Summit Christian College, an institution of higher learning, educates leaders for Christian service.

Mentored Ministry Handbook

Updated May 2024

General College Information

Statement of Faith

All Administrators, Full-time and Core Faculty, Professors of Record and Adjunct Professors/Instructors teaching Biblical or Theological studies must be in accord with Summit Christian College's doctrinal position. Adjunct Professors/Instructors teaching in other areas must respect the doctrinal position of Summit Christian College.

We believe the entire Bible to be the uniquely inspired, authoritative Word of God. Consequently, we believe that no man-made creed or statement of faith can fully express all the truths of the Bible, and therefore should not be made binding on God's people. Nevertheless, in order to communicate to those who desire to know where we stand on certain issues, we present the following points, recognizing that they are bound to be incomplete and inexact.

1. We believe that there is one God, eternally existing in three persons, Father, Son, and Holy Spirit.

2. We believe that Jesus is the incarnate Son of God, fully God and fully man. We believe that he died on the cross for our sins, but was raised from the dead, and has ascended to the right hand of the Father. We believe that he is the only head of the church, and that he will return at God's appointed time, which will result in the resurrection to eternal life of the saved, and of eternal condemnation for the lost.

3. We believe that because of what Christ has done, God summons everyone to faithful submission to Christ, repentance from sin, confession of Jesus as Lord, and on that basis, immersion into Christ.

4. We believe in the presence of the Holy Spirit in the church and in each individual Christian, which empowers them to live a godly life and to carry out the total ministry of the church.

5. We believe that the church of Christ on earth is by God's intention essentially one, and that it is made up of all those who express a genuine faith in Christ and are obedient to him.

Purpose Statement

Summit Christian College works in collaboration with the church to provide a Biblical higher education to faithful men and women equipping them to serve effectively in various ministries in the church, on the mission field, and in para-church organizations.

Summit Christian College Mission

Summit Christian College, an institution of higher learning, educates leaders for Christian service.

Core Values

The following core values serve as guiding principles in the fulfillment of our mission to educate leaders for Christian service.

- Student Learning

    We believe in a quality education based on the inspired truth of Scripture that includes general, Biblical, and ministry studies. This involves the acquisition of knowledge, practical skills and experience.

- Student Personal Development

    We believe that Biblical higher education should stimulate mental and spiritual development that results in Christian maturity.

- Kingdom Service

    We believe that every member of the body of Christ is a minister. Therefore, we desire that the education received at Summit Christian College enables every student to impact the world for Christ primarily in vocational ministry, but also in volunteer ministries.

Institutional Goals

- Seek out ministry-minded students committed to the mission of the College.
- Offer high-quality, Bible-centered programs that prepare students academically and spiritually for service to Christ.
- Create a safe, attractive environment conducive to learning and spiritual maturation.
- Cultivate a strong financial base to meet all financial obligations and execute future planning ensuring an affordable education for students.
- Engage the services of and fairly treat qualified personnel who are dedicated to and capable of fulfilling the mission of the institution.
- Promote the spiritual and professional development of College personnel.

Mentored Ministry

Mentored Ministry Overview

Mentored Ministry is a practical ministry program for students that complements the academic program in the classroom. It provides students with hands-on, active learning experiences integrating academic exercise with practical ministry in an observable and evaluative environment.

Each semester, every student in the program teams up with a mentor from a local congregation serving in an area of ministry in which the student has an interest. Throughout the semester, students, under the oversight of their mentor, serve, helping to fulfill the ministry's mission, goals, and objectives. At the end of the semester, students may elect to continue serving in the area of ministry, or they may select to serve in a different area.

Mentored Ministry Goals and Objectives

Through the Mentored Ministry Program, Summit Christian College seeks to ensure that all students will:
1. Comprehend the mission of Christ's church and understand how various ministries in the church work together to fulfill the mission.
2. Grasp how various ministries meet the emotional, physical, and spiritual needs of those who are being served.
3. Identify a personal passion for an area of ministry which the student would further pursue either vocationally or non-vocationally.
4. Gain practical skills for faithfully executing specific ministries.
5. Mature emotionally and spiritually through ministering in Christ's church.

