Theological Education for Emerging Ministries

WARTBURG THEOLOGICAL SEMINARY

Classic TEEM Program Guide

General Information

Website:
www.wartburgseminary.edu

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ACRONYMS USED IN THIS HANDBOOK

ELCA	Evangelical Lutheran Church in America
WTS	Wartburg Theological Seminary
CPE/CPW	Clinical Pastoral Education/Clinical Program of Wartburg
TEEM	Theological Education for Emerging Ministries
CAP	Competency Assessment Panel

Wartburg THEOLOGICAL SEMINARY

Forming valued leaders for God's mission

Friends,

Welcome to the Theological Education for Emerging Ministries (TEEM) Program at Wartburg Theological Seminary (WTS). The Evangelical Lutheran Church in America designed the TEEM program as vital theological education for this church's servant leaders and ministry settings in need of leaders. The TEEM program is academic, intensive, practical, and interactive. This Classic TEEM Program Guide is designed to offer detailed information to students, mentors, supervisors, and leaders in the congregations, other ministries, and synods who are partners in TEEM.

We are delighted to welcome you into our TEEM program – a program designed to provide you with theological education in close partnership with the ELCA candidacy process through your synod. WTS has a strong commitment to the program and to you. We are proud of this program and of the TEEM alumni who are valued leaders for the church and the world. We are grateful for the mentors and supervisors who have committed to serve as examples and guides, to the congregations and other ministries who offer you the opportunity to serve as you learn/learn as you serve, and to the synod leaders who invited you into this program and accompany you each step of the way.

Learning at Wartburg is collaborative. You will be engaged with synod staff, mentors, supervisors, classmates, Wartburg academic advisors, faculty, and staff. We believe you will find the TEEM academic and professional program to be challenging, enriching, and rewarding. We trust that you and the ministry to which you are called will benefit from our worship-centered community of learning. We intend the academics of the TEEM program to integrate smoothly and supportively with your ongoing ministry work. The director for TEEM, your academic advisor and professors want to support you in the course work, during intensives, and at all points along your journey. We welcome communication with you at any time.

May God richly bless you in your learning and your service. We are looking forward to a continuing partnership with you.

In Christ,

Cheryl Peterson
Academic Dean

ELCA Theological Education for Emerging Ministries TEEM

From ELCA Candidacy Manual 2023 beginning on page 49. Full manual available at https://resources.elca.org/candidacy/candidacy-manual-2023/

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 *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America* (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 Christian Community and Leadership home area 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 of Word and Sacrament communities such as the ones listed below:

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. congregational renewal ministries authorized through normal ELCA processes; and
5. ministries with people who are differently abled.

5.1.3 The TEEM Process

TEEM candidates will complete all the steps in the candidacy process outlined in this manual. A candidate's admittance into TEEM will occur 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. The bishop's letter of recommendation must identify a specific ministry site where the candidate will serve. The same ministry site will serve as both the candidate's teaching parish experience and the location of a supervised internship.
2. The director for candidacy acts to accept the 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 will normally serve their first call in the ministry site originally identified by the synodical bishop. Following first call, the opportunities for mobility will be 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, Entrance essay, and Entrance Information form;
2. Congregational Registration Form (Communal Discernment);
3. background check (section 3.2);
4. psychological evaluation (Appendix B of ELCA Candidacy Manual);
5. personal financial worksheet;
6. personal health assessment;
7. transcripts, licenses, and certificates;
8. when appropriate, evidence of payment of the application fee; and
9. A consent form to release student information under the Family Educational Rights and Privacy Act (FERPA) must be completed by the candidate, at each step of the candidacy process, and shared with the seminary. The form authorizes the seminary to share information with the candidacy committee.

Following the granting of Entrance, a candidacy committee will send 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 will send the 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.

5.1.4.1 TEEM Competency Assessment Panel (CAP)

Following notification of a candidate's acceptance into the TEEM process, a member of the Christian Community and Leadership home area candidacy staff will normally convene 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 the panel. A synod may request the candidacy leadership manager to convene a CAP using electronic technology. The primary responsibility of a CAP is to assess the 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 the 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 designee;

3. a member of the candidacy committee;
4. a Christian Community and Leadership home area candidacy staff person;
5. a member of the appropriate ethnic community; and,
6. 6.when the candidate is an approved lay-mission developer, the synod's director for evangelical mission.

The seminary TEEM director will normally serve as the candidate's faculty adviser, accompanying the candidate through completion of the candidacy process.

The number of CAP meetings with a candidate will vary depending on synod and seminary expectations. Normally, a CAP will meet with the 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.

5.1.4.2 Competencies

A Competency Assessment Panel (CAP) assesses the candidate's understanding of Lutheran confessional theology and identifies additional resources and coursework that will strengthen the 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.

5.1.4.3 Endorsement

At the approximate midpoint of the process, [and after completion of CPE or CPW] the TEEM candidate will participate 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 will complete an Endorsement essay [and submit CPE/CPW evaluations]. The TEEM director, or in some cases the

faculty adviser, will participate in the panel. Endorsement is an important point in the candidacy process because it provides the candidacy committee with an opportunity to assess the candidate's progress and readiness to complete candidacy. Based on a CAP recommendation, the candidacy committee will make an Endorsement decision.

5.1.4.4 Approval

When a candidate has successfully completed a program of study, a CAP will act on behalf of the seminary faculty and complete the Approval recommendation (form D). The candidacy committee will then follow 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.

5.1.4.5 First Call

After being granted Approval and completing the necessary candidate First Call form and the Rostered Minister Profile (RMP). TEEM candidates will participate in the First Call process, which completes candidacy and marks in the churchwide records that the candidate is ready to be called to the ministry site at which they are serving. If a TEEM candidate is granted an Approval, but the ministry site where the candidate is serving is no longer able to extend a call, the candidate may enter the regular First Call process to seek a first call in another ministry site.

5.1.5 Seminary Experience

Seminary TEEM programs will 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. the 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.

5.1.6 Internship

Following Entrance and in the first year of ministry, TEEM candidates will receive supervision mutually agreed upon by the candidacy committee and the seminary in the site where they are 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 Supervised Clinical Ministry

Clinical Pastoral Education (CPE) is important for the development of pastoral care skills. The CPE program must be selected with sensitivity to and understanding of 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.

...end of ELCA Candidacy Manual excerpt.

Additional information specific to Wartburg Seminary TEEM program students

Supervised Clinical Ministry

TEEM candidates are expected to locate and enroll in a certified CPE program in proximity to their own ministry setting. They may complete CPE before being admitted to Candidacy or the TEEM program, or they may wait and complete during their first year of the TEEM program. Assistance is generally available through synodical candidacy committees, and information is available on the CPE website at www.acpe.edu.

