

TEEM Manual

Theological Education for Emerging Ministries



California Lutheran University
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**THEOLOGICAL EDUCATION FOR EMERGING MINISTRIES
INFORMATIONAL GUIDE**

TABLE OF CONTENTS

Welcome by Director Penumaka	2
Introduction	3
Excerpt from the ELCA Candidacy Manual	4
TEEM at PLTS and Luther Seminary	9
Policies and Procedures	13
The TEEM Mentor	14
Sample 'Mentor's Evaluation Form'	16
Financial Aid and Cost	17
Sample letter of contract of the congregation	18

WELCOME BY THE DIRECTOR

Welcome to the Theological Education for Emerging Ministries (TEEM) Program of Pacific Lutheran Theological Seminary (PLTS) of California Lutheran University (CLU) of the Evangelical Lutheran Church in America (ELCA). Our program is in collaboration with Luther Seminary of St. Paul, MN and the Lutheran Center in Atlanta. TEEM is an academic, intensive, practical, and interactive program for preparation in ministry in the ELCA. The TEEM program is a new way of learning together as a church. The students engage in theological work that in diverse settings in which ministry is already occurring. This manual provides information about the program.

If you are a prospective or new student, you will find the TEEM program to be enriching and rewarding. You will experience a powerful sense of community with your classmates and find that your time in the program is not only an intense, educational experience in a unique and diverse learning environment, but that it is also a time to recharge for facing the challenges of your ongoing ministry. You will also find support in your professors, who are open to communication with you between classes, and in your mentor, who will serve as an example and guide throughout your time in TEEM.

If you are an academic mentor, a bishop or other church leader, thank you for your support and for the difference you are making for the future of this church. We are looking forward to a continuing partnership with you!

Moses Penumaka

Rev. Dr. Moses Paul Peter Penumaka
Director
Theological Education for Emerging Ministries
SPRING 2019

INTRODUCTION

This *TEEM Manual* is intended for anyone wishing to learn more about the TEEM program as it is offered at Pacific Lutheran Theological Seminary in collaboration with Luther Seminary and the Lutheran Theological Center in Atlanta.

For further information about TEEM, please contact one of the offices below:

Pacific Lutheran Theological Seminary, Berkeley, CA

Please call the Student Assistant at (510) 559-2703 or the Director at (510) 559-2723
Email teem@plts.edu or mpenumaka@plts.edu

Luther Seminary, St. Paul, MN

Please contact the office of Admission at (651) 641-3521 or email admissions@luthersem.edu or contact the Dean's Office at (651) 641-3468 or email Leslie Ortiz: lortiz001@luthersem.edu

Lutheran Theological Center in Atlanta, GA

Please call the office at (404) 614-6331 or email lortiz001@luthersem.edu
lutherantheologicalcenter700@gmail.com

EXCERPT FROM ELCA CANDIDACY MANUAL PAGES 51 - 54

Chapter 5 - Admission under other Circumstances

5.1 Theological Education for Emerging Ministries

Theological Education for Emerging Ministries (TEEM) is a leadership formation process in the ELCA designed for those who meet the established criteria. Authorized in the ELCA Constitution (7.31.04) and described in the Study of Ministry (2003), the Study of Theological Education (1993; 1995), and the ELCA's Plan for Mission adopted at the 2003 Churchwide Assembly, the TEEM process responds to ministry needs of the ELCA.

TEEM candidates do not self-identify. Consideration for admittance into the TEEM process begins with the granting of entrance by a Candidacy Committee followed by a recommendation from a synod bishop (section 5.1.3). The director for candidacy in the Domestic Mission unit then grants acceptance of a candidate into the TEEM process, when the criteria for acceptance listed below are met.

5.1.1 Criteria for Acceptance into TEEM

A person seeking to complete all the academic and practical requirements for Word and Sacrament ministry through the TEEM process will demonstrate the identified characteristics (section 2.1). Every candidate participating in the TEEM process must be serving in an emerging ministry site identified by a synod bishop.

5.1.2 Emerging Ministries

Emerging ministries are Word and Sacrament communities that meet one or more of the following criteria:

1. ethnic-specific, multicultural, or recent immigrant ministries,
2. small-membership rural or urban congregations where a synod bishop has had difficulty identifying and placing a candidate for call,
3. new mission starts authorized through normal ELCA processes,
4. congregation renewal ministries authorized through normal ELCA processes, and
5. ministries with people who are differently abled.

