



American Lutheran
Theological Seminary

ALTS Student Guide

2022 Edition



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**The National Staff of
The American Lutheran Theological Seminary
in Service to Christ's Church,
WELCOMES YOU!**



Rev. Dr. Jordan Cooper
Seminary President
altspresidentcooper@taalc.org



Mr. Duane Kleven
Executive Administrator
altsadministrator@taalc.org



Mrs. Bonnie Ohlrich
ALTS Registrar
registrar@alts.edu

We are happy to answer your questions and work with you through the application and registration process. For more information, please complete the contact form found on our website:

<https://www.alts.edu/contact-us>

American Lutheran Theological Seminary | 921 East Dupont Road, #920 | Fort Wayne, IN 46825-1551



ALTS Program Study Areas

Master of Divinity [M.DIV.]

The Master of Divinity or M.DIV. program, prepares young men and older men too, called to parish ministry on a path to ordination within the American Association of Lutheran Churches.

Our M.DIV. program prepares future pastors with critical instruction in the Greek language to read the gospel in the language in which it was written and also detailed studies in Exegesis / Systematics / Church History / and practical applications of parish ministry.

Our courses cover topics from Theological Prolegomena, Old and New Testament, Pastoral Theology and Life, to practical preaching. As an ALTS pastoral candidate, you will also serve as an intern or Vicar for at least 12 months under the supervision of a senior pastor. The purpose of the Vicarage is to show you the practical aspects of parish life, while you complete your studies.

An M.DIV. student will complete all 30 courses including a Vicarage on the path to ordination within the AALC.

Master of Arts in Religion [MAR]

The Master of Arts in Religion (MAR) prepares men and women for service in Christ's Church as a Commissioned Church Worker, or helper in the ministry of the local congregation, in such roles as: Deacon or Deaconess, Director of Youth Ministries, Bible Study Leader, or Missionary Service.

The Master of Arts in Religion degree program builds critical foundations in Biblical Exegesis and Systematic Theology forming an orderly and rational account of the doctrines of the Christian Faith with emphasis on practical service within the church. These are the persons who assist the pastor as he provides and oversees various kinds of leadership and ministry in the congregation. For example, Evangelism or Community Outreach Chairperson, or to simply answer the call to serve where God may choose.

The MAR has 24 required credits, and then the student will choose one of three areas of concentration; Administration, Outreach, or Pedagogy for a total of 30 credit hours. The final capstone for the Master of Art in Religion is a 6 credit Master's Thesis.

Foundation (24 Credits)

- The Bible in Context
- S100 Theological Prolegomena
- EO101 Old Testament Introduction
- EN101 New Testament Introduction
- S124 Lutheran Confessions I (prerequisite: S100 Theological Prolegomena)
- S125 Lutheran Confessions II (prerequisite: S124 Lutheran Confessions I)
- H101 Church History Overview
- H185 History and Polity of TAALC



Focused Areas of Study

Outreach (12 Credits)

- S132 Apologetics
- P160 Missions
- P190 Outreach Thesis (6 Credit Hours)

Pedagogy (12 Credits)

- S131 Catechesis
- P120 Teaching the Faith
- P190 Pedagogy Thesis (6 Credit Hours)

Administration (12 Credits)

- P151 Pastoral Leadership
- P170 Church Administration
- P190 Administration Thesis (6 Credit Hours)

Master of Arts in Theology [MAT]

The Master of Arts in Theology educates men and women with the foundations of the Christian Faith. Our 30-credit program plus a 6 credit Master's Thesis, begins with "The Bible in Context".

The Bible in Context course introduces the student who does not have an extensive background in biblical languages to the linguistic and interpretive tools which will prove most useful in the discipline of biblical interpretation. It is not a course in hermeneutics but provides or reinforces the background information necessary to move into such a study.

The Master of Arts in Theology offers 4 areas of study: General Studies, Exegesis, Doctrine, and History. Each path ends with a Master's Thesis within the course of study you the student have chosen.

The Master of Arts in Theology is a program for individuals who desire graduate studies in the foundations of Christianity.

General Studies

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. The Bible in Context 2. E102 Hermeneutics (Prerequisite: Bible in Context) 3. S100 Theological Prolegomena 4. S415 Law and Gospel 5. P140 History of Christian Worship 6. H101 Church History Overview | <ol style="list-style-type: none"> 7. S115 Doctrine I (Prerequisite: Theological Prolegomena) 8. S116 Doctrine II (Prerequisite: Doctrine I) 9. Elective (Prerequisites must be met) 10. Elective (Prerequisites must be met) 11. P190 General Thesis (6 Credit hours) |
|--|---|

Exegetical Studies

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. The Bible in Context 2. E102 Hermeneutics (Prerequisite: Bible in Context) 3. S100 Theological Prolegomena 4. P140 History of Christian Worship 5. EO101 Old Testament Introduction 6. EO105 Pentateuch (Prerequisite: E102 Hermeneutics) | <ol style="list-style-type: none"> 7. EO107 Prophets: Isaiah (Prerequisite: E102 Hermeneutics) 8. EN105 Synoptic Gospel: Matthew (Prerequisite: E102 Hermeneutics) 9. EN107 Pauline Letter: Ephesians (Prerequisite: E102 Hermeneutics) 10. S415 Law and Gospel 11. P190 Exegetical Thesis (6 Credit Hours) |
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Doctrinal Studies