Wartburg Theological Seminary offers an alternative clinical program called the Clinical Program of Wartburg (CPW). This alternative program is by application only, with a limited number of students selected for cohorts in spring and fall semesters. This program is guided by ACPE standards but adapted for candidates in special situations with permission of the candidate's candidacy committee. CPW is not ACPE Accredited but is led by ACPE accredited CPE supervisors. CPW is equivalent in number of hours to a half-unit of CPE.

Internship

The candidacy committee and ELCA seminary, in agreement with the candidate's Competency Assessment Panel, will determine the timing and nature of the internship. Typically, an internship is a supervised learning opportunity at the candidate's ministry site.

Wartburg's Contextual Education office has prepared a separate TEEM Internship Guide which should be accessed before a student begins planning for internship, since this section about internship provides just a brief overview. The TEEM Internship Guide is available on the Seminary website as a PDF or on MYWTS at: Internship Handbooks.

The purpose of internship is to aid the formation of the candidate for Word and Sacrament ministry through an intentional process of reflection and evaluation focused on particular learning goals identified in the internship *Learning Service Agreement* (LSA).

Because TEEM candidates provide pastoral ministry of Word and Sacrament within congregational ministry sites for which their candidacy is intended, TEEM internships normally occur within those same sites. When and where this happens, all parties involved—candidates, congregations, supervisors, synods, candidacy committees, and the seminary—must be very intentional to ensure that the integrity of the internship as a learning process for the candidate is realized. The period of internship requires a different character of relationship between a candidate and congregation(s) than the one that existed prior to internship. Congregations must learn to exercise a critical teaching role in relation to the candidate they have already come to regard as their pastor. The spiritual gifts affirmed in baptism—including wisdom, understanding, counsel and knowledge—are necessary on the part of congregational members as they undertake to help prepare their intern for ordained pastoral leadership and ministry.

In some cases, sound judgment on the part of all parties involved may determine that a supplemental or alternative internship site be established to better help the candidate achieve desired learning and formation goals.

TEEM internships will normally extend over a period of twelve months. A zoom check in is scheduled at the three-month mark with the intern, supervisor and Director for the TEEM program. At that meeting any concerns may be addressed, questions answered and schedules communicated. Formal evaluations are conducted and completed at midterm and at the end of the internship.

Wartburg Seminary strongly recommends that the internship supervisor shall be someone other than the TEEM pastor mentor.

Wartburg Application Requirements for Full Admission

1) Application – "Apply Now" link on right side of the WTS Admissions site: http://www.wartburgseminary.edu/admissions/
2) Official transcripts from all institutions of higher education (if applicable)
3) A copy of the letter from applicant's bishop to ELCA Director of Candidacy recommending the candidate to the TEEM program
4) A copy of the reply from the ELCA Director of Candidacy accepting the bishop's recommendation of candidate and ministry site
5) A copy of the applicant's positive Entrance decision
6) Two references:
   a) Applicant's pastor
   b) Lay member from applicant's congregation
7) Autobiography/Candidacy Entrance Essay
8) TEEM Ministry Site Application – completed by candidate and ministry site leadership

Students are encouraged to be fully admitted to Wartburg's TEEM Program before taking any courses. However, after completing the TEEM application, students may register for and take up to three (3) TEEM courses before they have obtained and submitted all the documents required for full admission. Students will be charged tuition rates for general certificate courses until full admission at which time they will be charged the additional TEEM certificate tuition for any classes they have completed or are in the process of completing.

For more information or questions, please contact the Admissions office at WTS: admissions@wartburgseminary.edu, 563-589-0203 or Director for TEEM and Certificate programs: TEEM@wartburgseminary.edu.

WTS Classic TEEM Curriculum

The WTS TEEM curriculum is designed for completion in three years but may be accelerated or extended according to the needs, preferences, and circumstances of TEEM candidates. An extended program should normally not exceed seven years for completion from start to finish, unless specific action is taken by the faculty and student's synod candidacy committee to extend this for a student. Typically, one to two online courses are taken each semester (fall and spring) and two to four intensive courses during January, Fall, and the summer (taken in residence at WTS). Some of the course requirements may be met through previous graduate level education and/or experience, as determined by the Academic Dean. Candidates requesting consideration of previous coursework to meet TEEM requirements should submit to the Academic Dean copies of course syllabi, all written assignments with grades and evaluation included, and transcripts if applicable.

All courses in the WTS TEEM curriculum are non-degree, certificate courses, for which students receive either Full Credit, Participant Credit, or No Credit instead of a letter grade. To meet a TEEM requirement, students must receive a Full Credit for their courses. If another grade is received, the student will need to retake the course.

TEEM candidates are normally required to complete ***sixteen*** course requirements (Eleven courses, one (of the three) contextual ministry course and one elective). The course descriptions include which TEEM requirement the course meets and whether the course is offered only online or only during intensives. A requirement checklist is included in Appendix B to help students plan their courses and keep track of successful completion of the courses.

Wartburg Theological Seminary offers courses that fulfill the full course requirements -on a one-year, predictable scheduling pattern. Students are encouraged, however, to take normally only five or six courses a year. Continual improvement efforts do necessitate changes in offering schedules from time to time. Students are advised to keep current in reading TEEM newsletters for the latest course schedules.

In addition to the full course requirements, Wartburg's TEEM curriculum includes:

- One unit of Clinical Pastoral Education (CPE) or Clinical Program of Wartburg (CPW)
- Internship
- Boundary Training (most often completed in your home synod)

Recommended Sequence for WTS Classic TEEM Courses

Recommended for EARLY in the program:

- New Testament 1 & 2 *(need not be taken in sequence)*
- Lutheran Worship
- Church History

Recommended in a second "tier" of courses:

- Systematic Theology 1 & 2 *(recommended, but not required, to be taken in sequence)*
- Lutheran Confessions and Mission

- Preaching 1 & 2 *(**must be taken in sequence**; a Bible course or a Theology course is required prior to or concurrent with Preaching 1; both a Bible and Theology course and Preaching 1 required prior to Preaching 2)*
- Hebrew Bible 1 & 2 *(recommended, **but not required**, to be taken in sequence)*

To be taken at any point in the program:

- Lutheran Ethics
- Lutheran Leadership, Ecclesiology, and Church Polity
- Educational Ministry
- Pastoral Care *(recommended, but not required, prior to CPE/CPW)*
- Contextual Ministry (see the various options available for meeting this requirement under the course descriptions in Appendix A)

Additional Recommendations/Information:

- CPE/CPW typically precedes synodical Endorsement & Internship (normally 12 months of internship)
- Boundary Training (most often completed in your home synod)

Current TEEM Classic Curriculum Courses

The TEEM curriculum in Dubuque currently consists of the following courses, mode of instruction, and requirements that they each fulfill: Most of the courses are offered once a year, with every requirement taught at least once each year.