5.1.3 The TEEM process

TEEM candidates complete all the steps in the candidacy process outlined in this manual. A candidate's admittance into TEEM occurs only after the steps listed below have been completed.

1. A synod bishop provides a letter recommending a candidate for admission into the TEEM process.
2. A bishop's letter of recommendation must identify a specific ministry site where a candidate will serve. The same ministry site will serve as both the candidate's teaching parish experience and the site for a supervised internship.
3. The director for candidacy must accept a candidate into the TEEM process following the granting of entrance.

After TEEM candidates complete the academic and practical ministry requirements and are granted approval by a Candidacy Committee, they normally serve their first call in the ministry site originally identified by a synodical bishop. Following first call, the opportunities for mobility are the same as for all ELCA rostered ministers.

5.1.4 Steps in Candidacy for TEEM

Candidates for the TEEM process must be granted entrance by a Candidacy Committee. In preparation for an entrance interview, the following are required:

1. Candidacy Application Form and Entrance Information Form,
2. Congregational Registration Form,
3. background check,
4. psychological evaluation, and
5. an entrance essay.

Following the granting of entrance, a Candidacy Committee sends the following documentation to the director for candidacy:

1. the Entrance Decision Form,
2. the entrance essay, and
3. a bishop's letter of recommendation identifying the ministry site where a candidate will be serving.

After review of the documentation, the director for candidacy sends a synodical bishop and the Candidacy Committee a written notification of acceptance or rejection into TEEM with copies to the candidacy leadership manager. Candidates not accepted into TEEM may continue the candidacy process by applying for admission into a Master of Divinity program at an accredited seminary.

5.1.5 TEEM Competency Assessment Panel (CAP)

Following notification of a candidate's acceptance into the TEEM process, a member of the DM candidacy staff normally convenes a Competency Assessment Panel (CAP) with faculty from a seminary that offers a TEEM curriculum. When a CAP is convened in a synod, the synod will be responsible for travel costs for seminary faculty asked to serve on a CAP. A synod may request the candidacy leadership manager to convene a CAP using electronic technology. The primary responsibility of a CAP is to assess a candidate's knowledge and leadership abilities in each of the competency areas (section 5.1.6). In conversation with a candidate, a CAP will identify the academic work or other training needed to strengthen a candidate's ministry skills and make a recommendation to the Candidacy Committee. The panel does not have authority to reverse a Candidacy Committee's entrance decision. A CAP normally includes:

1. the seminary TEEM director and, when possible, an additional seminary faculty person,
2. a synodical bishop or his/her designee,
3. a Candidacy Committee member,
4. a DM candidacy staff person,
5. a member from the appropriate ethnic community,
6. the synod's director for evangelical mission when a candidate is an approved lay mission developer.

The seminary TEEM director normally serves as a candidate's faculty adviser, accompanying him or her to completion of the candidacy process. The number of CAP meetings with a candidate varies depending on synod and seminary expectations. Normally, a CAP will meet with a candidate at the beginning of the process, at endorsement, and again prior to approval. Communication technologies, such as conference calls and online meetings, may be used to facilitate CAP meetings.

5.1.5.1 Endorsement

At approximately the mid-point of the process, a TEEM candidate participates in an endorsement interview with a CAP, which serves as an endorsement panel and makes a recommendation concerning endorsement to the Candidacy Committee. Prior to the interview, a candidate completes an endorsement essay. The TEEM director, or in some cases the faculty adviser, participates in the panel. Endorsement is an important point in the candidacy process because it provides a Candidacy Committee with an opportunity to assess a candidate's progress and readiness to complete candidacy. Based on a CAP recommendation, the Candidacy Committee makes an endorsement decision.

5.1.5.2 Approval

When a candidate successfully completes a program of study, a CAP acts on behalf of the seminary faculty and completes the approval recommendation (Form D). The Candidacy Committee then follows the regular process for approval, including an approval essay and interview. The granting of approval by a Candidacy Committee is required for completion of the TEEM process.