Mentored Ministry is an integral component to all of Summit Christian College's academic programs. By participating in the program, students should be able to complete the following Program Objective and Proficiencies:

Program Objective 2:   Spiritual and Professional Growth: Cultivate spiritual formation and Christian leadership qualities.

Proficiencies: 2.1   Students will exhibit Biblical teachings in their lives, ministries, and spiritual formation.
2.2   Students will engage in spiritual disciplines as a part of their spiritual formation and ministry preparation.
2.5   Students will develop Biblical philosophies for diverse ministries of the church.
2.9   Students will adopt leadership, professional, and personal skills needed for effective day-to-day ministry.

Mentored Ministry Components

The Mentored Ministry program has two components:

Christian Involvement with its corresponding courses MMM1110, MMM1120, MMM4210, and MMM4220. This component is for (a) first-year and (b) fourth-year students who have completed courses MMM2111, 2221, 3211, and 3221. First-year students enroll in courses MMM1110 and MMM1120. Qualifying fourth-year students enroll in courses MMM4210 and MMM4220.

Mentored Ministry with its corresponding courses MMM2111, MMM2121, MMM3211, and MMM3221. This component is for second and third-year students.

Mentored Ministry Requirements

Student Participation

Every degree and Certificate in Christian Foundations seeking student is required to participate in and complete the Mentored Ministry program. Students who have not completed the program requirements will not receive a certificate or degree.

Part-time degree-seeking students are to register for Mentored Ministry courses each semester, working sequentially through the courses without interruption. Exceptions may be made for part-time degree-seeking students taking minimal hours. In such cases, the student must still stay current with the schedule given below in "Program Progression."

Degree or certificate-seeking students who have fulfilled the requirements of the Mentored Ministry program but have not yet fulfilled the requirements for the degree and part-time degree and certificate-seeking students who do not register for Mentored Ministry courses should submit a summary to their academic advisors describing their church attendance and ministry activities at the end of each semester of enrollment.

Degree Requirements

The following chart specifies the requirements for the different certificates and degrees.

Degree or Certificate	Required Mentored Ministry Courses
Certificate in Christian Foundations	MMM1110 & 1120
Associate of Arts	MMM1110 & 1120; MMM2111 & 2121
Bachelor of Science or Bachelor of Arts in Biblical Studies	MMM1110 & 1120; MMM2111, 2221, 3211 & 3221; MMM4210 & 4220
Bachelor of Science in Christian Studies	MMM1110; MMM2111, 2121, 3211 & 3221

The requirements for transfer students and students completing degrees at an accelerated pace will be taken on a case-by-case basis. However, the general guideline is that these students must complete a semester of Mentored Ministry for each semester they are enrolled at Summit

Christian College. Transfer students who expect to be in a degree program for more than 50% less than the normal time it takes to complete the degree should enroll in MMM2000 and 3000 courses first.

Academic Credit Hours

Christian Involvement courses are Pass/Fail. Christian Involvement students who fulfill all course requirements receive credit on their transcripts for completing the course; however, they are not awarded academic credit hours, and the grade does not affect the student's GPA. Mentored Ministry courses MMM2111-3211 are graded (see *Grading System and Credit Points* in Academic Catalog). Students who pass the MMM2111-3211 courses with a D- or higher will receive one academic credit hour.

Program Progression

The following chart shows students' typical progression as they progress through their academic careers.

Year of Study	Semester	Mentored Ministry Course Number
Freshman	Fall	MMM1110
Freshman	Spring	MMM1120
Sophomore - Junior	One course each semester on a two-year rotation	MMM2111 The Heart of a Christian Leader MMM2121 The Prayer of a Christian Leader MMM3211 The Meditation of the Christian Leader MMM3221 The Purity of the Christian Leader
Senior	Fall	MMM4210
Senior	Spring	MMM4220

Student Ministry Expectations

Students are expected to mature and take on new responsibilities as they move through the program and advance toward degree completion. For example, a MMM1120 student may serve as an assistant to a Sunday school teacher. If the student continues in the mentored ministry program with an interest in teaching, when the student registers for MMM2111, they should be prepared to increase their teaching responsibilities. Continuing with the same example, an MMM3211 student who has completed four consecutive semesters of mentoring with a teacher may want to mentor with a children's minister or the director of Christian education. Students are also encouraged, but not required, to try different ministries. This will allow the student the opportunity to view ministry from many different perspectives.