Current Course	Mode of Instruction	Requirement Met
TM 011W Hebrew Bible1	Face-to-face intensive, five days in the summer, with pre-and post-work	Hebrew Bible 1
TM 012W Hebrew Bible 2	Face-to-face intensive, Five days in the summer, with pre- and post-work	Hebrew Bible 2
TM 021E Engaging the Gospels	Online ten-week course	New Testament 1
TM 022E Engaging the Epistles	Online ten-week course	New Testament 2
TM 0303E Introduction to the History of Christianity	Online eight-week course	Church History
TM 035E Lutheran Confessions	Online eight-week course	Lutheran Confessions and Mission
TM 041W Systematics 1 – Fundamentals of Christian Theology and God's Mission in the 21st Century	Face-to-face intensive, five days in January, with pre- and post-work	Systematic Theology 1
TM 042W Systematics 2 – God and the World in Christ: The Christian Narrative	Online eight-week course	Systematic Theology 2
TM 051E Lutheran Ethics	Face-to-face intensive, five days in the summer, with pre-and post-work	Lutheran Ethics
TM 055W Lutheran Leadership, Ecclesiology, and Church Polity	Face-to-face intensive, five days in the summer, with pre-and post-work	Lutheran Leadership, Ecclesiology, and Church Polity
TM 064E Preparing to Preach	Spring online	Elective
TM 061W Preaching 1	Face-to-face intensive, five days in the summer, with pre-and post-work	Preaching 1
TM 062W Preaching 2	Face-to-face intensive, five days in the summer, with pre-and post-work	Preaching 2 (and must be taken after successful completion of Preaching 1)
TM 065W Foundations of Lutheran Worship	Weekend (three-day) intensive, taught in the fall, with pre- and post-work	Lutheran Worship
TM 083W Pastoral Care in Context	Face-to-face intensive, five days in January, with pre- and post-work	Pastoral Care
TM 091E Beyond Maintenance to Mission	Online eight-week course in the spring semester	Contextual Ministry (one of three rotating topics, taught in alternating years) May also be taken as elective.
TM 09xE Rural Ministry	Online eight-week course in the spring semester	Contextual Ministry (one of three rotating topics, taught in alternating years) May also be taken as elective.
TM 094E Emerging Ministries: Being Church Today	Online eight-week course in the spring semester	Contextual Ministry (one of three rotating topics, taught in alternating years) May also be taken as elective.
TM 285E Clinical Program of Wartburg (CPW)	Hybrid two month online and face-to-face clinical program taught in partnership with a seminary-provided certified CPE instructor and using local ministry sites arranged by each participating student.	Wartburg's option for completing the CPE requirement with approval of the student's synod candidacy committee; OR student may complete a unit of CPE through an authorized ACPE-identified CPE site
TM 370W Internship	Used when registering for supervised internship	Internship

NOTE: Each TEEM (TM course numbered) course (with exception of CPE/CPW and internship) is taught to be equivalent to one (1) semester hour of graduate-level course work in contact hours and/or total course activity. To count as fulfilling a TEEM requirement, a course must be passed with the higher Full Credit (FC) grade, which is equivalent to a Credit (i.e., Pass) grade in the Masters graduate-level curriculum. Any course that earns only the lesser Participant Credit (PC) grade, which is equivalent to a non-credit Audit grade in the graduate-level curriculum or is failed with the No Credit (NC) grade, must be repeated.

WTS Classic TEEM Intensives

What is an intensive?
An intensive course is designed to provide 12-14 contact hours with a professor and student peers in a single week or weekend. Typically, much of the required coursework (e.g., reading) is assigned for completion prior to the intensive period, and the remainder of the coursework (e.g., a final paper) is assigned for completion after the intensive period. Students will be informed about pre-intensive assignments prior to coming to campus.

Intensives are offered several times annually, one weekend in the fall, one week in January, two weeks in July. Students may take as many courses as they'd like as long as the courses aren't being offered at the same time.

Room and Meals for Intensives:
On-campus housing is available on a first-come, first-served basis. All rooms have a small refrigerator and private bath. Linens and towels are provided. Breakfast and lunch are available on weekdays and may be charged to your student account. Details regarding reservations are provided prior to the intensive. More information is available in the "Staying at Wartburg Handbook".

Students are encouraged to bring a jacket or sweater for use in classrooms they may find to be uncomfortably cool.

What about computers?
Wireless internet access is available on-campus, including in residential rooms. Students are advised to bring their own computers. Students may also be able to access computers in the library, during library hours indicated on the schedule for each intensive.

The library staff will provide instructions, the current password, and any other assistance necessary.

WTS Classic TEEM Online Courses

What equipment do I need to take an online course?
All students will need to have computer preferably purchased in the last six years. For additional systems requirements, see "Recommendations for Educational Technology at Wartburg Seminary – TEEM Program" (Appendix F).

How do I take courses online?
All WTS online courses are hosted on *Castle Commons*, the seminary's web-based platform located at: https://wartburgseminary.brightspace.com/d2l/home. During the registration process all students will be enrolled automatically into individual course sites. There you can find everything you will need to participate in the online course. All currently enrolled courses are displayed on a student's homepage once they've logged in using their *Castle Commons* account.

If you have any questions about online courses or access through *Castle Commons,* please contact the Helpdesk at helpdesk@wartburgseminary.edu.

What if I don't know much about technology, computers, or online learning?

WTS provides a variety of resources and support. Our staff is willing to provide reasonable one-on-one tutorial support on all our resources and platforms. However, students will need basic online and office computer skills. If students have little to no computer experience it will be helpful for them to take one or two basic computer courses before beginning a program. Basic Internet, Zoom, and Word proficiency will be helpful. Some options for online learning are:

GCFLearnFree.org
For almost 20 years, the GCFGlobal.org program has helped millions around the world learn the essential skills they need to live and work in the 21st century. From Microsoft Office and email, to reading, math, and more—GCFGlobal.org offers more than 300 topics, including more than 6,000 lessons, more than 2,000 videos, and more than 50 interactives and games, completely free.

TechLifeUnity.com
Tech Life Unity is a site built especially for older adults offering tutorials on almost every aspect of digital life. From Netflix to iPhones, from Zoom to Internet basics, TechLifeUnity has a wide range of options.

Typing.com
Join millions of Typing.com users and learn to type at your own pace with gamified lessons and student-led progression.

