

Approval Process Timeline Planning Aid for MASSC Students for the Seminary Portion

Note: For these steps, start at the top and move down through the following steps.

Step 1: Set up the date of the meeting with the Candidacy Committee. Make sure that it will:

- occur after the completion of your internship, and
- will allow the faculty to meet for the Faculty Panel and the full faculty meeting after the completion of your internship. (Faculty are not able to meet from June – August).

Step 2: Alert PLTS of the date (Dr. Veen, Pr. Katy, Brandon, and Faculty Advisor)

Step 3: Set time for the Faculty Panel discussion – at least 1.5 months before your meeting with the Candidacy Committee

Step 4: Submit paperwork to PLTS

- Final evaluation paperwork from your internship to Pr. Katy + Brandon. Due two weeks before the faculty vote.
- Approval Essay to Faculty Panel members. Due at least two weeks before the date of the faculty panel.

Step 5: Write the essay and find a few pastors, church members, mentors, or friends to read it over before submitting the final copy