

## **What about all the ministry experience I had before coming to Emmanuel? Can any of it count for credit?**

Yes! There are two ways previous ministry can count through either **Transfer Credits** OR what we at Emmanuel call, **Advanced Standing**. Please note that Advanced Standing and Transfer Credits are two very different things. Some students even qualify for both. Keep on reading for details!

### **ADVANCED STANDING**

Practical experience gained in ministry, prior to enrollment at EBC, may be considered for Advanced Standing in Field Education. Some of our student have worked or extensively volunteered in a church or ministry organization. Students may have experience in things like a:

- Church-based Ministry or Missions Trip
- DTS, CPE, CAPPE, Capernwray or similar kind of training
- Work in a Community Social Agency, Not-for-Profit, or Camping Ministry

### **Mandatory Requirements**

Students who have been engaged in non-graded ministry experiences prior to being a student and who wish to receive advanced standing in Field Education must meet **ALL** of the following:

1. The student must have graduated from High School and not yet a student at Emmanuel when the ministry placement took place.
2. The student must be currently engaged in ministry and a corresponding academic program which builds upon this experience.
3. The reputation of the organization must be affirmed by the Field Education Committee.
4. The student ensures they can obtain an Evaluation Letter from their previous supervisor  
*Why? Even if your application is approved, you cannot be granted any credit(s) without a letter of evaluation and verification. Read the report requirements on page 4 document for more details about what exactly you need.*
5. The student submits an application second semester of their first year at Emmanuel  
*Why? All Emmanuel's first year students are enrolled in Mountain Top which requires FE100AA Field Education and Ministry Preparation and one FE placement during second semester. Advanced Standing credits are applied towards the remaining requirements of the program the student enters after completing Mountain Top.*

### **How do I apply?**

To start, the student reads through this document in it's entirely.

Then to apply for Advanced Standing Credit, a student submits a formal letter of request for Advanced Standing, in their first year, to the *Director of Field Education* including:

- ❑ The kinds of ministry activities in which the student was engaged
- ❑ The organization with which the student worked for/with
- ❑ The length of time spent in the particular ministry
- ❑ The Program at Emmanuel the student is enrolled/entering

*Letters of Request are accepted during the student's first year at Emmanuel.* The request will be circulated to the Field Education Committee that consists of the Academic Dean, a Faculty representative, a student representative and the Director of Field Education. The Field Education Committee will determine the exact number of credits the student is eligible for and will apply those credits towards the remaining requirements in the students program. The credits will not be applied towards the student's first year of Field Education. Students may be granted up to half of their remaining Field Education credits after first year through Advanced Standing.

If approved, the Director of Field Education will notify the student with details in writing. Any approval given is conditional on the student registering and submitting payment for the tuition fee for each conditionally approved credit.

### **If approved, what can I expect next?**

In the written approval, the student will be requested to, and given permission to, proceed with the following requirements:

- ❑ See the Registrar's Office to register for the appropriate amount of Advanced Standing Credit(s)
- ❑ The student should be prepared to submit payment for the credits with the registration
- ❑ The student writes an 8 – 10 page paper describing the ministry tasks and reflects on the learning from that experience. A specific guideline for writing this paper is attached (pg 3)
- ❑ Submit a letter from whomever supervised the student in that experience(s)

**IMPORTANT! If you are unable to submit such a letter you will not be able to receive Advanced Standing credit. Please read PAGE 4 to ensure that you will be able to get such a letter before you make application for Advanced Standing.**

Written reports and evaluations are graded by the Field Education Director. The grade will be entered your permanent record and contribute to your GPA.

### **TRANSFER CREDITS**

The second way students can received credit for previous ministry experience is through transfer previous credits from another accredited institution (such as another Bible College, University, Community College, or some Discipleship Programs) providing:

- The experience is related to the students program of study
- The student can provide an official transcript with either a letter grade or equivalent

Transfer of these types of credits should be applied for through the Registrar's office. The Registrar will confirm with the Field Education Director regarding the suitability of these credits in light of your program of study. If approved, these credits will be transferred to your EBC academic record. There is no charge for the transfer of these credits.