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| <ol style="list-style-type: none">1. The Bible in Context2. E102 Hermeneutics (Prerequisite: Bible in Context)3. S100 Theological Prolegomena4. P140 History of Christian Worship5. H101 Church History Overview6. H130 Reformation History7. S115 Doctrine I (Prerequisite: Theological Prolegomena) | <ol style="list-style-type: none">8. S116 Doctrine II (Prerequisite: Doctrine I)9. S124 Lutheran Confessions I (Prerequisite: Theological Prolegomena)10. S125 Lutheran Confessions II (Prerequisite: Lutheran Confessions I)11. P190 Lutheran Doctrine Thesis (6 Credit Hours) |
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Historical Studies

- | | |
|---|---|
| <ol style="list-style-type: none">1. The Bible in Context2. E102 Hermeneutics (Prerequisite: Bible in Context)3. S100 Theological Prolegomena4. P140 History of Christian Worship5. H101 Church History Overview6. H130 Reformation History7. H131 Early Church History | <ol style="list-style-type: none">8. H132 Modern and Postmodern Church History9. S115 Doctrine I (Prerequisite: Theological Prolegomena)10. S116 Doctrine II (Prerequisite: Doctrine I)11. P190 Church History Thesis (6 Credit Hours) |
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Tuition

The American Lutheran Theological Seminary operates on the generosity of our donors within the AALC and friends of the AALC for the purpose of keeping our cost to our students low. Our goal is to provide quality education and training for service in Christ's Church without financial stress.

All our courses are online, which means you participate from the comfort of your home. Classes are normally held from 8pm (Est) to 10pm (Est). The student is responsible for their own technology equipment.

General Tuition

- \$500.00 USD per 3 credit hour class

Auditing Courses at ALTS

The term "audit" refers to a course that is taken for no credit, meaning that it is not calculated into a student's cumulative grade point average. A student may enroll in a course as an auditor, prior to the end of the first week of the quarter, as space allows.

Whether or not a student is allowed to audit any particular course is at the discretion of the instructor of that course. If spots are filling up in any class, priority is given to students taking the course for credit, rather than to those who are auditing.

In general, it is expected that only introductory courses will be audited by the general public, though pastors, church workers, and others with a background in theological education may take upper-level



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courses at the discretion of the professor of that course. Some exceptions may be allowed; decisions are made on a case-by-case basis.

Auditing is for the benefit of the individual enrolled in the course and will not result in any credit given toward a degree at ALTS. If a student chooses to audit a course and later enrolls in a degree program, the audit does not excuse them from taking the full course again with all credit requirements as given by the instructor.

The student who audits a course is expected to attend as many class sessions as for credit students, though there is no expectation that one will participate in tests or writing assignments.

Audit – General Public

- \$100.00 USD per class

Audit – American Association of Lutheran Churches (AALC)

Pastors, church workers, and congregants within the AALC are able to enroll and audit courses at ALTS at a discounted rate of \$50.00 USD per class.

Grants and Scholarships

The American Lutheran Theological Seminary may offer grants and scholarships from time to time when specific funds are available. Our courses are very economical and the need for grants and scholarships are normally not a consideration.

Grants and Scholarships are available for international students specifically where standards of living are not on par with the United States. International students can inquire about such grants and scholarships after registration.

Application

All students and auditors are required to apply as a student with ALTS. The application process begins with completing the form found on our website: <https://www.alts.edu/contact-us>

- All courses are taught in an interactive online classroom; the student is required to be familiar with and supply their own technology to connect with our classrooms
- All students must demonstrate proof of an undergraduate degree by submitting their transcripts, other requirements are outlined in our application
- Students whose primary language is not English must successfully complete and submit their TOEFL scores – [Educational Testing Service TOEFL](#) to ALTS
- For more information or to apply, please visit our website and complete our contact us form: <https://www.alts.edu/contact-us>



Course Descriptions

GREEK I & II

All M.DIV. students must take and pass two quarters of Greek.

Greek I & II are technical courses which prepare the student to read and write in the Koine Greek text of the New Testament. The goal of these courses is to create proficiency in the ancient language, so that one is prepared for in-depth textual study of the New Testament books. Greek is required for E102 Hermeneutics. Greek and Hermeneutics are foundational for EO105 Pentateuch, EO107 Prophets: Isaiah, EN105 Synoptic Gospel: Matthew, and EN107 Pauline Letter: Ephesians courses.

Prerequisite: Required (M.DIV.)

Credit Hours: 6

The Bible in Context

All MAR and MAT students must take and pass The Bible in Context.

