     

LEARNING COVENANT

SUPERVISED MINISTRY

3401 Brook Rd. **Richmond** VA 23227 (804) 278-4220 [dtripodi@upsem.edu](http:///h)

5141 Sharon Rd  **Charlotte** NC 28210 (980) 636-1681 fax (980) 636-1798 [schang@upsem.edu](mailto:schang@upsem.edu)

**Student Name**:       **Supervisor** **Name**:   

The above parties enter into an educational partnership with Union Presbyterian Seminary to establish a congregation or agency-based internship, and agree to the following terms for this internship:

1. **Dates**. The period of ministry for this internship will be as follows:

**Starting** **date**:                 **Concluding** **date**:     

2. **Authority** (if a congregational setting). The student will recognize the authority of the duly established governing body of the congregation (session, deacon board, etc.) and submit to that ecclesial authority during this internship.

3. **Responsibilities** **of** **the** **Congregation**.

* + Welcome and support the intern’s ministry.
* Involve the student in a broad range of meaningful pastoral responsibilities with the congregation during the ministry period. (No more than half of the student’s time will be devoted to any one area of responsibility.)

4. **Responsibilities** **of** **the** **Agency**.

* + Provide a site supervisor who will supervise the student per the guidelines of UPSem’s Supervised Ministry and Vocational Planning Office.
  + Welcome and support the intern’s ministry.
  + Involve the student in a broad range of activities that will engage the student in meaningful service to the community.

5. **Responsibilities** **of** **the** **Site** **Supervisor**.

* If a congregational setting, the supervisor will assist the intern in establishing a mentoring team.
* Supervise the ministry of the student, meeting routinely (minimum of one hour for every 40 hours of ministry) for ministry reflection, and provide administrative oversight of the work of the student.
* Work with the student to establish a learning covenant by the due date identified in the syllabus.
* Prepare a final assessment of the student’s work, review it with the student, and submit it to the Supervised Ministry and Vocational Planning Office (SMVPO).

6. **Responsibilities** **of** **the** **Student**.

* Read and follow the course syllabus.
* Check Blackboard at least weekly for announcements.
* Communicate in advance with the candidacy oversight agency of his or her denomination about this internship, if applicable.
* Work with supervisor to establish a learning covenant.
* Fulfill pastoral/educational responsibilities of the internship established in the learning covenant as a minimal expectation for service with the congregation or agency.
* Prepare for and participate in regularly scheduled conferences with the supervisor and meet with mentoring team.
* Prepare written reflection materials as outlined in the course syllabus and submit them to SMVPO by the due date as stated in the syllabus.
* Participate in class activities as assigned.
* Communicate concerns about the internship to the supervisor, and if appropriate, SMVPO, as soon as they arise.

7. **Responsibilities** **of** **UPSem**.

* Provide orientation session and materials to clarify expectations for the internship.
* Provide course instructor and administrative support for the course.
* Be available for consultation in support of the internship.
* Award academic credit to the student for a satisfactorily completed internship, as outlined in the syllabus.

8. **Moral** **Conduct**.

The supervisor/educator/mentors, and student shall commit themselves to follow a code of personal and professional conduct consistent with being ministers of the church of Jesus Christ. This code recognizes the necessary tension between

* The need to develop appropriate working relationships essential for ministry, and
* The need to honor confidentiality, sexual and other interpersonal boundaries, and theological differences.

9. **Termination** **Policy**.

In order to terminate a supervised ministry experience-regardless of who originates the request-the following steps must be taken:

* The student, the supervisor, and the SMVPO Director discuss the issues. A mutual decision is reached regarding termination, if possible. \*
* If termination is agreed upon, arrangements for severance pay or other financial considerations are made.
* The student has an exit interview with the SMVPO Director following the termination.

\* If a mutual decision regarding termination is not achieved, the Director will determine the next steps, ordinarily culminating in the termination of the internship. There may arise a circumstance in which the Director determines that the internship needs to be terminated independent of a request by the student and/or supervisor. Under such circumstances, the SMVPO Director will discuss (to the degree appropriate) the rationale with the student and supervisor prior to officially terminating the internship.

10. **Tuition** **and** **Academic** **Credit**.

The student will pay tuition to the seminary for academic credit as stipulated in the current seminary catalogue. Upon satisfactory completion of the internship, the student will be awarded academic credit.

11. **Compensation**.

The congregation, in support of this internship, agrees to provide to the student the following compensation:

**Cash** **Stipend**: $         **Housing** **Allowance**: $             **Housing** **Provided**: Yes No

**FICA** **Tax**:            **Other**:   

Please provide the following information about the ministry setting.

**Name** **of** **Setting**:   

**Address** **of** **Setting**:    

**Address** 1:    

**Address** **2**:    

**City**, **State**, **Zip**:  

**Supervisor’s** **Email**:     

Is the supervisor an alumni/ae of Union Presbyterian Seminary? (This includes PSCE!) Yes  No

12. Student’s selected daily **spiritual** **practice**:

AGREEMENT, ACKNOWLEDGMENT AND RELEASE

(Student)

As part of my educational program with Union Presbyterian Seminary (“UPSem”), I,  Ann Marie Smith

, have requested to participate in a course or activity that involves my participation in an off-campus setting. [[1]](#footnote-1)

Specifically, I have requested, and I have been accepted for, participation in the supervised ministry program (“the Program”). I would like to take advantage of this opportunity to enrich my educational and spiritual experience.

