



# Job Practicum Manual

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**ANTIOCH SCHOOL**  
OF CHURCH PLANTING AND  
LEADERSHIP DEVELOPMENT



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## Apprenticeships and Job Practicums

Apprenticeships have come of age. Increasingly students leave our universities and colleges without the skills needed by employers. Many graduates feel ill-prepared and leave school with substantial debt that limits their options for years to come. For a revealing critique of this system see the report by McKinsey & Company, "Education to Employment: Designing a System That Works".

Against this backdrop, Apprenticeships and Job Practicums have significant advantages (these terms will be used interchangeably).

1. You earn while you learn, receiving pay for on-the-job training rather than incurring debt.
2. You gain knowledge and skills that are relevant to the workplace.
3. The transition from education to the beginning of your career is seamless. You are often hired by the organization who apprenticed you, and if not, you have the skills needed by the industry.
4. You gain the mentors needed to insure your success in the workplace.
5. You gain industry recognized and transferrable credentials.
6. You can earn credit towards a college degree without incurring debt.

## Apprenticeship Academy: An Antioch School Secondary and Postsecondary Education Path

Against this backdrop, BILD International created the Apprenticeship Academy. This is a tool for churches and church networks who want to use apprenticeships to prepare people to engage in good occupations. The Apprenticeship Academy accommodates both individuals who desire a non-credit path (will receive a BILD Institute diploma) or those who pursue a for-credit path through the Antioch School.

When pursued in conjunction with the Antioch School, an apprenticeship will take the form of a **Job Practicum**. 42 credits will be earned (1 credit for every 45 apprenticeship hours).

### Cohort types and the training path component parts

Within a church network, three different groupings of students may opt to utilize an Antioch School Job Practicum.

#### *Secondary Education Cohort*

1. The Antioch School C.Min. (20 credits; or BILD Institute Diploma with a C.Min. lite)
2. An Apprenticeship—either a Registered Apprenticeship (RA) or customized (42 credits)

### 3. General Education “Integrated Core” and Enrichment (30 credits)

Students can stop with components 1 and 2 with 62 credits, an equivalent of two years of community college, or include component 3 with 92 credits equaling 3 years of college credit as they finish high school. Students taking the BILD Institute C.Min. will get a BILD Diploma (which later can be upgraded to an Antioch School C.Min.) but they will still get 42 hours of Antioch School credit for the apprenticeship. The 62-92 credits earned can go towards completing the 120 credit Antioch School B.Min. degree in the future.

#### *Antioch School C.Min. plus Job Practicum Cohort*

1. The Antioch School C.Min. (20 credits; or BILD Institute Diploma with a C.Min. lite)
2. An Apprenticeship—either a Registered Apprenticeship (RA) or customized Job Practicum (42 credits)

The 62 credits earned can go towards an Antioch School B.Min. if the student decides to continue.

#### *Antioch School B.Min. with Job Practicum Cohort*

1. Life and Ministry Development (6 credits)
2. General Education “Integrated Core” and Enrichment (30 credits)
3. Core Training Modules Leaderships Series I Courses (24 credits)
4. Ministry Philosophy and Strategy (6 credits)
5. Teaching Practicums (12 credits)
6. An Apprenticeship—either a Registered Apprenticeship (RA) or customized Job Practicum (42 credits)

In each case above, the participants engage in integrated life planning and foundational faith development while obtaining marketable skills. This will benefit marketplace leaders, church planters wanting the flexibility of a marketable skill, young adults finishing high school with job skills and 2-3 years college credit, inner city students, or parolees seeking to stabilize their lives.

## Structuring the Antioch School Job Practicum

If a Registered Apprenticeship is pursued, for example through apprenticeship.gov, the components of the training will already be set by the employer. If a customized job practicum is being utilized, you may combine a variety of training elements (ministry practicums, MOOC classes, seminars, mentoring experiences, job-shadowing, etc.) which share a common emphasis and help a student develop marketplace skills in a given area. The Job Practicum can be combined with the C. Min. (undergraduate or graduate level) and with the B. Min.

Job Practicums will generally be developed within one of the following tracks:

1. *Community Development* – for those with a vision for serving the people and needs of your city through your job.
2. *Cultural Creatives* – for those wanting to support yourself with your art but lacking the training, resources, or guidance to create a plan for accomplishing it.
3. *Marketplace Church Planter* – for those seeking to plant churches in the city centers of North America or in the urban context of a major city.
4. *Urban Center Artisanry* – for those interested in developing a skill or trade that enables you to provide for yourself in the rapidly changing job landscape of your city.
5. *Urban Center Entrepreneurship* – for those wanting to launch a small business but lacking the coaching, skills, training, or resources to get started.
6. *Urban Professional* – for those wanting to gain an opportunity for an internship with a corporation, to begin developing work experience that builds your resume.

