

LEAD 540 FIELDWORK CONTRACT

Student

Name	Place of Employment	Phone
Nikki Hardin	Kentucky Court of Justice	502-417-2949

Workplace Supervisor

Name	Location of Fieldwork	email	Phone
Eran Poole	Kingdom Fellowship Christian Life Center	epoole@kingdomfellowshiplife.org	502-424-6685

Credit Hours Registered (2-5)	Contact Hours (50-125)	Term	Fieldwork Completion Date
3	75	SPRING 2025	

***25 contact hours per credit hour**

Terminal Objective

To develop and implement a comprehensive ministry handbook that enhances the effectiveness and efficiency of all ministries at Kingdom Fellowship by providing clear guidelines, policies, and resources for ministry leaders, resulting in a more organized, streamlined, and impactful ministry experience for all.

Enabling Objectives These objectives are stated in terms of performance with action verbs that allow the terminal objective to be attained.	Activities to Achieve Objectives What are the activities involved in each enabling objective?	Products Description You should have at least one product per enabling objective. These products are 15 points of your final grade.	Products Completion Dates
1. I will conduct research and needs assessment	Meet with church leaders	Needs assessment	January 2025
2. I will develop a comprehensive framework for the handbook	Create, outline, and identify key sections and topics	A template complete with topics	January/February 2025
3. I will draft and design handbook content for each section of the handbook	Research and gather relevant information	Draft of the handbook	February 2025
4. I will obtain approval from church leadership on the draft to ensure I am producing what is expected before completing the final product.	Present the draft handbook to church leaders	Feedback assessment	March 2025
5. I will incorporate feedback into final copy of the handbook after approval.	Finalize the design and sections of the handbook	Finalized handbook	March 2025
6. I will develop and implement a training and communication plan	Conduct training session for ministry leaders to reveal handbook and gather feedback from users	Training agenda and survey	April 2025

Approved by University Coordinator _____ Date _____
(must be approved before signing)

Approved by Workplace Supervisor Erim Poole Date 1-28-2025
(must be signed before starting)

I agree to conduct, to the best of my abilities, the practicum as described above. Further, these activities will be in accord with my professional needs and interests, advice and counsel of my University Coordinator, and the policies and practices of the Department & University of Louisville. I shall maintain a log of activities associated with my practicum, along with developing other materials necessary to successfully satisfy the learning objectives. I will write a report detailing how the goal and learning objectives were met and the level of mastery achieved.

Student's Signature _____