## **Advanced Standing PERSONAL REFLECTION PAPER**

- Length:** 8 - 10 typed pages, double-spaced  
**Format:** Essay-style, including title page following *Cite it Right*  
**Due Date:** This will be assigned when your application is approved  
**Grading:** 70% of your final grade

### **CONTENT**

Please structure your paper using the two subtitles listed below. In the second section please number your responses to correspond with the questions and issues listed.

#### **1. Summary of Ministry Involvement 1 – 3 pages**

This section is not the core of your paper, but rather the necessary background to help the Director of Field Education understand and evaluate your personal reflections. Please describe briefly specific ministry tasks, preparation required, hours spent in ministry activities and time spent with supervisor. Include information regarding training sessions and a description of supervision sessions, where applicable. If possible, please include a copy of the job description for your position. Also, if you have reports documenting the above from your previous ministry, you may submit those reports rather than re-documenting the same material in your paper.

#### **2. Personal Reflection 5 – 7 pages**

Please respond to the following questions/issues in your reflection. Make sure you give the corresponding number to each entry. This is the major part of your paper so please give thought to your responses. You will be evaluated on the depth of your reflection.

1. How valuable did you find this experience to be in relation to your field of study and preparation for your future career goals?
2. Indicate several areas of strength that were discovered in terms of your ministry and professional skills during this experience. How have you built upon these strengths in recent years?
3. Identify those areas in which you found yourself needing to be further equipped or better prepared as you looked towards future ministry. What avenues have you pursued to help you improve in the specific areas identified?
4. Comment on your emerging philosophy of ministry as a result of this experience. Identify some key principles and goals for ministry that you consider to be important, as well as significant leadership issues related to the specific ministry in which you were involved, i.e. role of leaders, leadership style, dealing with conflict, etc.
5. Highlight any unresolved ministry issues, practical or philosophical, which were raised over the course of your ministry involvement. Comment on the thought and/or investigative process that you have followed in response to these issues.

## **Advanced Standing SUPERVISOR'S EVALUATION LETTER**

- Length:** 1 - 2 typed pages  
**Format:** On organization's letterhead and hand signed  
**Due Date:** Same date as Reflection Paper  
**Grading:** 30% of your final grade

*\*\*Before a student applies for Advanced Standing they need to verify that they can in fact get a letter from someone who supervised them in the ministry they wish to get credit for. If this is not possible, please discuss with the Field Education Director the student's eligibility before proceeding to apply for Advanced Standing.\*\**

### **REQUIREMENTS FOR SUPERVISION LETTER**

1. Most importantly, the supervisor is to give an idea of how well the student performed in the ministry tasks. **Simply stating that the student was engaged in a particular ministry for a specified length of time is not sufficient.**
2. This letter should include comments regarding:
  - Personal Work Habits
  - Ministry Abilities
  - Specific Strengths in Ministry
  - Areas for Further Development
3. The supervisor should include a brief statement of how long they have known the student and in what capacity, similar to what they would include in a letter of reference.
4. Include a brief description of the work the student was involved in during this ministry, as necessary.

### **REQUIREMENTS FOR SUBMISSION**

The letter must be printed on official letterhead and hand signed by the supervisor.

The supervisor does not need to keep their evaluation letter confidential. They may give it directly to the student to submit to the Director of Field Education at Emmanuel. However, if the supervisor wishes to do so, they may submit it directly by mailing it to:

Director of Field Education  
Emmanuel Bible College  
100 Fergus Avenue  
Kitchener ON N2A 2H2

Email letters will not be accepted unless they come as an attachment, written on the organization's letterhead stationery, and carry a written signature.

Further questions about this evaluation should be directed to the Director of Field Education at (519) 894-8900, ext. 246 or [fe@emmanuelbiblecollege.ca](mailto:fe@emmanuelbiblecollege.ca)