### Additional tracks

If the tracks outlined above do not adequately describe the emphasis a student wants to create through the job practicum, then a track may be developed with the focus adjusted to fit the needs of the student.

### Examples of job targets within each of the core tracks

#### *Community Development*

- Local community organization jobs
- Help establish BILD's Re:BUILD program in your church
- Prison re-entry organization jobs
- Family crisis organization jobs
- Pregnancy crisis center jobs

#### *Cultural Creatives*

- Start a business, e.g. give lessons.

- Create a website and market your art.
- Get training in graphic arts.
- Seek a job related to your art, e.g. job in an art gallery, flower shop.
- Seek a job with a store of your craft; e.g. sell local art or instruments.

#### *Marketplace Church Planter examples*

- Work with your church to plant a church.
- Seek a part-time position in a larger church leading small groups.
- Raise support to start a church in an ethnic group.
- Start a church in an assisted living facility.
- Start a church in the marketplace using Life(n) with a small group.

#### *Urban Center Artisanshship examples*

- Get a job in a successful business in your church or community; set up an apprenticeship.
- Get a job apprenticeship in a trade.
- Get certifications in your current trade.
- Get a license as carpenter, brick layer, etc.
- Ask to be mentored while working for a welder, carpenter, etc.

#### *Urban Center Entrepreneurship examples*

- Start a small business or home business.
- Start a small franchise.
- Work for a small business that wants to multiply their business or businesses —like a hair salon or clothing store.
- Start an LLC with one or two partners who want to start a business.
- Create an apprenticeship working for a small business to learn basic skills.

#### *Urban Professional examples*

- Get a job with a large company and training they recommend.
- Begin working on a degree if needed for advancement.
- Get certifications if it would help advancement, like computer skills.
- Join a corporate quality university, i.e. McDonalds University, manager training.
- Take the corporation's training for future positions or management.



## Steps for Developing a Job Practicum

### 1. Identify Your Area of Emphasis

Your choice of an area of emphasis for a Job Practicum will be enhanced by work that you do in Life(n) and reflection you do on your SIMA-MAP. If you give attention to both the Life(n) and the SIMA-MAP processes early in your C.Min. or B.Min. program, you will be able to sharpen the focus of your Job Practicum. Life(n) will help you to craft a Job Practicum that truly contributes to your overall lifework vision. Reflection on your SIMA-MAP will enable you chose specific training components that enhance your gifts and abilities or that supplement your natural gifting by developing skills you lack.

As you work to define your Job Practicum area, you may conceive of it within one the 6 practicum track areas. If they do not adequately define the marketplace skills you are seeking to develop, you may opt to use a more customized definition. You ultimately want to define your Job Practicum in a way that helps you integrate the best training components and give direction to your training path.

### 2. Develop a Plan

The engine of the Job Practicum is your plan. Here is where you identify an integrated set of training components and a schedule for rolling out those components. This plan is flexible and may be adjusted as you proceed through training and gain more clarity on the set of marketplace skills you are seeking to acquire.

Examples of training elements:

*Ministry Practicums* – any experience where you learn by doing

*MOOC courses* – thousands of free courses are available online (see list in Resources below)

*Standard university or college courses* – these courses, taken online or on-site, can be transferred to the Antioch School

*Customized courses* – your church or network may have developed courses which make up a portion of your training experience.

*Paid work experiences* – part time or full-time job experiences that develop skills, help you to evaluate if you are on the right path, and introduce you to additional valued mentors.

*Volunteer experiences* – carefully selected volunteer experiences can be as valuable as paid experience and can transition to paid when value to the employer is shown.

*Professional training seminars* – some fields have seminars and conferences with high educational emphasis.

## Training Schedule

What do you plan to complete in the first 6 months, second 6 months, etc? The rollout will be 2-3 years in length and is intended to be flexible. You will adjust the rollout as needed as you move through the job practicum.

### 3. Form a Mentor Team

This is a recommended best practice that will help you to maximize the job practicum experience. You will want to find some members of the team before developing the plan in step 2 above. These mentors have experience in the field you are interested in and will give you valuable suggestions on specific training elements that you should include in your plan. Other mentors will be pursued after you have put shape to your plan. Once you identify specific training elements, you will recognize mentors whose assessment will be invaluable to you as you complete those elements.

## **Managing the Job Practicum Path: The Role of the Student, BILD Local Mentor, and Job Practicum Mentor Team**

### The church Local Mentor

Each church will have one or more Local Mentors who understand all the moving parts of an Antioch School training program, including the Job Practicum portion of a C.Min. or B.Min. The Local Mentor helps the student to develop the Job Practicum plan and ultimately conducts initial assessment of the individual elements of the Job Practicum as the student posts competency evidence to BILD Cloud. The Local Mentor may help identify some of the individuals who serve on the Job Practicum mentor team.

