



Theological Education for Emerging Ministries  
WARTBURG THEOLOGICAL SEMINARY

# Classic TEEM Program Guide

## General Information



Website:

[www.wartburgseminary.edu](http://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



*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

**Carrie Greenquist-  
Petersen**  
Director for TEEM and  
Certificate Programs

**DeWayne Teig**  
Instructor in the Pastoral  
Arts and Advisor for TEEM

# **Theological Education for Emerging Ministries**

Theological Education for Emerging Ministries (TEEM) is a program by which the Evangelical Lutheran Church in America responds to the missional needs of the church. The program takes into consideration the leadership gifts, ministry skills, cultural learning styles/experiences, and/or age of a candidate when establishing expectations and requirements for preparation as a Word and Sacrament minister in this church as well as the needs of their ministry setting.

TEEM candidates are people who have completed the Candidacy Application Process, received a positive Entrance Decision from their synod candidacy committee, have been recommended by their synod bishop, and have been accepted into the program by the ELCA Director of Candidacy. As the church accompanies TEEM candidates through their preparation process, regular and open communication among partners is encouraged. TEEM candidates must also complete the admissions application process through a seminary.

Candidates accepted into the TEEM program will prepare to meet the opportunities for ministry in the 21st century in emerging ministries, including those ministry settings that are without ordained pastoral leadership. All steps of the Candidacy Process must be completed (Entrance, Endorsement, and Approval) by every candidate accepted into the TEEM program.

## **Identifying TEEM Settings and Candidates**

### **The Role of the Synod**

Synod bishops have primary responsibility for recommending people who may be suitable for the TEEM program, as well as providing ongoing oversight of any TEEM candidate's preparation process. The recommendation describes the specific ministry site where the individual will serve.

An ethnic-specific community or churchwide unit may assist the bishop in identifying a person who meets the criteria established for TEEM ministry. Those identified may include a lay mission developer already employed by the church, a person serving in an emerging ministry, or a person able to serve in a ministry setting without ordained pastoral leadership.

### **Settings for Ministry**

The synodical bishop will be aware of ministry needs in emerging ministries and ministry settings without ordained pastoral leadership. A TEEM prepared candidate may serve an emerging ministry, a new ministry start-up, or a re-development site that responds to the multicultural and evangelical outreach opportunities in the synod. A congregation that has been without ordained pastoral leadership for an extended time may also be an appropriate setting for a TEEM-prepared candidate. These ministry settings include ethnic specific, multicultural, rural, inner city, and ministry with deaf communities.

## **Criteria for Candidates**

A person recommended for TEEM must be an active member of an ELCA congregation for a minimum of one year. The following criteria are to be considered for acceptance into the TEEM program:

- discernment of a call to Word and Sacrament ministry within an ethnic specific, multicultural, deaf, urban or rural ministry setting
- prior ministry experience and a passion for mission within the context of the ELCA
- exceptional leadership skills
- normally, age 40 or older

## **TEEM Program Steps in Candidacy**

See Appendix C for [Classic TEEM Program Process Flowchart](#)  
Candidacy Resources are available on the ELCA website [here](#).

A TEEM candidate is encouraged to explore ELCA Seminary TEEM options and begin the admissions application at their seminary of choice.

Candidates for the TEEM process must be granted Entrance by a candidacy committee and recommended for TEEM by the synodical bishop.

### **1. Acceptance into TEEM by the ELCA Congregational and Synodical Mission Unit**

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

### **2. Competency Assessment Panel (CAP)**

Following notification of a candidate's acceptance into the TEEM process, the Candidacy Manager or a member of the candidacy staff normally convenes a Competency Assessment Panel (CAP) with faculty from a seminary that offers a TEEM curriculum.

Members of the Panel include:

- The TEEM candidate
- The appointed seminary Academic Advisor and another ELCA seminary partner
- The bishop's designated staff person and/or a member of the synod candidacy committee
- A Regional Candidacy and Leadership Manager
- A representative from the candidate's ethnic community, or for lay mission developers contracted by the synod, the area Mission Director.

The Competency Assessment Panel will explore with the candidate their understanding of Lutheran theology and commitment to the teachings of this church. Based on this assessment, a plan of study will be developed that strengthens the basic competencies needed for ministry and mission in this church.