5.1.5.3 Assignment

Following being granted approval and completing the necessary assignment forms, including the ABC form and the Rostered Minister Profile (RMP), TEEM candidates participate in the Churchwide assignment process, which administratively assigns them to the synod where their ministry site is located. If a TEEM candidate is granted an approval and the ministry site where the candidate is serving is no longer able to extend a call, he or she may enter the regular Churchwide assignment process to seek assignment and first call.

5.1.6 Competencies

A CAP assesses a candidate's understanding of Lutheran confessional theology and identifies additional resources and course work that will strengthen a candidate's ability to integrate Lutheran theological understandings with the praxis of ministry. A CAP assesses the following:

1. Bible – skills for understanding and interpreting Scripture through a Lutheran hermeneutic
2. Theology and ethics – an ability to reflect critically through Lutheran theological and ethical lenses.
3. Lutheran Confessions – an ability to articulate and integrate into ministry the foundational teachings of the Lutheran church.
4. Church history – a basic understanding of the history of Lutheranism in the United States.
5. Worship – an ability to lead worship, preach, and serve as a spiritual leader.
6. Teaching – an ability to teach the Christian faith to others.
7. Evangelical mission and stewardship – skills and knowledge for leading and developing communities of faith in responding to God's mission through outreach and the practice of holistic stewardship.
8. ELCA structure and polity– an understanding of the interrelationship among all expressions of the church.
9. Administration – basic church administrative skills.
10. Service – a commitment to justice and skills for addressing hunger and poverty.
11. Pastoral care – knowledge, skill, and experience in providing basic pastoral care to

people in various life circumstances, as well as the ability to lead and prepare others to provide appropriate ministries of care.

5.1.7 Seminary experience

Seminary TEEM programs provide:

1. a solid grounding in Lutheran theology and the Lutheran Confessions to enable a candidate to articulate a Lutheran theological perspective,
2. a firm understanding of ministry and mission in a Lutheran context, including the integrity and variety of Lutheran worship,
3. opportunity for a candidate to participate in current theological conversations and establish relationships with future colleagues in ministry, and
4. participation in the seminary's boundary and safe church workshops or the equivalent offered by a synod.

5.1.7.1 Internship

Following entrance and in the first year in ministry, a TEEM candidate receives supervision mutually agreed upon by the Candidacy Committee and the seminary in the site where he or she is presently serving. Supervision provides a TEEM candidate with an opportunity to receive structured feedback from an experienced pastor. The seminary internship evaluations or other structured feedback forms are normally completed during a candidate's second year of service in a ministry site and sent to the appropriate Candidacy Committee and the seminary TEEM director.

5.1.7.2 Supervised Clinical Ministry

Clinical Pastoral Education (CPE) is important for the development of pastoral care skills. The CPE program selected must be sensitive to and understand a candidate's culture and ministry responsibilities. When a ministry setting would be negatively affected by a candidate's prolonged absence, or when a regular CPE program is not available, a Candidacy Committee may recommend an alternative contextualized CPE program in consultation with a CAP.

THE TEEM PROGRAM AT PACIFIC LUTHERAN THEOLOGICAL SEMINARY, LUTHER SEMINARY, AND THE LUTHERAN THEOLOGICAL CENTER IN ATLANTA

The TEEM program offered by PLTS and Luther Seminary of the ELCA meets the "competencies for ministry and mission" and "residency" expectations of the ELCA, and assists the candidate's movement through the related supervisory and evaluation processes. The candidate is enabled to meet the requirements of the ELCA. Furthermore, in order to address the needs of the students' ministerial contexts and to enable them to become effective leaders in the church and community, the teaching-learning process of PLTS is based on the following four perspectives: *Lutheran identity, multiculturalism, public sphere,* and *religious pluralism.*

Instruction takes place during two concentrated weeks at PLTS in Berkeley, CA and one concentrated week at Luther Seminary, St. Paul, MN or the Lutheran Theological Center in Atlanta, GA per year, along with a sustained mentor-student relationship. Three years of coursework, plus internship and Clinical Pastoral Education (CPE) as prescribed by the CAP and Synod Candidacy Committees constitute the normal curriculum. This educational design facilitates a call to the vocation of ministry or employment, normally in a ministry site to which the student will be called upon completion of the program.