The Bible in Context course introduces the student who does not have an extensive background in biblical languages to the linguistic and interpretive tools which will prove most useful in the discipline of biblical interpretation. It is not a course in hermeneutics but provides or reinforces the background information necessary to move into such a study. The Bible in Context is required for E102 Hermeneutics. The Bible in Context and Hermeneutics are foundational for EO105 Pentateuch, EO107 Prophets: Isaiah, EN105 Synoptic Gospel: Matthew, and EN107 Pauline Letter: Ephesians courses.

Prerequisite: Required (MAR & MAT)

Credit Hours: 3

Exegetical Courses

E102 Hermeneutics

This course provides a student with a thorough understanding of the theological, and historical aspects of interpreting the Scriptures. The course assumes the student has completed an introductory level of Greek or the Bible in Context. Topics covered include presuppositions of textual interpretation, grammatical systems, literary theory, the historical setting of texts, the nature of revelation, the connection between text and worldview, and the centrality of Christ in understanding the Sacred Scriptures.

*Prerequisite: Greek (M.DIV.)
or The Bible in Context (MAR & MAT)*

Credit Hours: 3

EO101 Old Testament Introduction

This course examines the writings of the Old Testament with attention to the author, style, intended audience, date, and theological themes of each writing. The course also provides the student with the background of the key points of the redemptive narrative of Scripture such as creation, salvation, and Christ's person and work as presented in the Hebrew Bible. The student is expected to read significant portions of the Old Testament throughout the course.

Prerequisite: None

Credit Hours: 3



EO105 Pentateuch

The Pentateuch is the foundational section of the Old Testament and has a profound impact both within the Christian church and the broader world today. In this course, the student is equipped in understanding the historical world of the Pentateuch, along with the most important theological and literary themes in these five books. The student is equipped not only to understand this section in its original context, but with the tools to apply God’s revelation within the Torah to the Lutheran congregation in a twenty first century context.

Prerequisite: Hermeneutics

Credit Hours: 3

EO107 Prophets: Isaiah

In this course, the student gains a thorough understanding of the theological, textual, and historical contents of the book written by the Hebrew prophet Isaiah. An emphasis is placed in Isaiah’s place within redemptive history—particularly his Messianic prophecies which are fulfilled in Christ. Isaiah is also placed within the broader context of Israelite prophetism which encapsulates both the major and minor prophets in the Old Testament.

Prerequisite: Hermeneutics

Credit Hours: 3

EN101 New Testament Introduction

This course examines all writings of the New Testament while considering the topics of: author, style, intended audience, date, and theological themes. An emphasis is placed on Christological themes, and the fulfillment of the Old Testament narrative through establishment of the New Covenant. In this course, the student is expected to read the entirety of the New Testament.

Prerequisite: None

Credit Hours: 3

EN105 Synoptic Gospel: Matthew

The Gospel of Matthew has often been considered the most foundational account of the life of Jesus. In this course, the student learns the background and context of Matthew’s writing. Attention is paid to the author’s consistent use of patterns and narratives of the Old Testament which structure his narrative around Jesus as the fulfillment of all Old Covenant promises. The student is also equipped to apply the lessons of Matthew’s Gospel to the church in the present age.

Prerequisite: Hermeneutics

Credit Hours: 3

EN107 Pauline Letter: Ephesians

This course explores Paul’s theology through his Epistle to the Ephesians. The short book is explored in relation to its key themes, along with its connection to the rest of the New Testament. The student is expected to examine the Greek text in some depth, especially as one unpacks Paul’s key theme of being “in Christ,” within this theologically rich book.

Prerequisite: Hermeneutics

Credit Hours: 3



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Systematics Courses

S100 Theological Prolegomena

This course answers the question: What does it mean to be Lutheran? Students explore the underlying thinking of Martin Luther's doctrinal outlook, along with that of later Lutheranism. Emphasis is placed on the unique perspectives taken by adherents of the Lutheran Reformation which differentiate this tradition from broader Christendom.

Prerequisite: None

Credit Hours: 3

S115 Doctrine I

Through an in-depth study of Francis Pieper's Christian Dogmatics (along with supplemental texts), this course explores the foundational elements of Christian doctrine, including: Scripture, God, man, sin, atonement, providence, and Christology. Scriptural and philosophical foundations of these teachings are presented, alongside a study of alternate perspectives on each topic. By the end of the course, the student is expected to have a clear understanding of each doctrine, along with the ability to communicate it to others.

Prerequisite: Theological Prolegomena

Credit Hours: 3

S116 Doctrine II

Continuing the work of Doctrine I, this course explores the doctrines of: salvation, the church, the sacraments, election, and eschatology. Scriptural and philosophical foundations of these teachings are presented, alongside a study of alternate perspectives on each topic. By the end of the course, the student is expected to have a clear understanding of each doctrine, along with the ability to communicate it to others.

Prerequisite: Theological Prolegomena and Doctrine I

Credit Hours: 3

S124 Lutheran Confessions I

This course is a study of the books included within the 1580 Book of Concord as accepted as authoritative by the Lutheran church. This first Confessions course covers: The Ecumenical Creeds, The Small Catechism, The Large Catechism, The Augsburg Confession, and the Apology of the Augsburg Confession. The student is equipped in the historical background and theological content of these documents.