### The student

The student must be disciplined to manage himself or herself, moving through the components of the Job Practicum, seeking mentor input when needed, making necessary adjustments, and posting competency evidence to BILD Cloud on regular intervals. The student will also need to take initiative to ask key individuals if they would serve on their Job Practicum mentor team and to establish a rhythm for meeting with the team (How often will you meet with your whole team? Which mentors are available for more frequent input? Which mentors are available less frequently (every 3-6 months) but have valuable input?).

### The Job Practicum mentor team

This team will provide input to the student that is specifically related to the area of marketplace skill that the student is pursuing. They will make themselves available to the student in some workable rhythm. Some may meet with the student more regularly than others. Some may meet with the student only at certain phases in the Job Practicum. The whole team should meet with the student at strategic intervals (e.g. every 6 months).

## Posting and Receiving Credit for a Job Practicum

Each individual element of your Job Practicum plan will be uploaded and evaluated separately.

- Many elements will be in the form of a Ministry Practicum. In this case you will upload a standard Ministry Practicum report.<sup>1</sup>
- Classes you take and gain credit for from an accredited institution will be transferred to the Antioch School.
- For classes or seminars that are not from an accredited institution, you will submit a report with enough detail on the objectives and content that we can determine a credit equivalency.

Where are Job practicum credits tracked in BILD Cloud?

- Students do not have a section in their BILD Cloud portfolio labeled “Job Practicum”.
- Students enrolled in the C.Min. with Additional Ministry Practicum, will track job practicum credits in both the Ministry Practicum section and the Electives section of their portfolio.
- Students enrolled in the *B.Min.* will track job practicum credits in both the Ministry Practicum section and the Electives section of their portfolio.

How many credits can be earned?

A Job Practicum will earn a student 42 credits. When combined with the Antioch School C.Min., this is comparable to an Associate Degree. When combined with the B.Min., this will address the Ministry Practicum (12 credits) and Electives (30 credits) requirements associated with the degree.

A Job-Skill Module (see below) will be for a variable amount of credit, generally ranging from 3 to 20 credits.

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<sup>1</sup> See *Practicum Manual*

## **Job-Skill Modules**

A full Job Practicum, done in association with an Antioch School C.Min. or B.Min., will require students to complete 1890 hours of work and earn 42 credits (45hrs/credit). In doing so they develop the full range of marketplace skills needed to succeed in given area.

In some instances, however, a student may not need a full Job Practicum but desire a targeted set of experiences aimed at developing a particular skill set. If this is the case, a focused Job-Skill Module can be used. A Job-Skill Module will take less time, earn fewer credits, and have a more specific target than a full Job Practicum.

Example:

Developing Business Start-Up Skills (12 credits)

1. Work for a new startup company in your community for 3 months part-time (6 cr)
2. Take a class on disciplined entrepreneurship, learning the 24 steps (3 cr)
3. Take a class on the basics of business (3 cr)

## Apprenticeship and Job Practicum Resources

### Registered Apprenticeships

Below is a sampling of sources available online for finding registered apprenticeships. Some describe nationwide opportunities. Others are examples of regional offerings. A search for “apprenticeships” or “registered apprenticeships” will yield additional resources in your area.

- [www.apprenticeship.gov](http://www.apprenticeship.gov)
- [www.indeed.com](http://www.indeed.com)
- [www.iowastem.org](http://www.iowastem.org)
- [www.iowaworkforcedevelopment.gov](http://www.iowaworkforcedevelopment.gov)
- [www.careeronestop.org](http://www.careeronestop.org)
- [www.earnandlearniowa.gov](http://www.earnandlearniowa.gov)

### MOOC (Massive Open Online Courses) resources

As you identify the specific components of a Job Practicum or Job-Skill Module you may want to explore to the world of MOOCs (Massive Open Online Courses). Thousands of courses are available for free. Below is a sampling of online sources.

- [www.mooc.org](http://www.mooc.org)
- [www.edx.org](http://www.edx.org)
- [www.coursera.org](http://www.coursera.org)
- [www.udemy.com](http://www.udemy.com)
- [www.openculture.com](http://www.openculture.com)
- [www.udacity.com](http://www.udacity.com)
- [www.classcentral.com](http://www.classcentral.com)
- [www.futurelearn.com](http://www.futurelearn.com)

### Ideas for developing home-based business

- A. [entrepreneur.com](http://entrepreneur.com) (slide shows)—Massive help with hundreds of homebusiness startup ideas and pathways.

see [www.entrepreneur.com/slideshow/299668](http://www.entrepreneur.com/slideshow/299668) “25 Part-Time Business Ideas”