Getting Started

The prospective student may contact the TEEM Office at any time for information about the program. However, the process for officially entering TEEM **always begins with an invitation for conversation with the prospective student's bishop.** With the bishop's positive recommendation, the candidacy committee of the synod then meets to decide the prospective student's entrance. Finally, the prospective student must be approved by the ELCA's Vocation and Education (V&E) Unit. The V&E Unit notifies the prospective student's Synod Bishop of their approval, and a copy of that letter is sent to the TEEM Director.

As soon as the prospective student has been entranced, he or she is strongly encouraged to contact the TEEM Office so that the director and the synod together may select a suitable mentor, and planning may begin for the student's first class in the fall which normally takes place the 2nd week of October.

TEEM Curriculum and Calendar

The TEEM curriculum consists of 16 courses and 8 workshops, covering the basic areas that comprise preparation for ordained ministry, i.e., biblical, theological, historical, practical, and pastoral studies. The student normally takes 6 courses per year. Following is the course grid sequence of specific courses and workshops that one can expect to be offered:

TEEM Program Sequence

Year	FALL Session @ PLTS <i>(3rd week October)</i>	WINTER Session @ PLTS <i>(last week January)</i>	SUMMER @ Luther Seminary <i>(last week May)</i>
Year I	Introduction to Old Testament <i>Workshop Orientation to TEEM</i> Ministry in Context	World Religions <i>Workshops: Methods & Hermeneutics, Professional Boundaries</i> Introduction to New Testament	Pastoral Care <i>Workshop Stewardship</i> Church History
	FALL Session @ PLTS	WINTER Session @ PLTS	SUMMER @ Luther Seminary
Year II	Pauline Epistles <i>Workshop Gender & Sexuality</i> Lutheran Theology: Sources and Hermeneutics	Preaching I <i>Workshop Evangelism</i> Lutheran Liturgy	Preaching II <i>Workshop Inter-Religious Dialogue</i> Christian Education
	FALL Session @ PLTS	WINTER Session @ PLTS	
Year III	Systematic Theology I <i>Workshop Race and Justice</i> OT Prophets	Systematic Theology II <i>Workshop Church Polity</i> Christian Ethics: Radical Love embodied	Graduation

Language Needs

Individual language needs will be explored with the student, with the intent of enhancing his or her academic performance. Mentors play a very important role in helping the students to articulate theological concepts in authentic, meaningful, and relevant ways.

Internship

Internship is a period of concentrated involvement in ministry under pastoral supervision and is supported by a congregational internship committee. Normally, a TEEM internship will be a maximum of twelve months in length. Because most TEEM students have prior experience in pastoral ministry or are preparing for a very specialized ministry, *the TEEM internship is designed to meet each student's special needs.*

The internship design should be based on the recommendations of the Candidacy Committee and the Competencies Assessment Panel (CAP) in consultation with the TEEM Director. Please refer to the information contained in the TEEM Internship Manual. There you will find a Seminary Training Experience Profile (STEP) to assist you in determining appropriate goals for the internship, as well as evaluation forms for interns, supervisors, and internship committees. In addition, there is a description of the hoped-for relationship between the supervisor and the intern; recommendations for supervisory meetings; and a description of ministry areas that will be assessed in the final evaluation.

One month prior to the beginning of the internship, students must fill out and return to the TEEM Director the "General Information for TEEM Internship Form," as well as the "Goals for TEEM Internship Form," both of which are contained (with full explanations) in the TEEM Internship Manual.

Clinical Pastoral Education (CPE)

The length of CPE is normally either three months full-time or six months part-time.

Again, the Candidacy Committee and the TRP recommend the specifics of timing, content, and location for a particular candidate's fulfilling of CPE. For information and directory needs, visit: www.acpe.edu. Students about to begin CPE must fill out and return to the TEEM Director (*one month before the start*) a 'CPE General Information Form' (obtainable from the TEEM Office) that notes the site and the supervisor's contact information, etc.,. Upon completion, the student should request the CPE Supervisor to send a report to the WMC TEEM Office and the student's synod office.

Timeline of the Class Sessions

Classes are held on the PLTS campus in October and January and at Luther Seminary in June. Normally, the class sessions are held for one full week. The student typically takes two classes and one workshop.