### ***Competencies for Ministry and Mission Examined by the CAP***

The Competency Assessment Panel's evaluation of a candidate's competency for rostered ministry includes assessment of an understanding of Lutheran identity as witnessed within the candidate's context, as well as an ability to integrate the basic competencies necessary for rostered service in the ELCA. Those include:

1. biblical knowledge and understanding
2. basic understanding of theology/ethics
3. knowledge of Christianity in the United States
4. ability to understand and communicate the teachings of the Lutheran church
5. evangelism/stewardship/worship
6. pastoral care skills
7. knowledge of ELCA church polity and ecclesiology

The Competency Assessment Panel may consult with other partners to assist the candidate in identifying existing programs and resources available for meeting the requirements established by the panel. The program selected for the candidate will embrace the literary and religious contributions from the candidate's own culture as well as reflect the rich diversity that exists in the church today.

### **3. Supervised Clinical Ministry**

Clinical Pastoral Education (CPE) continues to be an important model for the development of pastoral care skills for ministry and is expected of all candidates seeking rostered ministry. It is the responsibility of the candidate to find a suitable CPE site and complete the CPE requirement for ordination. When the ministry being served would be negatively affected by the candidate's absence, the candidacy committee may explore alternative programs that provide for the development of these pastoral care skills. Any alternative program must meet the criteria and be approved by the synod and seminary program.

CPE is a method of theological education whereby a student learns pastoral skills under the direct supervision of a certified chaplain and in a process of group reflection. CPE provides a learning environment for the development of sensitivity to theological and psychological concerns of persons in crisis and offers a nurturing milieu for growth in self-understanding and pastoral identity on the part of the student. The primary learning group usually consists of five to seven students and one trained chaplain supervisor who is an ACPE Certified Educator.

Typically, CPE occurs in a clinical setting, such as a general medical hospital, psychiatric hospital or correctional institution. Some congregational-based or online programs are also available. Many CPE programs require full-time involvement (five days a week, eight hours a day, for eleven weeks) plus on-call duty. Some part-time, extended programs are also available, which allow TEEM candidates to combine clinical experience and parish service. Extended units often provide the best fit for TEEM candidates.

TEEM candidates are expected to locate and enroll in a certified CPE program in proximity to their own ministry setting. Assistance is generally available through synodical candidacy

committees, and information is available on the CPE website at [www.acpe.edu](http://www.acpe.edu) or check Wartburg's TEEM Clinical Program – CPW (Clinical Program of Wartburg) information.

Wartburg Theological Seminary does offer 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 each time. This program is guided by ACPE standards, but adopted for this format as education that Wartburg is using in lieu of accredited CPE, for persons in special situations with permission of the candidate's candidacy committee. All clinical experience will be done through visits made by the students in their local community, with weekly group interactions through interactive technology. The unit will begin with a mandatory formation retreat and end with a mandatory evaluation retreat. This program through Wartburg is not ACPE Accredited but is led by an ACPE accredited CPE supervisor. CPW is equivalent to a half-unit of CPE. The CPW program is typically about 11 weeks in duration.

#### **4. Endorsement**

At the appropriate time, the candidacy committee will schedule an Endorsement Interview with the candidate and their academic advisor. This is typically scheduled at about halfway through the preparation process. This may also be in the form of a second CAP. Normally, the Endorsement will follow CPE/CPW. The candidate will prepare the Endorsement essay and provide this to a synod candidacy committee and seminary academic advisor.

#### **5. 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. All internship supervisors should receive appropriate supervisory training from the seminary.

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.

Internship timing for TEEM students is generally determined at the initial CAP.

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). While interns provide important leadership for the mission of the congregations in which they serve, the primary focus of internship is an intentional action-reflection model of learning on the part of the intern. Thus, congregations that serve as internship sites undertake a ministry of teaching, collaborating with synods and seminaries in the formation of a candidate for ordained ministry in the Church.

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 that which will have become familiar prior to internship. TEEM candidates fulfill a pastoral role within the congregations they serve; during 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 in order better to help the candidate achieve desired learning goals. In such cases, the candidate's ongoing ministry site will be provided with pastoral care during times of the candidate's absence.

TEEM internships will normally extend over a period of twelve months. 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.

