHS Bible Practicum?
- Link your practical experience to meaningful Scripture verses.

PCHS BIBLE PRACTIUCM GRADING RUBRIK
1ST of 2 Letter Grades – Service Hours

A+	Student complete 80, or more, successful hours of service to church, community, and or/beyond, and has submitted necessary documents (Bible Practicum Portfolio) to substantiate those hours of service.
A	Student complete 76 to 79 successful hours of service to church, community, and or/beyond, and has submitted necessary documents (Bible Practicum Portfolio) to substantiate those hours of service.
A-	Student complete 74 to 75 successful hours of service to church, community, and or/beyond, and has submitted necessary documents (Bible Practicum Portfolio) to substantiate those hours of service.
B+	Student complete 72 to 73 successful hours of service to church, community, and or/beyond, and has submitted necessary documents (Bible Practicum Portfolio) to substantiate those hours of service.
B	Student complete 70 to 71 successful hours of service to church, community, and or/beyond, and has submitted necessary documents (Bible Practicum Portfolio) to substantiate those hours of service.
B-	Student complete 68 to 69 successful hours of service to church, community, and or/beyond, and has submitted necessary documents (Bible Practicum Portfolio) to substantiate those hours of service.
C+	Student complete 66 to 67 successful hours of service to church, community, and or/beyond, and has submitted necessary documents (Bible Practicum Portfolio) to substantiate those hours of service.
C	Student complete 62 to 65 successful hours of service to church, community, and or/beyond, and has submitted necessary documents (Bible Practicum Portfolio) to substantiate those hours of service.
C-	Student complete 60 - 61 successful hours of service to church, community, and or/beyond, and has submitted necessary documents (Bible Practicum Portfolio) to substantiate those hours of service.
D+	Student complete 59 successful hours of service to church, community, and or/beyond, and has submitted necessary documents (Bible Practicum Portfolio) to substantiate those hours of service.

D Student complete 57 to 58 successful hours of service to church, community, and or/beyond, and has submitted necessary documents (**Bible Practicum Portfolio**) to substantiate those hours of service.

D- Student complete 56 successful hours of service to church, community, and or/beyond, and has submitted necessary documents (**Bible Practicum Portfolio**) to substantiate those hours of service.

F Student complete 55 successful hours of service to church, community, and or/beyond, and has submitted necessary documents (**Bible Practicum Portfolio**) to substantiate those hours of service.

PCHS BIBLE PRACTICUM GRADING RUBRIK
2nd of 2 Letter Grades - Bible Practicum Portfolio (BPP)

Criteria Points		Earned Points
	I. ORGANIZATION	
10	All BPP materials are submitted in a three-ring binder.	_____
10	BPP contains a clearly marked, labeled, and tabbed section for each ministry.	_____
10	BPP includes a ministry tally sheet containing the student's name.	_____
	Each ministry section contains:	
10	Bible Practicum Contract	_____
10	Supervisor Report	_____
10	Journal/Log entries	_____
10	One Page Summary	_____
10	BPP contains Final Paper.	_____
80	<i>ORGANIZATION POINTS TOTAL</i>	_____

II. CONTENT

10	BP journal entries are legible and easy to read.	_____
30	BP journal entries contain facts and details along with observations and thoughts.	_____
20	BP Contracts are completed and signed in the proper time frame.	_____
20	BP Supervisor Reports are completed and included.	_____
10	BP one-page summaries are typed, legible, and free from grammatical, spelling, and punctuation errors.	_____
30	BP one-page summaries include responsibilities, success, failures, joys, disappointments, highlights and frustrations experienced.	_____
10	BP Final Paper is typed, legible, and free from grammatical, spelling, and punctuation errors.	_____
40	BP Final Paper re-visits each ministry and includes related, meaningful Scripture verses, servant-hood discoveries, revealed strengths and weaknesses, challenges met, and victories experienced.	_____

170	<i>CONTENT POINTS TOTAL</i>	_____

_____ **ORGANIZATION POINTS** + _____ **CONTENT POINTS** = _____ **TOTAL POINTS**

A (232 – 250 points)

B (212 – 231 points)

C (190 - 211 points)

D (175 - 189 points)

F (174 points or less)

BIBLE PRACTICUM CONTRACT

Student Signature

Date

Ministry involved with during this time

Phone number

Why did you choose this ministry?

This portion to be completed by the Supervisor

Supervisor Signature

Position

Church/Organization _____

Address _____

Home Phone: _____

Work: _____

This portion to be completed by a parent

Parent Signature

Date

Phone: _____

Contract Approved By:

Practicum Advisor

Date

***This completed contract must be turned in to the Practicum
Advisor before ministry can begin!***

SUPERVISOR CONTRACT

This portion to be completed by the student

Student Name _____

Date of ministry involvement _____

Ministry or Service Project _____

Personal impact from this experience _____

This portion to be completed by the supervisor

1. How often were you able to work directly with this student?

2. What were some of the strengths you recognized in this student?

3. What areas could be further developed and mentored in this student?

Supervisor Signature

Position

Church/Organization

Phone Number

Address

Home Phone: _____

Work Phone: _____