The following grid shows the typical progression of expectations in ministry through the Mentored Ministry program.

Course Number	Ministry Expectations
MMM1110	Assist or help a lead person. In a teaching ministry, students can take on small assignments such as leading a devotion, prayer, or presenting part of a lesson under the oversight of the lead person.

MMM1120	Assist or help a lead person. In a teaching ministry, students can begin to take on more responsibilities, but they should still be under the oversight of the lead person.
MMM2111, 2121	Assist or help a mentor in ministry, taking on more responsibility during ministry activities but not responsible for the total program.
MMM3211, 3221	Taking a lead in ministry activities under the guidance and direction of a mentor. The mentor may be with the student during ministry activities, or the student may meet with the mentor afterward for a debriefing session.
MMM4210, 4220	Leading in a ministry with a mentor offering suggestions for improvement and proficiency.
The above grid explains the progression of a student who remains in a similar ministry throughout their college career. When a student changes their area of ministry during their college career, initial expectations may be lowered. However, these students should develop more quickly. For example, an MMM3211 student who serves for two years in children's ministry and then transitions to a worship ministry should not be expected to take the lead in a worship ministry. However, throughout the duration of the semester, the student should be expected to do more than assist or help.	

More mature students, students with greater skills and abilities, or students with previous experience may assume greater responsibility earlier in the program. Students and mentors must work together to ensure student development and ministry success. Students ought to be stretched as they progress through the program, but overburdening students may cause a student to minister poorly and a ministry not to fulfill its mission. Under normal conditions, mentors should not assume that MMM1110, MMM1120, MMM2111, and MMM2121 students are prepared to assume full responsibilities for a ministry (i.e., assume the role and all of the responsibilities of a Youth Minister or Worship Minister).

Ministry Options

Students registered in MMM1110—MMM3221 select a mentor serving in a local congregation. Typically, students choose a mentor who is serving an area of interest or an area in which they know they need further development. The following list identifies possible service areas; however, the students' options are not limited to this list.

Children's Ministry	Youth Ministry	Worship Ministry
Preaching Ministry	Calling Ministry	Ministry to Seniors
Christian Day Care	Men's Ministry	Women's Ministry

With prior approval from the student's academic advisor and the Academic Dean, a student registered in MMM2111—MMM3221 may fulfill their course requirements through a para-church organization. In such cases, the mentor must be qualified to mentor the student in the area of ministry.

MMM4210 and 4220 students have more liberty in setting up their learning experiences. Students select a mentor presently serving in a church or para-church organization. In most

cases, students should choose an area of ministry in which they desire to serve after completing their educational goals at SCC or in an area where the student feels he or she needs additional growth before completing their educational goals. The mentor does not need to be serving in the same location as the student; however, the mentor does need to be qualified as a mentor in the area of ministry. For example, a student wishing to fulfill the requirements for MMM4210 by serving in a music ministry may be serving at one church and have a mentor who is involved in a music ministry at another church. Another example of flexibility might look like this: an MMM4220 student who desires to serve in a preaching ministry after completing studies at SCC opts to serve as a fill-in preacher. In this case, the student may select a preacher or SCC faculty member as a mentor.

Additionally, students in MMM4210 and 4220 may be involved in a mentoring relationship that deals more with developing Christian character or philosophy of ministry and less with hands-on experience. For example, a student who desires to enter into a pastoral/preaching ministry may choose a mentor presently involved in such a ministry. The student may then fulfill the requirements of the course through regularly scheduled meetings with the mentor, during which the two of them discuss various aspects of the ministry as well as expectations within the church.

Time Commitment

To satisfy the program's requirements, students must invest at least 16 hours per semester preparing for and carrying out their ministry activities. Preparation for ministry includes activities such as preparing lessons, practicing, and debriefing with a mentor. Students with greater ministry responsibilities will frequently spend more than 8 hours per week preparing for and carrying out their ministry responsibilities.