## **6. Approval and First Call Process**

Upon successful completion of the candidate's program of study, the Competency Assessment Panel may act on behalf of the seminary faculty in making an Approval recommendation to the candidacy committee. The candidate's CAP reconvenes, meets with the candidate, and makes a recommendation to the candidacy committee, or the seminary faculty meet with the student and make an Approval recommendation to the candidacy committee. The candidate will provide completed internship evaluations and the Approval essay to the synod candidacy committee and seminary academic advisor. The candidacy committee follows the regular First Call Process. Forms and guidelines are available at: <https://www.elca.org/Our-Work/Leadership/Vocation-Become-a-Leader/First-Call>.

## **7. Seminary Residency**

TEEM is an action-reflection educational model that requires a candidate to serve in a ministry site during the program of preparation. The residency component of the program is completed through on-campus and virtually based intensives.



## TEEM 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 recommending the candidate to the TEEM program (which is also forwarded to the ELCA Director of Candidacy)
- 4) A copy of the letter from the ELCA Director of Candidacy accepting the bishop’s recommendation
- 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

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](mailto:admissions@wartburgseminary.edu), 563-589-0203 or Carrie Greenquist-Petersen, Director for TEEM and Certificate programs: [cgreenquist-petersen@wartburgseminary.edu](mailto:cgreenquist-petersen@wartburgseminary.edu), 563-589-0336.

## 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 interested in completing a Masters degree following TEEM certification and ordination may opt to take degree courses to fulfill their TEEM requirements in order to ensure advance standing in a subsequent degree program.*

TEEM candidates are normally required to complete **sixteen** course requirements, one from each of the following areas:

Hebrew Bible 1	Lutheran Ethics
Hebrew Bible 2	Lutheran Leadership, Ecclesiology & Polity
New Testament 1	Preaching 1
New Testament 2	Preaching 2
Church History	Lutheran Worship
Lutheran Confessions & Mission	Educational Ministry
Systematic Theology 1	Pastoral Care
Systematic Theology 2	Contextual Ministry

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 its 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. Please see the latest course offerings on the seminary website or through the MyWTS web portal.

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

- Mentoring in partnership with home synod
- 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 Bible 1	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, with mini-unit on Revelation added	New Testament 1
TM 022E Engaging the Epistles	Online ten-week course, with mini-unit on general letters of the Bible added	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 21 <sup>st</sup> 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 061W Preaching 1	Face-to-face intensive, five days in the summer, with pre-and post-work	Preaching 1
TM 062W Preaching 2	Weekend (three-day) intensive, taught in the fall, with pre- and post-work	Preaching 2 (and must be taken after successful completion of Preaching 1)
TM 065W Foundations/Fundamentals of Lutheran Worship	Weekend (three-day) intensive, taught in the fall, with pre- and post-work	Lutheran Worship
TM 070W The Church as Learning Community	Face-to-face intensive, five days in the summer, with pre-and post-work	Educational Ministry
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)
TM 09xE Course on a specific rural ministry topic	Online eight-week course in the spring semester	Contextual Ministry (one of three rotating topics, taught in alternating years)
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)
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 Clinical Pastoral Education (CPE) requirement, upon approval of the student’s synod candidacy committee; otherwise students normally would 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 upon a due date (determined by the professor) after the intensive period. Students will be informed about pre-intensive assignments prior to coming to campus.

Intensives are offered several times annually, two weekends in the fall, one week in January, two weeks in June, and one week in July. Students may take a single course during a weekend intensive and may take one or two courses during the week-long intensives.

### **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.

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 bringing their own computers should also bring their own necessary cables. Students may also 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 (laptop strongly preferred) purchased in the last three 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/d21/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](mailto:helpdesk@wartburgseminary.edu).

### **What if I don’t know much about technology, computers, or online learning?**

WTS provides a variety of resources and support. For online courses, the first person to ask is always your instructor. If needed, they can always refer you to Helpdesk, we’re here to help! Our staff is willing to provide one-on-one tutorial support on all our resources and platforms.

## 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**

- Relates to candidate throughout process
- Formal evaluation not part of the role
- Shapes the *being* of the pastor\*

### **Internship Supervisor**

- Relates to candidate during internship
- Formal evaluation essential to the role
- 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. In addition, WTS can provide a complimentary hard copy of *Mentors As Instruments of God's Call: Biblical Reflections*, by Justo L. González, to all pastor mentors upon request.