Prerequisite: Theological Prolegomena

Credit Hours: 3

S125 Lutheran Confessions II

This course is the second study of the books included within the 1580 Book of Concord as accepted as authoritative by the Lutheran church. This second Confessions course covers: The Power and Primacy of the Pope, The Smalcald Articles, and The Formula of Concord. The student is equipped in the historical background and theological content of these documents.

Prerequisite: Theological Prolegomena and Confessions I

Credit Hours: 3

S131 Catechesis

Martin Luther wrote two catechisms, one for pastors (Large) and one for parents (Small). He broke new ground with the Small Catechism in two ways: He moved beyond the late Middle Ages catechetical instruction so that it was consistent with the Reformation center: justification by grace through faith in Christ. Ultimately Luther saw the need for the formation of the faith and the catechisms as tools to do that. Over the past five centuries both of those developments



have been negated or de-emphasized. Catechesis has become little more than classroom instruction by the pastor or Director of Christian Education (DCE). This course examines the purpose of Catechesis, the role of the two catechisms in Catechesis, and examination of possible steps forward in light of Luther's intent of the Catechisms.

Prerequisite: Theological Prolegomena

Credit Hours: 3

S132 Apologetics

The Apostle Peter urges Christians to: "Always [be] prepared to make a defense to anyone who asks you for a reason for the hope that is in you; yet do it with gentleness and respect" (1 Peter 3:15 ESV). As Western culture drifts from its earlier Christian convictions, this task is increasingly important for the church. This course is an introduction to Christian apologetics, which addresses historical, practical, and philosophical challenges to the faith today. The student is equipped to address current challenges to the faith with truth and grace.

Prerequisite: Theological Prolegomena

Credit Hours: 3

S415 Law and Gospel

The distinction between the Law and the Gospel is a key element of Lutheran theology and practice. Through a thorough examination of C.F.W. Walther's work *The Proper Distinction Between Law and Gospel*, the reader is equipped with the tools both to understand the theological debates and history surrounding this distinction, and to apply God's Law and Gospel in a practical ministry context.

Prerequisite: None

Credit Hours: 3

History Courses

H101 Church History Overview

This course provides an introduction to key aspects and elements important for the study of historical theology. Components to be considered include the following three areas: (1) the foundation of critical/analytical thinking; (2) reading, reasoning, and reflection on the practice of history; (3) an introduction to the intersection/influence of philosophy and theology throughout the course of history. Selected historical problems, periods, and case studies will be used as illustrations and examples.

Prerequisite: None

Credit Hours: 3

H130 Reformation History

The purpose of this course is to acquaint the student with the philosophical and religious history of late Medieval and Reformation Europe. As foundation, students will become conversant with soteriological and epistemological views of the time as well as societal and political concerns and events. The contributions of Martin Luther will receive prominent attention. Other outstanding Reformers will also be studied, viz. Zwingli, Grebel, and Calvin.

Prerequisite: None

Credit Hours: 3

H131 Early Church History

This course presents the major trends, personalities, and events influencing the life of the church during the first five centuries. Primary emphasis is upon institutions, cultures, and doctrine. Use of primary sources in translation. The goal is for the student to understand the



development of the early Christian Church, including doctrine, movements, and relationships among the key people from the New Testament era to AD 600.

Prerequisite: None

Credit Hours: 3

H132 Modern and Postmodern Church History

The course of Christianity examines trends and movements in Europe, the Americas, and in Asia from the French Revolution to the present. Special emphases include: biblical criticism, the religion-science controversy, neo-orthodoxy, 20th-century ecumenism, church-state relations, and the modern and postmodern divide.

Prerequisite: None

Credit Hours: 3

H185 History and Polity of TAALC

This course provides a history of American Lutheranism, specifically focusing on the predecessor church bodies as the background for the formation of The AALC. The course will focus on interactions between church bodies and theological issues during this period. Then the polity of The AALC will be examined within Lutheranism and the Church Catholic.

Prerequisite: None

Credit Hours: 3

Practical Courses

P102 Pastoral Theology and Life

This course is divided into two sections: Pastoral Theology, and Pastoral Life. Pastoral Theology focuses on how pastoral work is performed in the congregation, along with the theological foundations of this work. Pastoral Life focuses on how the pastor lives out his life as a disciple of Jesus Christ. The course examines the role of Word and Sacrament in the life of the pastor, the development of one's personal spiritual life, and proper churchmanship.

Prerequisite: None

Credit Hours: 3

P103 Pastoral Counseling

This course overviews three models of counseling that can be used in pastoral settings. A review is done of each of the models which includes their strengths, limitations, and utility in specific counseling events. As adult learners, the students come to this course with many life-experiences that shape thinking, values and beliefs and perceived need for counseling. (elective)

Prerequisite: None

Credit Hours: 3

P120 Teaching the Faith

This course examines the role of the pastor as a teacher (and secondarily as administrator of educational programs) in Lutheran parishes. The course provides an overview and study of major learning theories and teaching methods as these relate to the practice of education in the church. Provision is made for student teaching experience in local Christian day schools under the supervision of experienced Lutheran teachers.

