

MIT Student Meetings Next Steps

- **Meeting with Mentor**
- **Meeting with Ministry Practicum Leader**

	DO WHAT	BY WHEN
1.	Contact your Mentor and arrange an Introductory meeting. <i>Contact your Ministry Practicum Leader to arrange an initial meeting.</i>	September 5, 2015
2.	Send the PDP Worksheets to your Mentor prior to your meeting with them so they may familiarize themselves with your information.	Send PDP Worksheet immediately after arranging introductory meeting.
3.	Complete the Mentor Introductory Meeting. <i>Complete the meeting with your Practicum Leader.</i>	September 14, 2015
4.	<i>Write the Preparation section of the Learning Contract (using the Ministry Practicum Template).</i>	September 21, 2015
5.	Work with your Mentor to complete your final PDP. <i>Work with your Mentor to complete the Preparation section Learning Contract.</i>	September 28, 2015
6.	Submit your final PDP to your Mentor and Certified Leader.	October 1, 2015
7.	Check the MIT portal for when you should begin to be the complete your Antioch school Assess. <i>Submit your final Preparation section of Learning Contract to your Mentor and Certified Leader.</i>	

Student/Ministry Practicum Leader Introductory Session

	Student should...	Comments
1.	Introduce yourself to the Ministry Leader and discuss: ✓ Family ✓ Ministry/Work Experience	
2.	Introduce your ministry practicum goals using the information from your PDP Worksheet ✓ Identify Ministry Practicum Area goals and area of desired work	Do not provide a copy of the entire PDP worksheet to the Practicum Leader. Share only what is needful to discuss ministry goals.
3.	Discuss with the Leader, their ministry service opportunity areas and ministry area needs.	Ask if they or someone else is designated to provide oversight for you. Confirm the reporting process? To whom will I report?
4.	Agree on what tasks will be done based on Ministry Practicum goals.	Take clear notes and adhere to the Leader's expectations. Always be on time and ready to serve in excellence! <i>During Ministry Practicum events, please wear your MIT badge.</i>
5.	End the session by thanking the Leader for their time. Express your desire to participate fully in the ministry!	
6.	Complete the Becoming Established Assessment and the Life and Ministry Assessment on the MIT Student Portal.	September 30, 2015