TEEM Pastor Mentoring

Integral to the entire TEEM candidacy process is the role of the pastor mentor. We recommend that pastor mentors assigned to TEEM candidates arrange to meet with their TEEM candidates for one hour each week throughout the duration of the TEEM candidacy process, including internship. We have prepared resources to help explain the TEEM pastor mentor role and provide considerations about how to fulfill that role.

Synodical bishops and candidacy committees are in the best position to ascertain the needs of their TEEM candidates and to appoint wise and experienced pastors to serve as TEEM pastor mentors.

Pastor mentors relate to TEEM candidates throughout the candidacy process for purposes of ongoing prayer, reflection, discernment, and the cultivation of pastoral identity and commitment. They also help candidates to integrate theological study and ministry experience. In many respects, the role of the pastor mentor is similar to that of the internship supervisor, but the two roles remain distinct despite common areas of interest and concern.

Pastor Mentor	**Internship Supervisor**
--Relates to candidate throughout process	--Relates to candidate during internship
--Formal evaluation not part of the role	--Formal evaluation essential to the role
--Shapes the *being* of the pastor*	--Shapes the *doing* of the pastor*

* Obviously, pastoral *being* and pastoral *doing* are integrally related, and both the pastor mentor and the internship supervisor will be concerned with both aspects of pastoral identity. The emphasis falls differently, however, between the role of the pastor mentor and the role of the internship supervisor. Pastor mentors will not ordinarily be helping to plan and direct the ministerial work of TEEM candidates in ways that internship supervisors necessarily do, nor will pastor mentors routinely accompany TEEM candidates in the conduct of their work in ways that internship supervisors frequently do.

Because of the distinctions between the roles of pastor mentor and internship supervisor, we strongly recommend that the two roles be filled by two different pastors—i.e., that a pastor mentor shall not also be the internship supervisor for the candidate he or she has been appointed to mentor. The pastoral formation of TEEM candidates is best served by involving a larger rather than smaller network of wise and experienced pastors in relationship with candidates.

When face-to-face meetings between the pastor mentor and the TEEM candidate are made difficult by conflicts in schedule, or where geographic distance makes weekly meetings difficult, WTS suggests that mentor-candidate meetings might occur by telephone or online—rather than be suspended or neglected.

We request that TEEM candidates provide the seminary (TEEM Advisor and Wartburg's Contextual Education office) with the names and contact information of their pastor mentors.

Included in this handbook, are the Twelve Pastoral-Diaconal Practices of Wartburg Theological Seminary (Appendix D), to which pastor mentors are encouraged to refer in meetings with their TEEM candidates, as well as a sample one-year agenda for mentor-candidate meetings (Appendix E). Both materials are supplied to WTS TEEM pastor mentors, along with resources mentioned above.

Mentors and TEEM students may also utilize the Oct 2011 volume of *Currents in Theology & Mission* to guide their conversations about the Twelve Pastoral Practices. Copies are available here. (http://currentsjournal.org/index.php/currents/issue/view/27)

Tuition and Financial Aid Information

What are the tuition and fees for the WTS TEEM program?

For the most accurate information, please see the Tuition and Fees section of the most up to date Wartburg Course Catalog: https://www.wartburgseminary.edu/catalog/

Course Tuition

- Online courses begin in February and September (the second full week of each semester) and intensives are taught in the middle two weeks of July, and the last weekend in September
- Tuition is billed when course begins, but will transition to being charged at the point of course registration. Check your student account to verify when charges have posted to your account.
- Tuition is due as soon as charges are posted to the student account.

Fees

- Fees are charged to student accounts annually every October. Education Technology Fee and TEEM Program Fee are charged at the same time and due at time of posting.
- Fees for new students are charged (pro-rated) at point of registration. Fees for continuing students are charged every October.
- Fees will be charged at half-rate for students who will graduate the following May.
- Graduation fee will be charged at point of registration for their final course.
- Anyone who is not on a leave of absence is charged fees.
- Students finishing courses/modules/internship by September 1 will not be charged fees in October.

Appendices

Appendix A: WTS Classic TEEM Course Descriptions

TM011 HEBREW BIBLE 1 - PENTATEUCH
This course provides a grounding and framework for understanding the Old Testament (Hebrew Bible). Introductory material will include the Lutheran understandings of the authority of Scripture, the development of the canon, the socio-historical context of the ancient Near Eastern world, and the narrative critical approach to reading and interpreting Scripture. Students will become acquainted with a wide variety of texts, themes and issues in the Pentateuch and reflect on these texts and their implications for pastoral and congregational ministry. **[On-campus intensive]**

While Hebrew Bible 1 and 2 can be taken in any order, students are recommended to take HB1 first if possible. This course meets the Hebrew Bible 1 requirement for Wartburg's TEEM program.

TM012 HEBREW BIBLE 2 – PROPHETS & WRITINGS
This introductory course explores themes and traditions in the prophetic books and writings of the Hebrew Bible. The course will investigate the ongoing dialogue between specific texts, their socio-historical contexts and other biblical texts and how that dialogue informs interpretation and missional ministry. The course concludes with a discussion of the intertestamental period and how certain themes are carried into the New Testament. **[On-campus intensive]**

While Hebrew Bible 1 and 2 can be taken in any order, students are recommended to take HB1 first if possible. This course meets the Hebrew Bible 2 requirement for Wartburg's TEEM program.

TM021 ENGAGING THE GOSPELS AND ACTS: PERSPECTIVES ON FOLLOWING JESUS
This course is a survey course that focuses on introducing the cultural world of the NT, engaging the canonical Gospels (Matthew, Mark, Luke, and John) and Acts within their respective contexts, interpreting specific texts from these writings, and reflecting on teaching these texts in today's world. Though each of these narratives tells a similar story about Jesus and his significance, each writing has distinctive features about how it portrays Jesus and his followers (the church) and what it means to be his disciple. Through studying the NT narratives, reading outside sources, and interpreting texts in community, this course introduces the fundamentals of reading, interpreting, and teaching the core narrative writings of the New Testament. This course is ten weeks long, taking place online but with scheduled synchronous sessions by zoom. **[Online course]**

This course meets the New Testament 1 requirement for Wartburg's Certificate TEEM program.

Cont. next page

TM022 ENGAGING THE EPISTLES: PAUL & THE PASTORAL LETTERS
This course is a survey course that focuses on reading, interpreting, and teaching the New Testament writings. It explores the diverse messages and various contexts of the NT letters—from Romans to Revelation—and give special attention to their uses of Israel's theological heritage, engagement with political and cultural forces, and approaches to ethics, practice, and ecclesiology. The course focuses especially on the life, ministry, and legacy of Paul, highlighting the occasional nature of his letters and the missional focus of his theology and ethics. The course also considers how other letters express theological diversity among believing communities within a century after Jesus' life and death. This course is ten weeks long, taking place online but with scheduled synchronous sessions by zoom. This course meets the New Testament 2 requirement for Wartburg's Certificate TEEM program. **[Online course]**

This course meets the New Testament 2 requirement for Wartburg's Certificate TEEM program.