Prerequisite: None

Credit Hours: 3



P130 Preaching I

This course nurtures a passion for teaching the Word of God, as the student develops the necessary habits of the faithful preacher, including the development of practical skills of research, sermon preparation and delivery, and communication. This is done within the context and mission of a Lutheran congregation. The student gains an understanding of the nature and function of preaching within the context of Christian community, worship, catechesis, and witness.

Prerequisite: None

Credit Hours: 3

P131 Preaching II

Developing the skills as taught in Preaching I, this course equips the student to develop sermons which faithfully proclaim Law and Gospel within a Lutheran theological context. This course teaches long-term habits of sermon preparation and delivery, along with giving alternative approaches to sermon writing. The student is expected to write and deliver sermons throughout the course.

Prerequisite: Preaching I

Credit Hours: 3

P140 History of Christian Worship

The course provides an historical survey of worship, especially focusing on the Patristic, Medieval, and Reformation developments. The student will also explore the aspects of leading worship in today's world, and the implications and relationships of worship to the rest of church life.

Prerequisite: None

Credit Hours: 3

P151 Pastoral Leadership

The purpose of this course is to prepare pastors for effectively leading a congregation in the current realities of the 21st century. Special attention is paid to ministry within a post-Christian context. The course focuses on the theology of leadership, along with the practical implementation of biblical leadership. The student explores what it means to communicate effectively with both Christians and non-Christians, leadership development in a congregational setting, conflict prevention and resolution, and congregational healing after conflict.

Prerequisite: None

Credit Hours: 3

P160 Missions

As Jesus delivers his Great Commission to the disciples (Matt. 28:18-20), it is the calling of the church to reach out to one's community and the larger world with the Gospel of Christ. This course develops a theology of mission as described in the book of Acts, with a view to its practical application in a congregational context. The student is equipped in methods of mission and evangelism for both a foreign and domestic context.

Prerequisite: None

Credit Hours: 3

P170 Church Administration

This course is designed to help the pastoral student focus on church administration within the context of the two kingdoms. The kingdom of the left includes the administrative side or church leadership, while the kingdom of the right includes the development of an environment of spiritual growth and mission through Word and Sacrament.

Prerequisite: None

Credit Hours: 3

Course Relationships at a Glance



G103 Greek Intensive [M.Div.]		E102 Hermeneutics	EO105 Pentateuch
G101 Greek 1 [M.Div.]	G102 Greek 2 [M.Div.]		EO107 Prophets: Isaiah
E101 The Bible in Context [MAR] & [MAT]			EN105 Synoptic Gospel: Matthew
			EN107 Pauline Letter: Ephesians

S100 Theological Prolegomena	S115 Doctrine I	S116 Doctrine II
	S124 Lutheran Confessions I	S125 Lutheran Confessions II
	S131 Catechesis	
	S132 Apologetics	
S415 Law and Gospel		

P130 Preaching I	P131 Preaching II
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EN101 New Testament Introduction
EO101 Old Testament Introduction

P102 Pastoral Theology and Life
P103 Pastoral Counseling (elective)
P120 Teaching the Faith
P140 History of Christian Worship
P151 Pastoral Leadership
P160 Missions
P170 Church Administration

H101 Church History Overview
H130 Reformation History
H131 Early Church History
H132 Modern and Postmodern Church History
H185 History and Polity of TAALC



American Lutheran
Theological Seminary

Field Work and Pastoral Internship Manual

The Vicar

Pr. Daniel Dapelo
First Edition September 3, 2019
Update July 1, 2020



Preach the Word

4 I charge you in the presence of God and of Christ Jesus, who is to judge the living and the dead, and by his appearing and his kingdom: 2 preach the word; be ready in season and out of season; reprove, rebuke, and exhort, with complete patience and teaching. 3 For the time is coming when people will not endure sound teaching, but having itching ears they will accumulate for themselves teachers to suit their own passions, 4 and will turn away from listening to the truth and wander off into myths.

—2 Timothy 4: 1 – 4 (ESV)

Augsburg Confession: Chief Articles of Faith

Article V: Of the Ministry.

That we may obtain this faith, the Ministry of Teaching the Gospel and administering the Sacraments was instituted. For through the Word and Sacraments, as through instruments, the Holy Ghost is given, who works faith; where and when it pleases God, in them that hear the Gospel, to wit, that God, not for our own merits, but for Christ's sake, justifies those who believe that they are received into grace for Christ's sake.



ALTS

Field Work Principles

Field Work is the initial, yet key component of seminary training for students. Field Work provides the seminarian with congregational opportunities to learn about and participate in many areas of pastoral ministry, while under the guidance of a pastor. In a minimum of 6 required quarters of field work, they will primarily focus on exposure to these areas:

- Worship
- Preaching.
- Visitation Ministry.
- Education/Teaching.
- Church Record Keeping.