Approximately three months prior to each class session, students are emailed course syllabi and book lists. At the same time, students are emailed information regarding registration, payment of tuition, housing, and meals. Students make their own arrangements for travel to the assigned site for classes. The seminaries can assist with information on housing, either on campus or in local hotels.

The compact course schedule assumes preparation prior to the class sessions, as well as work following the classes. Students read texts and write responses to study questions prepared by the professor, in consultation with their Mentors, beginning about 3 months before the class sessions, and are assigned a paper or other project to be submitted 4 to 6 weeks following the sessions, again working with their Mentors. Coursework thus continues year-round.

POLICIES AND PROCEDURES

The TEEM Director: The TEEM Director administers the program, and the Director or the Director's designate is a member of all CAPs.

The TEEM Office: The TEEM Office coordinates all procedures (class registration and syllabi, housing and meals, recording of grades, etc.) under the guidance of the Director. Questions about TEEM may be directed to the TEEM Office, or to the Director via the TEEM Office, at 2000 Center Street, Suite 200, Berkeley CA 94704, (510) 559-2703 or email at teem@plts.edu.

Application and Admission: A positive entrance decision into TEEM granted by the Candidacy Committee constitutes complete admission into TEEM: no additional paperwork is required by the TEEM Office. The Office will be provided a copy of the student's application for candidacy by the synod.

Registration for Classes: After a new student has been approved for entrance into the TEEM program, the TEEM Office will contact the student and offer enrollment in the next academic year, which begins in October. The student's response to this action constitutes 'registration.' At the end of each class session, continuing students will be contacted and sent course syllabi for the next session. However, any student who is delinquent in any financial obligation to PLTS will not be permitted to continue in the program unless an arrangement for clearing such obligation has been made with the Business Office at PLTS.

Housing and Meals: Reservations for on-campus meals and information about lodging also are arranged in advance by the TEEM Office, usually by email. Students are informed

of local accommodation possibilities.

Tuition and Fees: Tuition and meal fees are billed at the conclusion of each class session. Normally, tuition charged at the beginning of a student's program will continue at the same rate through the three years of coursework. However, PLTS reserves the right to raise or lower tuition based on the seminary's Finance Committee's direction.

Financial Aid: Students are encouraged to seek financial assistance from home congregations and their respective synods. Some financial aid is also available through the PLTS TEEM program. Application forms are available upon request from the TEEM Office. The award of financial aid is based on need. The determination of need is made by the Director of the TEEM program, the Business Office Managers, and a member of the faculty who teaches regularly in the TEEM program. Awards are usually announced in the winter quarter of the academic year. The TEEM program also qualifies for educational benefits from the Veterans' Administration (VA). Information is available from the TEEM Office.

Insurance: Several insurance possibilities are available to TEEM students, which may be explored with the seminaries.

Grades: Faculty submit grades to the university. Students have access to view their grades electronically by logging into their student account. A minimum grade of C is required for continuation in the program.

Release Forms: Students are asked to sign a Release Form, allowing the TEEM Office to report grades and other information relevant to the student's progress to the Synod and Candidacy Committee.

Graduation: Persons completing the TEEM program receive a Certificate of Completion during the respective seminary's Commencement held annually in the Spring semester. A graduation fee is payable prior to graduation. Graduates of the TEEM program become members of the respective Alumni/ae Associations.

THE TEEM ACADEMIC MENTOR

Out of all the people who interact most regularly with the TEEM student, the role of the mentor is key. The person chosen as mentor following consultation between the student's synod and the TEEM Director will have more contact and deeper ties with the student than

anyone else administering or teaching in the program.

The Role of the academic Mentor and the Purpose of Mentoring

The role of the mentor is extremely important in the student's academic career and theological development, especially in the area of contextualizing the theology to meet the needs of the student's ministry setting.

- The role of the mentor is *almost exclusively academic*. In this capacity the mentor prepares the student for instruction and works with the student on the post-instructional assignment(s) given by the faculty. In order to achieve this, the mentor is expected to read all the required books and reading assignments and to follow the faculty's instruction for a given course.
- The purpose of mentoring is to offer encouragement and constructive criticism on all the works done by the student before and after instruction, and to ensure that quality educational assistance is made available to the student.