TM030 INTRODUCTION TO THE HISTORY OF CHRISTIANITY
This online class introduces Christian history by exploring issues of faith, worship, and mission that have been critical to the life and development of the church. The course uses video lectures, readings, writing assignments, and online discussions. **[Online course]**

This course meets the Church History requirement for Wartburg's Certificate TEEM program.

TM035 LUTHERAN CONFESSIONS
This online class introduces the content and contexts of *The Book of Concord: The Confessions of the Evangelical Lutheran Church*, the collection of Reformation-era writings that provides the scriptural and theological foundations for Lutheran faith and practice. The course also connects the Lutheran confessional writings with contemporary questions of worship, personal faith, public service, and Christian witness in a religiously and culturally diverse world. Teaching methods include video lectures, readings, writing assignments, and online discussions. **[Online course]**

This course meets the Lutheran Confessions and Mission requirement Wartburg's Certificate TEEM program.

TM041 SYSTEMATICS 1: FUNDAMENTALS OF CHRISTIAN THEOLOGY AND GOD'S MISSION IN THE 21ST CENTURY
This course will focus on the fundamentals of Christian theology and attend to the basic question of how the Church might faithfully respond to the call to bear witness to Jesus Christ. We will consider the context of God's mission in the twenty-first-century world of religious and non-religious diversity. The course will be structured around the meaning of the Nicene Creed for today. Students will be invited to share in both oral and written forms what is at the heart of the Christian faith as they understand it, how they do theology, and what are their sources and influences. We will work at cultivating an atmosphere in the classroom of mutual respect and learning. This will be a course that takes seriously meeting people where they are. **[On-campus intensive]**

Cont. next page

Systematics 1 and 2 can be taken in any order. This course meets the Systematic Theology 1 requirement for Wartburg's Certificate TEEM program.

TM042 SYSTEMATICS 2: GOD AND THE WORLD IN CHRIST
This course is a continuation of Systematic Theology I. While major doctrines will be reviewed, special attention will be given to the many different ways and perspectives that theologians and church leaders have understood the Christian faith in the contemporary world. Participants will engage in emerging biblical and theological discussions of culture, gender, race, and human flourishing. Participants will be encouraged to consider the implications of a Trinitarian theology for Christian witness and the practice of faith in everyday life. **[Online course]**

Systematics 1 and 2 can be taken in any order. This course meets the Systematic Theology 2 requirement for Wartburg's Certificate TEEM program.

TM051 LUTHERAN ETHICS
This course will offer an introduction to the field of Christian ethics, paying particular attention to distinctively Lutheran themes. Presentations and readings examine how the Lutheran theological tradition shapes ethical reflection for the church in its mission today. How do the Word of God, law and gospel, reason, theology of the cross, Christian freedom, vocation and two kingdoms teaching shape and condition ethical deliberation? Together we consider how to give constructive leadership in order that congregations become communities of moral deliberation. **[On-campus intensive]**

This course meets the Lutheran Ethics requirement for Wartburg's Certificate TEEM program.

TM055 LUTHERAN LEADERSHIP, ECCLESIOLOGY, AND CHURCH POLITY
This course contributes to the development of competency in the areas of Lutheran leadership, knowledge of ELCA polity, and ecclesiology. The course consists of three units: 1) ecclesiology, 2) ELCA polity and ecumenical affairs, and 3) Lutheran pastoral leadership. In the first unit, we examine a theology of ministry toward the formulation of a missional ecclesiology. In the second unit, we reflect on the leadership of Word and Sacrament communities in the Lutheran tradition. In the third unit, we examine issues of missional leadership in congregations, pastoral authority, and boundaries. The course will introduce family systems theory from a theological perspective. **[On-campus intensive]**

This course meets the Lutheran Leadership, Ecclesiology, & Church Polity requirement for Wartburg's Certificate TEEM program.

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TM064W PREPARING TO PREACH
This course provides a theological foundation for the "what" and "why" of preaching, in addition to providing resources for practicing preachers to immediately employ as they prepare next Sunday's sermon. Students can expect to reflect theologically on their preaching and discover new conversation partners to aid them in the faithful proclamation of the gospel of Jesus Christ. **[Online course]**

This is an optional and recommended course for students who have not taken Preaching 1. Students who have completed Preaching 1 and 2 are also welcome.

TM061 PREACHING 1
Grounded in a distinctly Lutheran theology of preaching, this course affords an opportunity for TEEM students to grow as preachers by developing the following essential competencies:
1) interpret biblical texts for preaching through the hermeneutical lens of Law and Gospel;
2) develop a discipline of preaching preparation that honors the holiness of the task;
3) proclaim the gospel in a manner appropriate for a particular context and occasion;
4) compassionately receive and offer constructive feedback on preaching for the sake of faithful and meaningful proclamation of the gospel in the world. **[On-campus intensive]**

Prerequisites for Preaching 1 include at least 1 Bible course or 1 Theology course (can be taken concurrent with Preaching 1). Preaching 1 must be taken before Preaching 2. This course meets the Preaching 1 requirement for Wartburg's Certificate TEEM program.

TM062 PREACHING 2
Building upon Preaching 1, this course affords another opportunity for students to focus and refine their understanding and practice of preaching. The following specific objectives guide the course: 1) To reflect upon the theological groundings and challenges of preaching; 2) To explore preaching in light of a Lutheran understanding of Law/Gospel and the theology of the cross; 3) To explore the place of the sermon in relation to the variety of hearers; 4) To consider different occasions upon which one is expected to preach. **[On-campus intensive]**

Prerequisites for Preaching 2: Students must have taken Preaching 1 and both 1 Bible course and 1 Theology course (taken prior to Preaching 2, not concurrent). This course meets the Preaching 2 requirement for Wartburg's Certificate TEEM program.

TM065 FOUNDATIONS OF LUTHERAN WORSHIP
An introductory study of the liturgical assembly focused on contemporary practice and the development of good liturgical leadership. Attention will be given to the biblical, theological, historical, and ritual foundations of Christian worship, the particular understanding and practice of worship within the Lutheran tradition, and the missional horizon of worship in the congregation. Class sessions will cover holy communion, baptism, and several occasional services. **[On-campus intensive]**

This course meets the Lutheran Worship requirement for Wartburg's Certificate TEEM program.