As the student progresses through the seminary curriculum, he will begin to participate and lead in these areas, to match his coursework for a minimum of 6 quarters. Thus, Field Work is not immersion training, but a gradual exposure to the different facets of pastoral ministry.

Worship:

Scripture Readings:

Introduction to worship will start with reading one or more Scripture texts. The student will begin reading either the Old Testament reading or the Epistle reading. The goal is for the seminarian to develop public reading skills with the help of the pastor. This should be an ongoing (weekly) activity for the seminarian. As the pastor senses growth in public reading, he may have the seminarian begin reading two lessons and perhaps eventually all three readings.

Liturgical Portions:

There are two areas which the seminarian normally should not lead:

- Confession/Absolution
- The Sacrament of Holy Baptism
- The Words of Institution (Lord's Supper).

The seminarian can lead the service in several places, gradually being introduced to each section:

Introit, Kyrie, Gloria in Excelsis, Collect of the Day, Readings, Creed, Prayer of the Church, Post Communion Canticle, Lord's Prayer, Benediction (appropriate for lay person).

Preaching

The seminarian should have completed course P130 (Preaching 1) before preaching within the congregation. After completion of course P130, preaching could be on a regular basis, but not to exceed once a month. More realistically, the seminarian should preach approximately every 6-8 weeks (except in emergency). Every sermon the seminarian preaches is required to have the Field Work Supervisor review it before he preaches.

After completing course P131 (Preaching 2), the seminarian may preach regularly, i.e. once a month.



Visitation Ministry

The seminarian can accompany the pastor on any visits (hospital, shut-in, prospective member, etc.) that the Supervisor deems appropriate.

The first few times, the seminarian is to be a silent guest as he observes the pastor. Post-visit observations, questions, and discussion are important for Field Work. Upon follow-up visits, the pastor may delegate a portion to the seminarian (reading Scripture, prayer). As the seminarian gains experience and confidence, more of the visit can become his responsibility.

Emergency visitation (accident, trauma, etc.) is entirely the Supervisor's decision and his discretion. Follow-up visits in emergency cases may provide helpful training within the context of pastoral ministry and congregational life.

Education/Teaching

The seminarian will observe the pastor teaching as often as possible. At every opportunity, the seminarian will observe other teachers of various age groups. After the seminarian completes and passes course P120 (Teaching the Faith), then the pastor may give the seminarian opportunities to teach in the congregation. Continuity and longevity of teaching are beneficial in the process. That is, if the seminarian begins to teach a class, it is recommended that he be given responsibility for a minimum of 4 consecutive weeks. As opportunities occur, the seminarian may be asked to teach various courses to various age groups (Catechism, Youth, New Members, Adults, etc.).

Church Record Keeping

Part of the seminarian's learning experience includes knowing what record keeping is required for the governmental authorities, for TAALC, and for other groups. This includes recording baptisms, numbers of people communed, marriages, etc.

Note: The pastor may not be the one who actually records these acts of the church. However, the seminarian needs to be aware of how to do it, so that he is prepared to face any situation when he serves on his own.

Evaluation

Supervisor: At the end of each quarter, the Field Work Supervisor should provide a brief report of the seminarian activities in the congregation. The report should be sent to the Regional Pastor, and the Seminary Provost. Also, any pertinent observations are expected to be discussed with the seminarian, to help as he progresses in his studies.

Seminarian: At the end of each quarter, the seminarian will write a summary report of his activities. He will include appraisals of his personal and professional growth, as well as his observations regarding areas he needs additional education or experience in. The report should be sent to the Field Work Supervisor, the Regional Pastor, the Seminary President, and to the Seminary Administrator.



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Pastoral Internship Principles

The Pastoral Internship is an opportunity for the seminarian to gain extensive experience in all aspects of pastoral ministry with the exception of the conduct of marriage vows, the consecration of Holy Communion, and the Absolution. A Vicar is expected to participate in the various dimensions of ministry under the supervision of an ordained pastor. The Supervising Pastor guides the Vicar into many areas of ministry to gain experience in the many aspects of congregational life. In all other areas, the Supervising Pastor is to provide the Vicar with guidance, grace, and the opportunity within the congregation to grow in experience and ability.

Before the Pastoral Internship, the Vicar is required to complete 18 courses in the Master of Divinity (M.Div.) program. Within the 18 courses, the Vicar must complete and pass these 7 courses (including prerequisites):

- P130 – Preaching I
- S124 – Confessions I
- S115 – Doctrine I
- P140 – Worship
- S415 – Law and Gospel
- S131 – Catechesis
- P102 – Pastoral Theology and Life
- The Vicar is also required to quote the entire Small Catechism.

Pastoral Internship Purpose:

- To provide prospective pastors a one-year full-time opportunity, or its equivalent part-time, to practically learn about the extensive calling of the Office of Holy Ministry,
- to grow in Christ, and in confidence of being a shepherd of His Church,
- to respect the congregation and supervising pastor he is serving under,
- and to prepare himself and his family for the ebb and flows of the Office of Holy Ministry.