Students maintain a time log throughout the semester, recording the date and number of hours they prepared for, executed, and debriefed with their mentor or carried out ministry activities.

Meetings

As the semester unfolds, students must attend regularly scheduled meetings. All Mentored Ministry students must attend monthly meetings with their academic advisors. These meetings are typically scheduled on the last Thursday of the Month.

Additionally, students registered for MMM2111-3221 must attend weekly class meetings led by the Director of the Mentored Ministry Program. These meetings are usually scheduled on Wednesdays at noon. The classes are designed to help students mature spiritually as a Christian leader. The sequence of themes for these classes is given below:

	Fall Semester	Spring Semester
Odd Academic Years	The Heart of the Christian leader	The Prayers of a Christian leader
Even Academic Years	Meditation in the life of a Christian leader	Purity in the life of a Christian leader

Developing Proficiencies

The Mentored Ministry Program has three assigned proficiencies students will work on each semester (see Goals and Objectives). Additionally, at the beginning of each semester, working with their mentor, students are to establish at least one additional proficiency they would like to

work on during the semester. The proficiencies should be observable and measurable. The outcomes should take into consideration the student's education, experience, skills, and future goals in ministry. Students should have different learning outcomes each semester reflecting their development and increased maturity.

Evaluations

Since the Mentored Ministry program is an observable evaluative program, students will complete a self-evaluation at the end of each semester. Additionally, the student's mentor will complete an evaluation of the student's activities and progress. The evaluations will cover the student's achievement of the goals and proficiencies, maturation, and performance.

Special Policies

MMM1110

To help MMM1110 students find an area of ministry and a place to serve, all MMM1110 students will travel together as a group to attend different congregations during the early weeks of the semester. As the group attends different churches, students should observe each congregation's congregational life and ministry opportunities. Before the end of the fourth week of the semester, MMM1110 students should select and meet with a mentor and complete steps 2-4 above.

Students in Full-time Ministry

Students serving in full-time or recognized ministry positions can use their ministry to fulfill the Mentored Ministry requirements. Students serving in this capacity have two options.

Typical. This option is designed for those who can attend the weekly class sessions. Students selecting this option must complete all requirements for the Mentored Ministry Program, including paperwork and meetings. However, when there is no qualified mentor at their church, they may select a respected minister serving in a similar role at a different church who will serve primarily in an advisory role as described in the section above for MMM4210-4220 students.

Non-Typical. This option is designed for those unable to attend the weekly class sessions. Students selecting this option do not complete the typical paperwork or attend weekly meetings; instead, they must comply with the following variation to the standard program policies:

- Initial Paperwork alternative: Students submit a list of proficiencies for the semester.
- Mentor Alternative: Students select a qualified person to help them achieve the three assigned proficiencies and the additional ones identified above and give constructive feedback.
- Time Log: Hours invested in the ministry will satisfy the time requirements, and no time log is required.
- Final Evaluations alternative: Rather than filling out the standard evaluations, students submit a personal evaluation and an evaluation from the person they selected to help them achieve their proficiencies. The evaluation should discuss the student's progress toward achieving the proficiency.

Students fulfilling their Mentored Ministry requirements in this capacity need to work with other leaders in their congregation to focus on some of the different aspects of ministry (i.e., an individual in a youth ministry needs to work with the senior pastor doing weddings, funerals, hospital calls, etc.). Full-time ministry students will not be "exempt" from Mentored Ministry but will fulfill the mentored ministry requirements through their ministry.

Internship

Students involved in internships during the semester may receive credit during their internship under the following conditions.

MMM4210 and 4220 students must:
   a.   register for both an internship and Christian Involvement at the time of registration,
   b.   attend monthly meetings,
   c.   communicate with their faculty advisors about the progress of their internship.

MMM2111, 2121, 3211, 3221 students must:
   a.   register for both an internship and Christian Involvement at the time of registration,
   b.   attend weekly MM meetings, monthly Mentored Ministry meetings, and
   c.   communicate with their faculty advisors about the progress of their internships.

The evaluations and time logs for the internship satisfy the requirements for the Mentored Ministry course.