Cont. next page

TM083 PASTORAL CARE IN CONTEXT
This course will provide a working framework for an integrated understanding of pastoral care in the life and ministry of a congregation. Students will be challenged to claim their own approach as a pastoral caregiver and identify the most salient principles and practices for effective pastoral care ministry. A variety of "contexts" for pastoral care will be considered (e.g., loss and grief, developmental and situational crises, illness, abuse, and addictions, inter alia). **[On-campus intensive]**

This course meets the Pastoral Care requirement for Wartburg's Certificate TEEM program.

TM091 BEYOND MAINTENANCE TO MISSION
This course provides the foundation for constructing a theology of the congregation. Special attention is given to the articulation of a congregation's identity and mission with worship at the center. Components of a congregational model also include education, fellowship, stewardship, evangelism, global connections, ecumenism and social ministry. Practical implications for congregational implementation are examined. **[Online course]**

This course meets the Contextual Ministry requirement for Wartburg's TEEM program.

TM092 THE ART OF LEADERSHIP IN THE RURAL PARISH
This course engages students in reflecting on implications for leadership and mission in the Church within small town and rural communities. Emphasis is placed on understanding changing socio-economic realities that are affecting communities and congregations in a variety of rural contexts. Biblical and theological foundations particularly applicable to rural contexts will be explored. This course addresses the challenges, the art, and the opportunities for ministry in these settings. Development, leadership, administration, and planning aspects of this type of ministry will also be explored. **[Online course]**

This course meets the Contextual Ministry requirement for Wartburg's Certificate TEEM program.

TM094 EMERGING MINISTRY: BEING CHURCH TODAY
What does it mean to be the church as we live – not as we think or remember or long for, but as we live God's mission today? What does it mean to ***be who we are, where we are*** as the people of God? The emerging church conversation will be "Exhibit A" in this course as we respond to these and other important questions. Participants will explore evangelical listening and living in a radically contextual, communal way as seen in many emerging church communities. **[Online course]**

This course meets the Contextual Ministry requirement for Wartburg's Certificate TEEM program.

BOUNDARY TRAINING (TYPICALLY COMPLETED IN HOME SYNOD EVERY 3 YEARS)

Appendix B: WTS Classic TEEM Curriculum Checklist

TEEM Requirement	**Next Offered**	**Course Format**	**Completed**
Hebrew Bible 1			
Hebrew Bible 2			
New Testament 1			
New Testament 2			
Church History			
Lutheran Confessions & Mission			
Systematic Theology 1			
Systematic Theology 2			
Lutheran Ethics			
Lutheran Leadership, Ecclesiology, & Church Polity			
Preaching 1			
Preaching 2			
Lutheran Worship			
Pastoral Care			
Contextual Ministry			
Elective			
CPE *(or CPW if approved by synod)*			
Internship *(normally 12 months)*			
Boundary Training			

Appendix C: WTS Classic TEEM Program Process Flowchart

Colors of boxes indicate the Primary Responsibility to Initiate Action for each step

Synod Bishop Synod Candidacy Staff ELCA Candidacy Wartburg Theological Seminary TEEM Candidate

Appendix D: Twelve Pastoral-Diaconal Practices:

EMBODYING WARTBURG SEMINARY'S MISSION STATEMENT

"Wartburg Theological Seminary…" [Three overarching practices]

1) *Practice of Being Rooted in the Gospel:* Articulates the Gospel in a way that is heard as Gospel. Is publicly Lutheran and Gospel-centered.
2) *Practice of Missio Dei in Word and Sacrament:* Is grounded in Word and Sacrament as the means by which God creates faith in Christ and a community (koinonia) for God's mission (martyria and diakonia) in the world. Pastors exercise faithful worship preparation, evangelical preaching, and sacramental leadership. Deacons serve as a strategic bridge between church and world. Associates in ministry serve faithfully in their areas of call in relationship to the worshipping community. All the baptized are sent by the Spirit to employ their gifts in God's mission for the life of the world.
3) *Practice of Biblical and Theological Wisdom:* Interprets reality theologically and biblically as a habit. Has a core set of theological concepts that are interpreted with flexibility in different contexts.

"…serves Christ's church through the Evangelical Lutheran Church in America by being a worship-centered community of critical theological reflection where learning leads to mission and mission informs learning."

4) *Practice of Ecclesial Partnership:* Displays a healthy sense of connectedness with the whole church. Fosters partnership with the ELCA and ecumenical openness.
5) *Practice of Complex Analysis:* Demonstrates capacity to carefully examine complex social, economic, scientific, and religious issues without oversimplification. Sees relationships from a systems perspective, remaining spiritually centered in the face of ambiguity.
6) *Practice of Curiosity:* Is fundamentally curious, employing creativity in the use of language. Is open to grow beyond current perspectives and eager to pursue learning with intellectual depth.

"The community embodies God's mission by stewarding resources for engaging, equipping, and sending collaborative leaders..."

7) *Practice of Pastoral Concern:* Loves God's people with the compassion of Christ, demonstrating a generous spirit in relating to others, teaching and modeling stewardship. Maintains a clear sense of ministerial identity and desire for excellence in ministry.
8) *Practice of Personal Faith and Integrity:* Lives as person of faith, grounded in a life of prayer and study. Is self-aware in seeing the larger picture, proclaiming hope, leading courageously, and setting healthy boundaries.
9) *Practice of Collegiality:* Leads in a way that is responsive to the situation and promotes team building. Creates collegial groups within and beyond the church for promoting many forms of ministry.

"who interpret, proclaim and live the gospel of Jesus Christ for a world created for communion with God and in need of personal and social healing."

10) *Practice of Evangelical Listening and Speaking the Faith to Others:* Listens in a way that leads people to deeper faith questions. Engages in thoughtful witness to the Christian message, especially to youth and those outside the faith.
11) *Practice of Immersion in the Context:* Shows awareness of the context through listening to, dialogue with and involvement in the local community. Has ability to interpret texts and contexts with insight.
12) *Practice of Engagement with Cross-Cultural and Global Dimensions:* Engages multicultural issues and religious pluralism in the context of globalization. Understands the inclusive character of the Christian Gospel.

[Last revised May 2021]

Appendix E: Sample One-Year TEEM Pastor Mentoring Plan

Envisioned in this plan is an intentional one-hour weekly meeting between the TEEM candidate and the TEEM pastor mentor throughout the entire TEEM candidacy process.

