# Ministry Report Guidelines

**Outline for Ministry Reports**

A ministry report is a written description of an event or experience that is prepared to invite theological reflection on the practice of ministry. **The report should be 2-3 double-spaced pages**, with three pages being the **maximum** allowed.

1.      Describe a ministry situation in which you were actively engaged, and which challenged or deepened your theological understanding or practice of ministry. Choose an event that had significant impact on your ministry or required a large amount of spiritual, mental, or emotional energy. It can be a positive or negative experience.

2.      Write your report using the five areas below to guide your reflection:

***Contextualization:***

* Describe briefly the demographic context of your ministry setting, e.g., membership (or similar information for non-parish internships), age, gender, ethnicity, social class, educational levels, location (e.g., urban, rural, suburban), staffing pattern.

***Orientation/Disorientation:***

* Describe the event or situation in a way that a reader can get a mental picture of it. What happened? Who was involved? What was your role? How did you and others respond? What was the result?
* How do current historical, political, socio-cultural, economic, denominational and other movements influence your perception of what took place?
* In what ways did you experience vulnerability or courage? How did others react? How has this experience affected you personally and professionally? What are the key issues for you?

***Reorientation:***

* In what ways does the gospel engage the situation you have described? Where do you see Christian faithfulness being lived out? Where might your understanding of scripture and theology conflict with the situation/event/behaviors you described?
* How does God reveal Godself in this situation? What brings new life and hope?
* Which of your personal beliefs and/or convictions are reflected in or challenged by the experience? Do your actions reflect your core beliefs? If so, how? If not, why not?

***Pastoral/Educational Imagination:***

* What have you learned from the experience that may impact your current or future ministry?   How can its benefits be continued or its hazards be avoided? Are there actions you need to take in response to your insights or the insights of others?
* During this experience or in later reflection on it, how did you draw from your knowledge and learning from other classes you have taken at UPSem?

***Peer Reflection Questions:***

Include two questions you would like to discuss with your peers.