Distant Education Students

Distance Education, degree-seeking students taking classes through the Summit Bridge who are not involved in full-time ministry fulfill Mentored Ministry and Christian Involvement ministry activities through their local church or a local Christian ministry. They must complete and submit all paperwork to their faculty advisors electronically by the due dates.

Monthly Meetings. Instead of attending monthly meetings with their academic advisors, students may elect to have an additional monthly meeting with their mentor. When students exercise this option, they must include the meetings on their time logs.

MMM2011, 2021, 3211, 3221 Mentored Ministry Weekly Meetings. As a first option, students should attend weekly meetings through the Summit Bridge. However, when a student's schedule does not permit it, the student may fulfill the weekly meeting requirement through professor-assigned reading assignments relevant to the semester's topic.

Registration, Course Completion Requirements, and Grading

The following list identified the steps for registering and satisfying the requirements of the Mentored Ministry Program.

1. During the registration process, certificate and degree-seeking students register for the next sequential Mentored Ministry course.
   Students are not charged for MMM1110, 1120, 4210, and 4220 courses; however, they are charged the standard tuition rate for MMM2111-322.
2. Before the first week of the semester, all Mentored Ministry students (except MMM1110) must meet with their prospective mentors. During the meeting, students should:
   a. Confirm that the mentor receives a copy of the Mentored Ministry Handbook and understands their responsibilities as a mentor.
   b. Develop a plan for the coming semester that:
      i. Identifies the specific ministry role the student will fulfill,
      ii. Identifies ministry responsibilities the student will meet,
      iii. Identifies written an additional proficiency for the student to work on during the semester.
   c. Have the mentor sign the Mentor Agreement Form
3. During the first week of the semester, all students (except those in MMM1110) meet with their Faculty Advisor and present the Mentored Ministry plan they have worked out with their mentors and a signed copy of the Mentor Agreement Form.
   a. During this meeting, the faculty advisor may recommend changes to the proposed proficiency.
   b. At the close of the meeting, the academic advisor will ensure the student has a copy of the Mentored Ministry Handbook, and the student has given a copy of the Handbook to their mentor along with all of the evaluation and agreement forms.
4. Students begin serving and maintaining a Time Log of their activities.
5. Students registered in MMM2111-3221 meet weekly at a designated location and complete additional assignments.
6. All Mentored Ministry students will meet with their faculty advisors on the last Thursday of each month to check the progress and answer any questions or concerns the students might have about their plan.
   a. Students who fail to comply with the above requirements may be placed on academic restrictions.
   b. If a student misses a meeting, the student must contact the professor and set up an alternative meeting time. Failure to meet regularly with the professor may result in the student failing Mentored Ministry.
7. Students must present their completed Mentor Evaluation Form, the Student Self-Evaluation Form, and Time Log to their academic advisor at the semester's final meeting.
8. Students who satisfactorily complete course requirements and turn in all forms will receive a passing mark for Christian Involvement courses or a letter grade for Mentored Ministry courses. Students who fail to complete the requirements or turn in the completed forms will receive a failing mark for the course.
   a. The registrar will record all marks on the student's transcript.

Grading

Grading is based upon fulfillment of course requirements (Available in MYSCC in the class requirements). Mentors do not give grades nor determine whether a student passes or fails.

Failure

Throughout the semester, students enrolled in Mentored Ministry courses must satisfy course requirements. Students not completing the course requirements during the semester are placed on academic restrictions.

If a student receives an "F" for Christian Involvement/Mentored Ministry courses at the end of the semester, they will be placed on character probation. Students placed on character probation for failing Christian Involvement/Mentored Ministry who do not immediately become involved in Christian Involvement/Mentored Ministry in the subsequent semester and complete the requirements satisfactorily may be dismissed from the College during the semester. A second consecutive "F" will result in the student being suspended from attending Summit Christian College for a period of one academic semester. Any subsequent failures will also result in suspension and/or dismissal from Summit Christian College. However, if a student gets involved in a church during their suspension and documents that involvement, one semester of Christian Involvement/Mentored Ministry may be made up.

If a student fails to meet the requirements of Christian Involvement/Mentored Ministry, the student may petition the Academic Dean for possible alternative ways to fulfill the requirement.