Thus, the mentor and the student should avoid using the mentoring sessions to discuss practical parish work, even if one or both parties might be desirous to do so. Discussion on practical parish ministry is not the primary focus and should take place outside the regular mentoring sessions.

The mentor should meet the following requirements:

- The mentor must be an ordained minister of the ELCA, usually with an MDiv or its equivalent and ideally with a minimum of five years of experience in ministry (two of which preferably are in the present setting). Particular situations, however, may allow for exceptions to these requirements.
- The mentor must have a thorough understanding of and a strong commitment to the TEEM program of theological education.
- The mentor must be nominated by the Bishop and approved by the mentor's own congregational council or governing board. Final selection is made by the TEEM Director.
- It is highly desirable that the mentor have some familiarity with the primary language of the student.

The Academic mentor is expected to:

- Meet regularly with the student. It is expected that the mentor spend a minimum of two hours per week per course working with the student on the student's studies. (This timetable can be adjusted to suit both parties, particularly in cases where the distance between them is great. Nevertheless, meetings should take place on a regular basis.)
- Help the student to gain additional theological insights.
- Send a completed 'Mentor Evaluation Form' to the TEEM Director at the end of each class.
- Keep in close touch with the TEEM Director regarding any significant developments, changes or problems in the student's academic progress or personal situation.

MENTOR'S EVALUATION FORM

(To be filled out after the student has completed the final course assignment)

Name of Student: _____

Name of Mentor: _____

Course Title: _____

Date of Instruction: _____

Date of Completion: _____

Please describe the student's pre-instruction preparation and post-instruction preparation for the final assignment for this course:

Issues facing you and your student in this course:

I agree to notify the TEEM Program:

Suggestions, correctives to the attention of the program Director:

Frequency of Student/Mentor encounters: ___ times per week, for ___ hours each time

Signature of the Mentor _____ Date _____

FINANCIAL AID

Financial support is available for all, especially people of color, through the financial aid office of PLTS of CLU. For more information please contact the Teem Office at (510) 559-2703 or email teem@plts.edu

TEEM 3 YEAR CERTIFICATE ESTIMATED BUDGET

First Year

Tuition @ 995.00 X 6 courses	\$5970.00	
Travel, Room and Board per each session @\$ 1000.00 X 3 for FALL, Winter & Summer sessions	3,000.00	
Books	225.00	
Total per 1st year		9,195.00

Total per 2nd year **9,195.00**

Third Year

Tuition @ 995.00 X 4 courses	\$5970.00	
Travel, Room and Board per each session @\$ 1000.00 X 2 for FALL, Winter sessions	2,000.00	
Books	225.00	
Total for 3rd year		6, 205.00

Internship fee 600.00

Graduation fee and regalia 200.00

Total cost for three years (approximately) \$25,395.00

Scholarship are provided by PLTS for students who need support. Synod and the sponsoring Churches support TEEM candidates. Please contact TEEM office for more information.

A [Congregational letterhead]

LETTER OF AGREEMENT FOR TEEM PASTORAL MINISTRY

In keeping with the policies and practices of the Evangelical Lutheran Church in America and the Northwestern Pennsylvania Synod, and in order to set forth clearly the agreement for service between the congregation and TEEM Vicar,

(Congregation)

(Location)

agrees that

(TEEM Vicar's Name)

will serve as a TEEM Vicar

on a ____ part-time ____ full-time basis from _____ to _____ in accord with the following mutual promises:

Together the congregation and TEEM Vicar will:

- A. During this TEEM candidacy period, agree to address the following specific concerns:

- B. In the case of part-time ministry, agree to the following schedule of service:

The TEEM Vicar will:

- A. Preach and teach the Word of God.
- B. Preside at worship according to the practice of the Evangelical Lutheran Church in America
- C. Provide pastoral care to all members of the parish according to their needs, visit as necessary, officiate funerals, and uphold the members in prayer.
- D. Give pastoral leadership for the meetings, activities, and organizations of the congregation.
- E. Encourage support of the total ministry of the Evangelical Lutheran Church in America.

Letter of agreement prepared by the Rev. Ralph E. Jones, Ed.D., D.D. Bishop--Northwestern Pennsylvania Synod, 22598 Titusville Road, PO Box 43, Pleasantville, PA 16341