

Supervised Ministry Site Application

 **Charlotte Campus** 5141 Sharon Road Charlotte NC 28210

schang@upsem.edu 980.636.1681

**Richmond Campus** 3401 Brook Rd. Richmond VA 23227

dtripodi@upsem.edu 804.278.4220

**Supervisor’s Last Name**:  Yust    **First Name:**      Karen-Marie

**Intern’s Last Name**:           **First Name:**

**Congregation/Agency Site Name:   Children’s Spirituality Research & Innovation Hub**

**Supervisor’s Title**: (e.g., Pastor, Program Director, DCE, Associate Pastor) Director, Rowe Professor of CE

**Supervisor’s Email:** (Program information will be sent to this address.)**:** kmyust@upsem.edu

**Street:**      3401 Brook Road

**City/State/Zip:**  Richmond, VA 23227

**Phone:**  804.278.4203

**Denomination:**    Interdenominational/Nonsectarian

**Please check all internship options you will offer:**

Academic Year Parish/Non-Parish Internship [x]  Fall 3 credit hours [x]  Spring 3 credit hours

Summer Intensive Parish/Non-Parish Internship [x]  Richmond 6 credit hours

Spring II Intensive Parish/Non-Parish Internship [ ]  Charlotte 6 credit-hours

Student-In-Ministry Year (SIM) [x]  12 months 6 credit hours

Church in the World 3 credit hours [x]  Community Engagement

[ ]  Evangelism

[ ]  Interfaith

**Site Description** (up to 300 words)

(Include a brief understanding of mission, number of staff, and description of local community).

The Hub exists to explore and support effective practices for children’s spiritual nurture and faith formation, especially through our public website ([www.RealKidsRealFaith.org](http://www.RealKidsRealFaith.org)). Our four core purposes are to 1) help reflective practitioners and parents integrate social science research with family spirituality; 2) develop and curate children’s spirituality materials, resources, and conversations; 3) serve as an intersection point for collaboration and networking among various projects and constituencies related to children’s faith formation; and 4) support congregations and other organizations engaged (or willing to engage) in experimental approaches to children’s spiritual development. Our staff consists of the Director, Associate Director, and a half-time Administrative Assistant, and our office in on the UPSem campus in Richmond, VA.

**Supervisor Information** (up to 400 words)

Include educational background; length of time served in ministry (congregational or agency work), any special interests or training you bring to your work, plans to go on Sabbatical or other absences that might occur during the internship.

The Rev. Dr. Karen-Marie Yust is the Josiah P. and Anne Wilson Rowe Professor of Christian Education at UPSem. She holds a Th.D. in theology from Harvard University and a M.Div. from Texas Christian University. She has been ordained for 30 years and holds dual standing in the Christian Church (Disciples of Christ) and the United Church of Christ. She has previously served as a congregational site supervisor for five interns (1 each from UPSem, Dubuque Theological Seminary, and Christian Theological Seminary; 2 from Harvard Divinity School). The Hub is her fifth major Lilly Endowment initiative related to childhood and adolescent spiritual development, and the project has been underway for more than a year. She will be the primary supervisor.

Dr. Erin Reibel holds a D.Min. from Wesley Theological Seminary and M.Div. and M.A.C.E. degrees from UPSem. As the Hub’s Associate Director, she facilitates our work with individuals and sites experimenting with innovative ways to encourage children’s spiritual development. She will support those aspects of the internship that intersect with our innovation projects.

**Description of Proposed Student Involvement** (up to 400 words)

Describe the breadth and depth of ministry available for the intern’s participation. A student is expected to start and end the internship based on the academic term. The student in collaboration with the supervisor will develop learning goals at the beginning of the internship. These learning goals are subject to approval by the instructor. A student may not serve internships at their home congregation unless they serve on staff.

Interns will have the opportunity to participate in all aspects of the Hub’s work, including researching and writing blog posts for the RKRF website, interacting with innovation site developers, assisting with research working groups, engaging in planning and assessment processes, and organizing educational conferences and other events. They will learn the basics of technical website management, grant reporting, and budget accounting for non-profit projects. They may conduct video interviews or produce podcasts for the website, as well as assist with the review of research and innovation proposals.