The Mentor

Mentors in the Mentored Ministry program are key elements in the students' maturation as Christian servants. Mentors are not only teachers but also living examples in ministry and life.

Mentoring allows students to walk next to and learn from those excelling in ministry. By walking beside their mentors, students learn to minister to the needs of people as the mentor ministers.

The Role of a Mentor

The mentor has a three-fold role:
1. Help students mature in Christ.
2. Help students develop skills to minister effectively.
3. Encourage students as they develop as Christian leaders and servants.

The Qualifications of a Mentor

The College has not established universal qualifications based on academic education, experience, or skill. Additionally, mentors may be serving vocationally or non-vocationally. However, the College has established qualifications in the following two areas:
1. **Christian character.** Students learn by observation. As students work beside mentors, they not only observe/learn how to do ministry, but they observe and usually emulate their mentors' character, attitude, and values. Mentors are not expected to be faultless; however, they should be living examples of those striving for Christian maturity.

2. **Competency.** Based on education and/or experience, mentors should have sufficient competency in the ministry in which they are mentoring to help the student, at the level they are at, to reach their learning objectives.

The Responsibilities of a Mentor

Students enroll in the mentored ministry program each semester for the entire semester. Therefore, the College also asks mentors to commit to serve for an entire semester. Although students can change their ministry at the end of the semester, typically, they continue in the same ministry for the entire year. Before committing to mentor a student, a potential mentor should meet with the student to discuss the student's desires, educational goals, ministry goals, and expectations for the semester. If the potential mentor would like to serve, the mentor should read the Mentored Ministry Handbook to understand the program's dynamics and the requirements for the student and mentor. If the mentor is qualified and desires to serve as a mentor, the mentor needs to do the following:

1. Meet with the student before the first week of class to define the student's role and responsibilities, discuss expectations based on the assigned proficiencies, and develop an additional proficiency. See "Developing Proficiencies" below for more details.

2. Faithfully pray for yourself as a mentor, the student you are mentoring, and those who will be served through the ministry.

3. Look over the evaluation forms at the end of the Mentored Ministry Handbook. This will help the mentor guide, encourage, and evaluate the student.

4. As the semester unfolds, look for ways for the student to achieve the proficiencies and further stretch the student's skills and character without breaking the student or jeopardizing the ministry.

5. Set specific times to debrief with the student. This may be right after a class period or a few times a month over refreshments. Use this time to discuss the student's strengths and weaknesses, progress toward their goals or objectives, encouragement, or prayer for the ministry. This meeting time may take anywhere from fifteen (15) minutes to an hour. It is entirely up to you and the student.

6. At the end of the semester, complete a Mentor Evaluation form and return the form to the Director of the Mentored Ministry program. Afterward, meet with the student to go over your evaluation of the student. Explain your reasons for evaluating them in the way that you did.

Developing Proficiencies

All students have been assigned three proficiencies (Goals and Objectives). Working with their mentor, students should develop at least one additional proficiency to work on during the semester based on their experience and skill. The additional proficiency should be doable and measurable.

Mentored Ministry Forms

Mentor Agreement Form

At the beginning of the semester, all students should download the Mentor Agreement Form and the Mentored Ministry Handbook from the list of class resources in MYSCC. Then, they should email their mentors a copy of the form and the Mentored Ministry Handbook. After meeting with their mentors to establish the role, responsibilities, and additional proficiency, they should upload the completed Mentor Agreement Form to MYSCC.

Time Log

Once students have set up their ministries, they should download a copy of the time log from MYSCC and begin tracking their hours. Students should track their time in ½ hour increments and keep track of time spent in preparation for ministry, execution of ministry, and debriefing with their mentor. Students must upload their time logs in MYSCC at the end of the semester.

Mentor Evaluation Form

Near the end of the semester, students should download the Mentor Evaluation Form from MYSCC and email it to their advisor. Students should give their mentors time to complete the form before the due date. Completed forms are to be uploaded to MYSCC.

Student Evaluaiton Form

Before the end of the semester, students should download the Student Mentored Ministry Evaluation Form, fill it out, and upload it to MYSCC.