Sample Weekly Agenda:

- Opening devotion (scripture reading and prayer); *c. 5 minutes*
- Guided discussion (see sample outline below); *c. 30 minutes*
- Conversation about candidate concerns, questions and experiences; *c. 20 minutes*
- Closing prayer (related to content of discussion and conversation); *c. 5 minutes*

Sample Outline for Weekly Guided Discussion:

January
- "Biblical knowledge and understanding" (ELCA Competencies); 1 week
- "Basic understanding of theology/ethics" (ELCA Competencies); 1 week
- "Being rooted in the gospel" (WTS Pastoral Practices); 2 weeks

February
- "Knowledge of Christianity in the U. S." (ELCA Competencies); 1 week
- "Understanding/communicating Lutheran teachings" (ELCA Competencies); 1 week
- "Missio Dei in Word and Sacrament" (WTS Pastoral Practices); 2 weeks

March
- "Evangelism/stewardship/worship" (ELCA Competencies); 2 weeks
- "Biblical and theological wisdom" (WTS Pastoral Practices); 2 weeks

April
- "Pastoral care skills" (ELCA Competencies); 1 week
- "Knowledge of ELCA polity and ecclesiology" (ELCA Competencies); 1 week
- "Ecclesial partnership" (WTS Pastoral Practices); 2 weeks

May
- *Address again the ELCA Competencies discussed in January*
- "Complex analysis" (WTS Pastoral Practices); 2 weeks

June
- *Address again the ELCA Competencies discussed in February*
- "Curiosity" (WTS Pastoral Practices); 2 weeks

July
- *Address again the ELCA Competencies discussed in March*
- "Pastoral concern" (WTS Pastoral Practices); 2 weeks

August
- *Address again the ELCA Competencies discussed in April*
- "Personal faith and integrity" (WTS Pastoral Practices); 2 weeks

September

- *Address again the ELCA Competencies discussed in January and May*
- "Collegiality" (WTS Pastoral Practices); 2 weeks

October

- *Address again the ELCA Competencies discussed in February and June*
- "Evangelical listening and speaking" (WTS Pastoral Practices); 2 weeks

November

- *Address again the ELCA Competencies discussed in March and July*
- "Immersion in context" (WTS Pastoral Practices); 2 weeks

December

- *Address again the ELCA Competencies discussed in April and August*
- "Cross-cultural and global dimensions" (WTS Pastoral Practices); 2 weeks

Appendix F: Recommendations for Educational Technology

Laptop/Desktop Computers

- Windows PC or Mac purchased in the last three-six years (laptop preferred)
- Processor Speed: Intel® Core i5™ Processor (Core i7™ strongly preferred)
- Memory (RAM): 16 GB or higher
- Hard Disk Drive: 500 GB hard drive or 256 GB Solid State Drive
- Wireless: Dual band 802.11n or 802.11ac / Optional: 10/100/1000 Ethernet Card. Broadband connection: 2 MBPS Down and Up. Visit www.speedtest.net to see if your connection meets our requirements.
- HDMI port for external monitor
- 2 USB 2.0/3.0 ports (minimum, 3+ preferred)
- Either built-in Webcam or External (see recommendations below)

Software

- Windows 10 strongly preferred
- Microsoft Office 365 (provided by the Seminary)
- Anti-virus software

Additional Suggestions

- The IT Department at the Seminary does not service student-owned computers. We will help you access IT resources required for our academic programs, but all maintenance is the responsibility of the student. We recommend you opt-in for a 3-4-year on-site service support with accidental coverage.
- Wartburg's Technology Team is here to help and additional training is available to all students. Please contact helpdesk@wartburgseminary.edu.

Appendix G: Contact Information

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Appendix H: Writing Style, Plagiarism, & Academic Life

Wartburg Theological Seminary Style Sheet

In preparing papers to be submitted to teachers or officials of the seminary, you are expected to follow certain conventional practices. Most of these practices apply not only to term papers but also to writing of any kind (sermons, theses, project reports, book reports, and so on). Papers may be rejected if they do not conform to standard conventions as here noted.

Please Note: Additional information can be found at the link immediately below this paragraph about details related to "Formatting…, etc." Also, you can refer more extensively to Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers.* Edited by Wayne C Booth, Gregory G Colomb, Joseph M Williams, Joseph Bizup, and William T FitzGerald. 9th ed. Chicago: University of Chicago Press, 2018. Chapters 15-17 specifically deal with citation styles (Notes-Bibliography Style). Please, familiarize yourself with the referencing methods on your computer in Word or in Zotero. If you are using Zotero, please use Turabian 8th edition Notes-Bibliography Style, as there is no 9th edition for that style.

See more additional details here about Formatting, Bibliography, Works Cited, etc.

Academic Life

TEEM students will be subject to all Wartburg Seminary policies as outlined in the most current ***Student and Community Life Handbook.*** In particular, students will need to be familiar with part 3.0 – Academic Life – that spells out various academic policies that apply to all TEEM students. For instance, every student should be aware of policies noted under 3.6 – Plagiarism:

> 3.6 Plagiarism
>
> Members of the Wartburg Theological Seminary community are expected to conduct themselves responsibly and honestly in academic matters. We are part of an academic tradition that honors the wisdom received from others by the careful recognition and citation of sources. The seminary defines plagiarism as the copying or use of another person's work in any form without acknowledgement. [For a helpful discussion of how plagiarism is a form of theft and constructive examples of what to avoid, see Wayne C. Booth, Gregory C. Colomb and Joseph M. Williams. *The Craft of Research* (Chicago: University of Chicago press, 1995), pp. 166-170 and 257.]
>
> The act of Plagiarism refers not only to the citation of books and articles but also to personal interviews, the Internet, and all other sources of information. Students shall neither represent the work of another as their own nor in any way misrepresents either their own work or the work of another. The use of any source, whether of idea or paraphrase, shall be properly acknowledged. Any quotation, even of phrase, shall be marked by quotation marks or cited as a block quotation. Misrepresentation shall be avoided.

Plagiarism is a serious offense. Should an instructor ascertain that plagiarism has been committed, the instructor will first consult with the student and the academic dean before making a determination of the penalty. The first offense of plagiarism will be penalized either by the failure of the assignment (in case of a minor assignment) or by the failure of the course (in the case of a major assignment). In addition, in the case of plagiarism on a major assignment, the failure of the course will also lead to the student being placed on academic probation for the next semester of study (not including Jterm) regardless of resulting grade point average (GPA). A second offense, fully proven, will be penalized by dismissal from the seminary.

In relation to completing course work, a student found to have bought an academic course paper from or sold one to another source (e.g., person or reseller) normally will be penalized by dismissal from the seminary.

Plagiarism: An Example
"It is trickier to define plagiarism when you summarize and paraphrase. They are not the same, but they blend so seamlessly that you may not even be aware when you are drifting from summary into plagiarism, even when you cite the source."

Booth, Colomb, and Williams, *The Craft of Research*, p. 169.