The Hub produces a minimum of two website posts weekly, rotating among three different categories: Raising Spiritual Kids (oriented toward religiously unaffiliated parents), Supporting Families (oriented to organizational leaders who work with families to encourage children’s spiritual development), and Useful Stuff (downloadable activities and curated lists of helpful resources for both audiences). Every post integrates (implicitly or explicitly) social science findings with spiritual identity development and spiritual practices. We will expect interns to participate regularly in website post development, learn how to upload posts in WordPress and share them across social media platforms, participate in site promotion planning, and help with tracking website engagement.

The Hub will also be working with several researchers (who are translating social science findings into new frameworks for understanding and practicing children’s spiritual development) and innovators (who are designing and testing new models and strategies for ministry with children and families). We will expect interns to assist in supporting our collaborative efforts with these individuals through administrative management, resource development, event coordination, and assessment activities.

**Time Requirements**

The student is expected to serve:

* Fall/Spring term(200 hours/12 weeks): a minimum of 11-12 hours per week on site
* Charlotte Spring II and Richmond Summer (400 hours/10 weeks): a minimum of 35 hours per week on site
* Academic year internships begin in September and conclude in April
* Charlotte Spring II internships begin in late April and conclude late June (10 weeks)
* Richmond summer internships begin in early June and conclude in mid-August

**Description of the Congregation’s/Site's Commitment to educating church and agency leaders**

(up to 300 words)

The primary work of the Hub is to be a space for experimentation and learning. Our projects and programs are meant to redefine what ministry looks like for children in a post-Sunday School world where a majority of families are religiously unaffiliated. We invite interns to join us as co-learners in this space, as bold innovators brave enough to explore new ideas, and as critical evaluators of good faith efforts that may be successful (or not) in a particular context and scalable (or not) for widespread use. We hold weekly staff meetings in which we work together to support and improve the efforts of each member in service of the Hub’s purposes and goals. We will welcome an intern as a valuable member of the team and encourage their ideas, questions, critical assessments, and insights. We will also provide a structure that values collaboration at all stages of work (and relies heavily on shared Google Drive files and collaborative annotation to get most jobs done) alongside individual initiative to keep projects moving and get tasks accomplished. We care passionately about children and families and have clearly articulated on the RKRF website the values that animate that commitment. We will expect interns to honor these values in their work and to hold the rest of the staff accountable as well. Our working environment uses a ‘high expectations, high support’ model to encourage everyone to do their best work, while recognizing that flexibility and adaptability are essential skills for ministry. If the Covid-19 pandemic has taught us anything, it is that an ability to pivot to meet changing needs is an essential ministry skill.

**Stipend Information**

UPSem **suggests** (but does not require) a stipend of $3500 for all internships except the SIM internship. If a stipend is available, please describe it below.

We have budgeted $1,750/semester ($3,500/academic year) for intern stipends.

**Other Considerations**

(e.g., transportation, off-site supervisor, student’s denominational requirements, housing)

Much of our work occurs online and we are open to interns who do not normally reside in the Richmond area, as long as they are able to participate reliably and weekly in staff meetings and other interactions via Zoom and willing to travel to Richmond for onsite events. We will expect interns who live in the greater Richmond area to be in office some time each week.

**Supervisor Orientation**

Each supervisor will complete a supervisor orientation as a prerequisite for supervising and mentoring a student. Orientations are generally held before the start of the term and may be available in online or on campus. The supervisor is required to attend an orientation for each internship.

**Supervision**

The supervisor and student will meet weekly for theological reflection, guidance, consultation and support. These meetings are **separate** from staff meetings. In this relationship of teaching and learning, both supervisor and student engage in mutual learning and growth.

**Mentoring Team**

The supervisor assists the student in selecting a mentoring team consisting of a minimum of three mentors from the congregation. The supervisor does not serve as part of the mentoring team. The student sets and communicates the agenda for each mentoring team meeting.

**Academics**

Supervised ministry is a required course at UPSem that receives academic credit. The student attends classes taught by the instructor either online or on campus in conjunction with the ministry at the setting. The supervisor is required to submit the Learning Covenant, the In-Process-Assessment and the Final Assessment on behalf of the student.

**Ethical Standards and Expectations**

It is expected that all the participants in Supervised Ministry courses (student, supervisor, mentoring team, instructor) are committed to the standards of ethics of UPSem, which promote the dignity of all persons. The Code of Ethics includes policies related to professional conduct, plagiarism, sexual misconduct, discrimination and confidentiality.