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). (<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?**

Please see Tuition and Fees in the Course Catalog: [https://www.wartburgseminary.edu/wp-content/uploads/2023/09/2023-2025\\_Catalog\\_WEB\\_VERSION\\_AsReleased\\_22Sep2023.pdf](https://www.wartburgseminary.edu/wp-content/uploads/2023/09/2023-2025_Catalog_WEB_VERSION_AsReleased_22Sep2023.pdf)

### **Are there any other costs?**

Each course will include expenses for the purchase of required books and/or other material. Additional costs pertaining to the TEEM program include transportation, food, and lodging expenses incurred through enrollment in on-campus intensives. CPE does require additional tuition/fees payable to the host institution or program.

### **How is payment made?**

All payments for both programs are made through the WTS Business Office. WTS accepts payment of all types, including online payments via the MyWTS student portal. WTS establishes an account for each TEEM student, into which all payments are deposited and from which all debits are drawn. Each course is billed to the student's account on the first day of the course and payment is due upon receipt. Financial aid from synods, congregations, and scholarships are also deposited into the account of the student on whose behalf the aid is given.

### **Is financial aid available?**

Because the TEEM curriculum is a non-degree certificate program pursued on a part-time, self-directed basis, TEEM students are not eligible for federal or Wartburg Seminary (institutional) financial aid and are therefore *not* required to complete financial aid forms. TEEM candidates are therefore encouraged to seek financial aid from synods, congregations, and other partners in their candidacy process.



## 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. **[Normally available on-campus only]**

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. **[Normally available on-campus only]**

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.

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

Cont. next page

#### **TM041 SYSTEMATICS 1: FUNDAMENTALS OF CHRISTIAN THEOLOGY AND GOD'S MISSION IN THE 21<sup>ST</sup> 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. **[Normally available on-campus only]**

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.

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. **[Normally available on-campus only]**

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

Cont. next page

### **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. **[Normally available on-campus only]**

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

### **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.

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.

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.

Cont. next page

**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. **[Normally available on-campus only]**

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

**TM070 THE CHURCH AS LEARNING COMMUNITY**

This is a comprehensive course studying the roles and relationships of teachers and learners and the theological task of education in the Christian learning community. The group will explore the importance of setting and maintaining trustworthy learning environments. Participants will think theologically about methods, expand their competence in using a variety of methods, and explore faith development through the life cycle. How we teach teaches as powerfully as what we teach. The course will examine lifelong catechesis and the congregation as a confirming community. An important goal of this course is to aid in equipping other educators in our faith communities. Finally, the course will examine the connection between education and evangelism, explore ministry in daily life, and consider parish education in the public world. **[Normally available on-campus only]**

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

**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). **[Normally available on-campus only]**

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

Cont. next page

### **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

<b>TEEM Requirement</b>	<b>Next Offered</b>	<b>Course Format</b>	<b>Completed</b>
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			
Educational Ministry			
Pastoral Care			
Contextual Ministry			
Mentoring Info sent to TEEM Office			
CPE <i>(or CPW if approved by synod)</i>			
Internship <i>(normally 12 months)</i>			
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 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](http://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.
- If you are returning to the classroom after several years away, we strongly recommend that you reach out to our Technology Team. We're here to help and additional training is available to all students. Please contact [helpdesk@wartburgseminary.edu](mailto:helpdesk@wartburgseminary.edu).

## Appendix G: Contact Information

### **Rev. Carrie Greenquist-Petersen**

*Director for TEEM and Certificate Programs*

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### **Rev. DeWayne Teig**

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### **Dr. Kristine Stache**

*Vice President for Leadership Formation*

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### **Dr. Kevin Anderson**

*Registrar+*

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### **Sherry Driscoll**

*Accounts Receivable Coordinator*

Ph: 563-589-0218 Email: [sdriscoll@wartburgseminary.edu](mailto:sdriscoll@wartburgseminary.edu)

### **Rev. Stacey Nalean-Carlson**

*Director of Contextual Education*

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### **Emily Prough**

*Contextual Education Coordinator*

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### **Lynne Baumhover**

*Administrative Assistant to the President*

Ph: 563-589-0300 Email: [lbaumhover@wartburgseminary.edu](mailto:lbaumhover@wartburgseminary.edu)

### **Reu Memorial Library**

Email: [library@wartburgseminary.edu](mailto:library@wartburgseminary.edu)

### **HelpDesk**

Email: [Helpdesk@wartburgseminary.edu](mailto:Helpdesk@wartburgseminary.edu)

### **Synod of Candidacy ([link](#))**

### **ELCA Candidacy Resources ([link](#))**

### **Seminary Admissions Application ([link](#))**

## 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. The ministry site 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.