Now consider how the previous paragraph would be plagiarized if it were too closely paraphrased:

It is harder to describe plagiarism when summary and paraphrase are involved, because while they differ, their boundaries blur, and a writer may not know that she has crossed the boundary from summary to paraphrase and from paraphrase to plagiarism.

Regardless of intention, a close paraphrase is plagiarism, even when the source is cited. This paragraph, for instance, would count as plagiarism of that one (Booth, Colomb, and Williams, 169).

Appendix I: TEEM Ministry Site Costs Worksheet

Estimated TEEM Ministry Site Costs

The ministry site first needs to be identified as a TEEM site by the bishop of the synod. Leader(s) of the ministry site then reads and completes the Ministry Host Application for Wartburg Seminary for the student to include in their Admissions paperwork. After the TEEM Candidate is Entranced into Candidacy, the Bishop must write a letter to the ELCA Director for Candidacy requesting that the ministry site be approved as a TEEM site, and that the agreed upon candidate be approved as a TEEM Candidate.

The ministry site would be expected to compensate the TEEM candidate as a lay ministry employee of the congregation during seminary and help pay for the costs of seminary and health insurance, if necessary. TEEM candidates are ineligible for most scholarships, grants, and education loan programs because TEEM is a certificate program, not a degree program. While in seminary, the TEEM candidate is assigned a mentor pastor, and a supervising pastor for internship. The candidate also receives support from the Synod candidacy committee.

Upon the completion of seminary, the TEEM candidate receives a certificate. After TEEM candidates complete the academic and practical ministry requirements and are granted Approval by a candidacy committee, they will normally serve their first call in the ministry site originally identified by the synodical bishop. The congregation holds a call vote to call the TEEM candidate as their new pastor, and the TEEM candidate is then ordained as a pastor by the bishop. Once ordained, the former lay minister now serves as the ministry site's called pastor. Following first call, the opportunities for mobility will be the same as for all ELCA rostered ministers. [ELCA Candidacy Manual 5.1.3]

Example TEEM Ministry Site Budget

1. Annual Salary for 20 hours per week of lay ministry at ½ the 2022 Base Salary of a seminary graduate with no first career experience as calculated by the synod's Compensation Guidelines (If the congregation and candidate agree that more than 20 hours per week are needed, the salary must be adjusted accordingly)

   Example Synod Guidelines– $19,500

2. Health, Disability, 6% Retirement, and Life Insurance (range single to family coverage)

   Example - $9,000-$24,000

3. Internship Fee to seminary

   $1,000

4. Mileage for ministry, seminary coursework, and for synod and conference events

   Example estimate: $2,500

Example of TOTAL Average Cost of Salary/Benefits Per Year:

$32,000-47,000
(internship cost split over 3 years)

A retirement benefit can be provided for Student. It is easiest to provide a percentage of the base salary. The minimum allowed by Portico Benefit Service is 6%. When Student is ordained as a pastor, the amount will be 10%. The retirement contribution will be billed by Portico, along with the health insurance and other benefits.

It is recommended that you provide a scholarship for seminary tuition equal to the difference between what you will compensate the candidate once he/she is called to your congregation, and what your estimated costs will be each year for the student's salary and benefits. In this way, you will be used to budgeting for and paying the larger amount for salary and benefits when the candidate becomes your called pastor.

If the difference is larger than the cost of seminary, the extra may be given to fund synod scholarships, or to Synod Mission Support. If the difference does not cover all seminary costs, the Synod or ELCA churchwide may offer scholarships to help cover any remaining tuition. 2023-2024 TEEM tuition is about $8,825 per year for a full course load.

Wartburg Theological Seminary TEEM Leave of Absence and Withdrawal Policy

A student may request an institutional leave of absence by completing the preferred online form provided for this purpose on the MyWTS web portal. Leaves are granted by the academic dean. Wartburg Theological Seminary defines a leave of absence, for academic and institutional purposes, as a temporary stoppage from progress toward completion of a program, where the student has the intention (at least at the time of request) to resume their study at the conclusion of the leave period. Leaves may be needed, for example, due to extended/serious illness or other medical reasons (either of the student or immediate family members), to provide time to deal with family issues or other extenuating circumstances or for time to reflect on one's call to ministry, among other possible reasons. In no case is a leave granted for more than one year at a time, but a leave can be renewed for an additional year upon a subsequent request and approval. An approved leave of absence allows the student to pick up their studies at the point where they left off when they return from a leave. Should a student not return to active study at the conclusion of the approved period of a leave, or fail to seek an approved renewal, they will be considered withdrawn from the seminary. (See the paragraph below for the implications of being declared withdrawn from the seminary.)

A student who wishes to withdraw from the seminary should complete the preferred online request form provided for this purpose on the MyWTS web portal. Permissions from several offices are required as part of the seminary withdrawal process and initiated by this online form. Wartburg Theological Seminary defines a withdrawal as a formal separation of the student from the seminary in that there is no intent for further study (or if there is, it is well beyond the maximum of two years of time out of study allowed by an institutional leave of absence). The student should be aware, when they choose to withdraw from the seminary (or find themselves in the situation of having been declared withdrawn by not returning from a leave of absence), that they are forfeiting their rights to the requirements of the particular program for which they were admitted. Should they later wish to resume their studies, a withdrawn student will need to reapply, meeting all current requirements for admission, and they will resume their studies under whatever new degree requirements are in force at the time of their readmission. Previous credits earned at the seminary prior to the withdrawal are potentially applicable to renewed study later, however they will be applied at the discretion of the academic dean, who will take in consideration the time lost in study (i.e., the age of the credits) and their applicability to current degree requirements.

Administrative Withdrawal for TEEM

Should a student stop making progress in their program for a period of six calendar months, Program Director will alert student by email and US Mail. Program Director will notify the student's Associate to the Bishop for Candidacy by email. This communication will require that the student respond with concrete plan for making immediate progress in the program. Student will have 30 calendar days to respond to Director. If the student fails to respond, they will be considered for administrative withdrawal. Program director, in consultation with the student's synod will make a decision for administrative withdrawal and notify the synod by email and student by email and US Mail. Student will be eligible to reapply one year from the date of administrative withdrawal.

Academic Dismissal for TEEM

Should a student fail to receive full credit for two consecutive courses, Registrar will send notice to the student that they must receive full credit for the next course or be considered for academic dismissal. If a student fails to receive full credit for a particular course twice, they will be considered for academic dismissal. In both cases, the Program Director will contact the student, who may reply with any information they want the faculty to consider in the dismissal consultation. The final decision will be made by vote of the faculty and the Dean will inform the student of the decision. Student may reapply after one year.