Accordingly, I agree to the following terms.

1. I understand and agree that as a participant in the Program, I will not be an employee of UPSem, and I will not be entitled to any compensation or employee benefits from UPSem for my activities in the Program.
2. I certify that I currently have, and I will maintain, health care insurance or health benefit coverage that is sufficient to provide ample treatment for any medical care needs I may encounter during or because of my participation in the Program.
3. I understand and agree that it is my responsibility to determine whether I could face any personal liability as a result of my activities in the Program and to arrange for any personal liability insurance coverage that may be prudent.
4. I recognize that UPSem does not control the working spaces or conditions at the site of the Program. I also recognize that some risks are inherent in any working environment such as the site of the Program. In exchange for the opportunity to participate in the Program, I hereby release UPSem and all of its employees and representatives from any and all claims for any personal injury, disease, property damage, loss or harm I might sustain due to my participation in the Program.
5. I have read this Agreement, Acknowledgment and Release, and I have had an ample opportunity to consider its terms. I understand these terms, and I agree to them. I understand that I am not required to sign this Agreement, Acknowledgment and Release, and I am signing it voluntarily.

     

**Typed** “**Signature**” **of** **Student** **Date**

LEARNING GOALS

The three learning goals developed in the following pages are to be focal points for ministry, but they are not to be limiting in terms of the scope of the student’s overall ministry at the setting. All students are expected to experience the **breadth** of ministry opportunities. For M.Div. students, this includes the requirement to preach at least twice during the internship.

*Church internships*: Learning goals are to be developed for each of the three UPSem curricular roles.

*Agency internships*: Learning goals are to be developed for Practicing Theologian and Community Witness.

**Practicing Theologians** nurture communities of faith. They receive, interpret, and pass on the inheritance of Christian tradition as expressed in the canonical Scriptures and other formative texts. They model, and enable others to engage in, disciplined reflection on the meaning of the gospel for, and its faithful enactment in, their particular time and place.

**Congregational Leaders** equip communities of faith for the praise and service of God. Informed by the theological traditions of the church and its contemporary realities, they seek to bear witness to the gospel through ministries of preaching, teaching, pastoral care, and liturgical and congregational leadership. They call individuals and congregations to hear and respond to the Word of God.

**Community Witnesses** practice ministry by participating in God’s mission in the world. In a multicultural and multi-religious world, they bear witness to Jesus Christ. In response to Christ’s call to serve the least, these witnesses seek to encourage communities of faith to proclaim the gospel, work for justice, and resist the powers of sin and evil. They do so joyfully anticipating the fullness of God’s reign.

**Goal 1: Practicing Theologian**

1. **Identifying the Learning Goal.**

State the goal, specifying the knowledge, competency, skill, maturity, etc., you will possess when this learning goal has been accomplished.

2. **Achieving the Learning Goal**.

List the ministry/educational tasks you can do that will enable you to work toward this goal.

List the ministry/educational tasks that you will observe others doing in order to move forward on this goal.

3. **Resources.**

Write the names of ministers, educators, mentors, and other individuals with whom you will consult to gain insight and direction on this goal.

Cite at least one article, video, or book that you will read/watch to assist your growth and learning in relation to this goal.

4. **Supervision.**

Write out questions and concerns related to this goal that you would like to address during the internship.

**Goal 2: Community Witness**

1. **Identifying the Learning Goal.**

State the goal, specifying the knowledge, competency, skill, maturity, etc., you will possess when this learning goal has been accomplished.

 

2. **Achieving the Learning Goal.**

List the ministry tasks you can do that will enable you to work toward this goal.

 

List the ministry tasks that you will observe others doing in order to move forward on this goal.

3. **Resources.**

Write the names of ministers, mentors, and other individuals with whom you will consult to gain insight and direction on this goal.

 

Cite at least one article, video, or book that you will read/view to assist your growth and learning in relation to this goal.

 

4. **Supervision.**

Write out questions and concerns related to this goal that you want to discuss with your supervisor.

**Goal 3: Congregational Leader**

1. **Identifying and measuring the Learning Goal.**

State the goal, specifying the knowledge, competency, skill, maturity, etc., you will possess when this learning goal has been accomplished.

2. **Achieving the Learning Goal**.

List the ministry tasks you can do that will enable you to work toward this goal.

List the ministry tasks that you will observe others doing in order to move forward on this goal.

3. **Resources.**

Write the names of ministers, mentors, and other individuals with whom you will consult to gain insight and direction on this goal.

Cite at least one article, video or books that you will read/view to assist your growth and learning in relation to this goal.

4. **Supervision.**

Write out questions and concerns related to this goal that you want to discuss with your supervisor.

Mentoring Team Information

Please provide the names and e-mail addresses for the mentoring team members.

|  |  |
| --- | --- |
|  |  |
| E-mail Address | Name |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

IMPORTANT: This document is to be submitted by the supervisor after the intern and supervisor have both agreed upon its stipulations and contents. Notification of approval by the course professor will be sent to the intern and supervisor.

1. This Agreement, Acknowledgment and Release may be applied to any program or Supervised Ministry course (e.g., Parish Internship, Clinical Pastoral Education, or Non-Parish Internships) in which UPSem students are off the UPSem campus, working for or otherwise interacting with entities that are not part of UPSem or under UPSem’s control. [↑](#footnote-ref-1)