Pastoral Internship Goal: To gain extensive experience in all aspects of pastoral ministry, with the exception of officiating marriages, and consecration of the Sacrament of the Altar. These aspects are:

Community

The Vicar is entering into a whole different experience. They may be simply taking a more immersive role in the congregation they have done Field Work in, while others may enter into a congregation with a completely different culture and expectations. Even though the Pastoral Internship is a minimum of one year, the visibility of the Vicar and his family within the congregation is necessary. It is also imperative that the supervising pastor and congregation take the Vicar under their wings and provide for them, in order to cultivate a healthy environment for the Gospel to be proclaimed and the Vicar and his family to grow. The pastoral intern shall be designated as ‘Vicar.’ Both Vicar and congregation are to see the mutual relationship of training a man for future pastoral ministry, while benefitting the whole church.

The congregation shall use the following recommendations in determining payments to Vicar:

- **A Vicar is not expected to subsidize his own Internship.** He is however to manage his finances wisely, especially in realm of his family.



- **Travel/Moving:** Each case must be considered individually. If no allowance is offered, sufficiently furnished housing should be provided, unless the Vicar chooses to pay his own moving costs.
- **Housing/Utilities:** Adequate housing and reasonable utilities should be provided without cost to the Vicar. He may be housed in a home or specific apartment provided, or paid for, by the congregation. Otherwise, he should receive a monthly allowance which is the average rental value of a home or apartment in the area of the congregation.
- **Transportation:** On-the-job expenses for a car should be provided at no cost to the vicar. This can either be a fixed allowance or reimbursement based on IRS per business mileage rate.
- **Health Insurance:** Insurance should be paid, in order to provide the Vicar and family with adequate health insurance.
- **Cash Payments** (in addition to travel/moving, housing/utilities, transportation, and health insurance): The congregation should be aware that the Vicar and family must have enough on which to live on. The congregation shall provide payment that is consistent with the area where the church is located and living space the Vicar and family will live.
- **The congregation** should be aware that the Vicar must cover many costs with his service during Internship. For tax purposes, the Vicar is an employee of the congregation, so the congregation must withhold and remit both federal and state income taxes, as well for Social Security.

If the Vicar finds that the congregation does not provide for some of these items adequately, he may respectfully discuss such things with the supervising pastor. From there, the supervising pastor will take potential concerns under advisement.

Worship Leadership

During Field Work, the Vicar should have been exposed to participating in the regular worship services. In the Internship, the Vicar should become more apt to plan, lead, and teach about worship services from a Lutheran perspective, while also acknowledging the practices of the local congregation. This would include occasional rites and services, hymn selection, readings, prayers of the Church, seasonal additions and omissions, etc. The Vicar should also begin to understand practically that the preaching within the worship service is of the utmost importance, as it is both essential to Word and Sacrament ministry and to the teaching of the congregation.

The Vicar is not to preside over the solemnization of marriage vows, the Sacrament of Holy Baptism, the consecration of the Sacrament of the Altar, or the Absolution. Such rites require an ordained pastor on the clergy roster of TAALC to preside over such (as per Augsburg Confession – Article XIV). It is at the discretion of the Supervisor, to allow the Vicar to distribute the elements of the Sacrament of the Altar.

Preaching

Preaching the Word of God in its truth and purity is both a joy and a privilege. During Field Work, the Vicar may have preached enough to become confident in his preaching style, while being the voice of God through Law and Gospel. In the Internship, the frequency of the Vicar preaching should increase to a minimum of once a month. While a Vicar may have different responsibilities during his Internship, the maximum he should preach in a given month is 3 times.



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This maximum does not include midweek services or occasional services (nursing homes, shut-ins, etc.).

The Vicar is to learn and implement healthy practices in studying the text, preferably in the original languages, while rightly distinguishing Law and Gospel, and applying the Word of God to the lives of congregation.

To achieve such, the supervising pastor must be involved in this process because he is the shepherd of the congregation the Vicar is serving in. Thus, the supervising pastor will review each of the Vicar's sermons for both Scriptural content (Law/Gospel) and practical application (Christ in today's world). The supervising pastor also is to have continual dialogue regarding presentation, different styles of preaching, and the planning of a sermon series.

Religious Education/Teaching

The Internship experience is to be one of growth for the Vicar. As the Vicar gains knowledge and experience, he is to continually grow in his ability to teach and to bring Christ into every situation of pastoral ministry. He is to be diligent in the correct study of God's Word, as explained by Luther: oratio, meditatio, tentatio. The Vicar must be given every opportunity to hone his teaching style among all age levels. It would be of great benefit for him to be involved in planning, implementing, and observing the evaluation of various ministries.

The Vicar should be expected to plan, observe, and teach in many different facets, such as but not limited to:

- Sunday school.
- Bible classes.
- Men's and Women's Bible Studies
- Confirmation classes.
- Devotions for meetings.
- New Member classes.
- Chapel or other services, if a school is joined to the church.
- Vacation Bible School.
- Youth Groups.
- Newsletters.
- Newspapers.