#### Two home-based job examples

- Restaurant Delivery Service Driver
- Garage and Attic Cleaning and Hauling Service

- B. Home-based business books—Over 3,000 business ideas, many with network marketing platforms (all on Kindle)
- [Home-Based Jobs and Businesses](#) by Gundi Gabrielle (free book) part of a 5-book series of endless home-based startups and network platform connections
  - [463 Ways to Make Money From Home](#) by Christine Clayfield
  - [725 Best Business Ideas](#) by Dave Kenson
  - [Goodbye 9 to 5!](#) by Martin Wilder
  - [Start an Internet Business with \\$50–\\$100 for Beginners](#) by D.J. Durbin
  - [Easy to Start Business Ideas](#) by Danny Marforni
  - [The \\$50 Startup](#) by John Kinsley
  - [The 1-Page Marketing Plan](#) by Allan Dib C.

## Job Practicum Plan Worksheet

### Your Area of Emphasis

Describe the area within which you want to develop marketplace skills. What vision will integrate and guide the individual training components?

### Your Plan

Develop a 2-3 yr plan. The plan should include specific training elements – ministry practicums, MOOC classes, job experiences, volunteer work, custom courses, etc. The plan should also include an estimated schedule of when the training elements will be rolled out.

### Your Mentor Team

Who will be on your mentor team? Why have you chosen them? What will be your rhythms for meeting with them?



# Job Practicum Plan Example

## Your Area of Emphasis

Describe the area within which you want to develop marketplace skills. What vision will integrate and guide the individual training components?

Practicum Track – **Urban Center Entrepreneurship**

Job Target – Develop a painting business

Vision – I want to develop a painting business that will serve as a flexible tent-making skill. My hope is to learn a trade that will position me in the community and provide for my family while giving me the flexibility to plant churches in my city.

## Your Plan

Develop a 2-3 yr plan. The plan should include specific training elements – ministry practicums, MOOC classes, job experiences, volunteer work, custom courses, etc. The plan should also include an estimated schedule of when the training elements will be rolled out.

I am enrolled in the C.Min. plus Job Practicum

In the first 2 years, the Job Practicum will be pursued simultaneously with completing the Antioch School C.Min. In the 3 year, the focus will be entirely on completing the Job Practicum.

Year 1 – 12 credits

- Class on disciplined entrepreneurship, learning the 24 steps (3 cr – fall)
- Ministry Practicum 1 – work part-time for a painting business (4 mo/3 cr – fall)
  - Focus on trade skills
- Ministry Practicum 2 – work part-time for a painting business (4 mo/2cr – spring)
  - Focus on client relations
- Ministry Practicum 3 – work part-time for a painting business (4 mo/2cr – summer)
  - Focus on business management
- Ministry Practicum 4 – volunteer job shadowing with mentor 2 (2 cr – all year)
  - Focus on trade skills

## Year 2 – 12 credits

- Class on basics of business and bookkeeping (3 cr – fall)
- Ministry Practicum 5 – work part-time for a painting business (4 mo/2 cr – fall)
  - Focus on advanced trade skills
- Ministry Practicum 6 – work part-time for a painting business (4 mo/2 cr – spring)
  - Focus on advanced client relations
- Ministry Practicum 7 – work part-time for a painting business (4 mo/3 cr – summer)
  - Focus on advanced business management
- Ministry Practicum 8 – volunteer job shadowing with mentor 2 (2 cr – all year)
  - Focus on trade skills

## Year 3 – 18 credits

- Trade show (1 cr)
- Seminar on equipment repair (2 cr)
- Advanced class on disciplined entrepreneurship, applying the 24 steps (3 cr)
- Ministry Practicum 9 – work full-time starting painting business (3 mo/3 cr – fall/spring)
  - Focus on developing clientele
- Ministry Practicum 10 – work full-time starting painting business (3 mo/3 cr – fall/spring)
  - Focus on hiring decisions
- Ministry Practicum 11 – work full-time starting painting business (3 mo/3 cr – fall/spring)
  - Focus on business management
- Ministry Practicum 12 – work full-time starting painting business (3 mo/3cr – summer)
  - Focus on business management

## Your Mentor Team

Who will be on your mentor team? Why have you chosen them? What will be your rhythms for meeting with them?

Mentor 1 is a businessman from my church chosen because of his 25 years working in the trades. He is well networked in the community and skilled in client relations. He has made himself available to meet weekly for the first 6 months and biweekly thereafter.

Mentor 2 has worked in the painting industry for many years. He has made himself available to discuss the technical aspects of painting. This will be done through job shadowing at my request.

Mentor 3 was recommended by mentor 1 because of his specific experience in establishing a painting business in another city. He has made himself available to meet quarterly and more often in the final year of this Job Practicum if that would be helpful.

I will meet with all 3 mentors as a team once every 6 months.