The supervising pastor should occasionally observe and evaluate the Vicar's classes. Throughout the duration of the Internship, periodic evaluation meetings with the supervising pastor will allow the Vicar to ask questions, seek guidance, and be supported as he grows.

Administration

Most entering into pastoral ministry find the amount of administrative work daunting. Though seminary prepares the prospective pastor to be aware of the administration realm, the Internship can practically prepare the Vicar for the rigor of parish administration.

The Vicar is in a unique position where he can watch and learn an immense amount about administration from the supervising pastor, without the burden of being fully responsible for decisions that are made. The supervising pastor is the primary administrator of the congregation, which the Vicar can observe how he can delegate responsibilities and constructively oversee ministry groups and programs.



While administration is not always visibly seen in a congregation, the Vicar should be willing to observe and attend various meetings without being required to. This display of discernment will show the difference between simply being present and being able to shepherd a congregation toward specific goals. The Vicar's experience in church administration is solely to expose him to the administrative realm, and to better prepare him for serving as overseer in congregational life.

As a result of church administration being subjective to each individual congregation, the Vicar will be evaluated by the supervising pastor, in relation to the specific congregational ministry. The supervising pastor needs to teach the Vicar how to oversee the general direction of ministry, while tending to specific needs of the congregation as a shepherd. This includes organizations, programs, office work, and potentially working alongside other administrative staff (pastor, secretary, director, council members, etc).

Pastoral Counseling and Care

A pastor is called to be a seelsorger, a man of God who cares about and cares for Christ's redeemed souls. As a shepherd, he is to show love and concern as he cares for the flock God gives to him. In the Internship, the Vicar begins to experience this firsthand, as he observes and cares himself for the congregation.

Through visitations, shut-in visits, and those in need of counseling, the Vicar will see the constant need to bring Christ into the midst of peoples' lives. This is an area that is done in conjunction with the supervising pastor, to give the Vicar a sense of comfort. Due to the various nature of pastoral care, the Vicar should accompany the supervising pastor on a series of visitations before he is able to tend to visits alone.

Due to the confidential nature of counseling cases, the Vicar will not be involved directly in this process. However, he may be allowed at the discretion of the supervising pastor, to handle opportunities in youth work or other organizations. The supervising pastor is to have frequent discussions about proper pastoral care with the Vicar, giving resources, applications, and ways to equip and prepare the Vicar. The Vicar should write case histories to benefit counselees, himself, and the supervising pastor.

Every supervising pastor will differ in how to best care for a congregation, but over the course of the Internship, the Vicar will gain experience, knowledge, and ability to better care for the people of God given to him, in the Office of Holy Ministry.

Youth

In many situations, youth ministry is where the Vicar is given the most freedom and responsibility. The Vicar is to understand the joy of having young ones in the congregation, to teach the youth that they are part of (and the future of!) the Church, and to uplift them in the midst of greater congregational life. It is imperative for the supervising pastor to instruct the Vicar about the importance of boundaries with youth and youth work, and the dangers pastors may face in the midst of conflict – especially between youth and their families.



Evaluation

Over the course of the Internship, there is to be numerous opportunities to be evaluated by the supervising pastor, and by himself. Written evaluations are to be done the 4th, 8th, and 12th month of a one-year Internship (Every 4 months for its equivalent). The purposes of written evaluations are as followed:

- To help and guide the Vicar in better comprehension of pastoral ministry,
- To evaluate the Vicar's service, work, and effort,
- and to provide ALTS accurate and helpful guidance for the Vicar and future prospective pastors of TAALC.

Each evaluation will be from both the Vicar and the supervising pastor, and are to be discussed by them together. This is an opportunity for the Vicar to assess his strengths/weaknesses, as well as areas to improve and learn more about. Both the supervising pastor and Vicar are to answer truthfully in their evaluations, while also utilizing the fruits of the Spirit to guide conversation.

While specific written evaluations are required at certain points, it is always beneficial to meet on a consistent basis. Supervising pastors and Vicars are brothers in ministry for the next year, thus frequent meetings help in discussing the blessings and perils of parish ministry. Communication, humbleness, and a willingness to grow are vital for the Vicar to exhibit. Communication, gentleness and love in Christ, and an open door from the supervising pastor promote a healthy environment for the Vicar to grow.

Benchmarks for Internship

(at the discretion of the Supervising Pastor):

- Preach a minimum of 12 times through the course of a one-year Internship (or equivalent), or more if possible.
- Preach a minimum of 1 seasonal service (Advent/Lent).
- 6 visitations (2 or 3 being to the same person/family).
- Plan a minimum of 12 services through the course of a one-year Internship, and more if possible.
- Plan 1 4-week sermon series on a given topic.
- Plan and execute one ministry group event (Men's, Women's, Youth, etc).
- Teach minimum of 10 confirmation classes.
- Plan and teach 1 4-week Bible Study.
- Prepare and execute 3 devotions for use in ministry groups.
- Write 4 newsletter articles through the course of a one-year Internship.
- Read 2 books and write book reports through the course of one-year Internship. (Apply to congregation ministry and life).

