

Supervised Ministry Site Application

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

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

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

**Congregation/Site Name:**

**Street:**      

**City/State/Zip:**  

**Phone:**  

**Supervisor’s Name**:  

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

**Supervisor’s email** (Program information will be sent to this address.)**:**

**If applicable:**

**Denomination:**    

**Denominational Representative:**            **Email:**

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

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

Summer Intensive Parish/Non-Parish Internship  Richmond 6 credit hours

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

Student-Year-In-Ministry  12 months 6 credit hours

Church in the World 3 credit hours  Community Engagement  Evangelism  Interfaith

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

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

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

[Include seminary attended or educational background; length of time in ministry (congregational or agency work); congregations or agencies served; length of time in each; any special interests or training you bring to your work]

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

(Note: UPSem requires that all M.Div. parish internships provide students with experiences in the broad range of ministry activities. Please describe the **breadth of ministry tasks** available for the intern’s participation.)

**Description of the Congregation’s/Site's commitment to the mission of educating church leaders**: (up to 300 words)

**Stipend Information**: UPSem **suggests** (but does not require) a stipend of $3500 for all internships except those that are 12-month, full time. If a stipend is available, please describe it below.

**Other Considerations**: (e.g., transportation, off-site supervisor, denominational requirements of students, housing):

In the process of their internship site selection, students are required to comply with the SMVPO’s Home Church Policy. The policy addresses the issue of students interning at their home churches or the settings in which they have been connected for an extended period.

**Supervisor orientation**

All Supervisor will complete a supervisor orientation as a prerequisite for mentoring an intern. Orientations are generally held before the start of the term and may be available in online or on campus formats. Supervisors are required to attend an orientation.

**Intern Stipends**

We encourage congregations to offer a stipend to interns. As a guideline, $3500 is recommended for a summer or academic year internship. At a minimum, interns should be reimbursed for their travel expenses.

**Supervision**

The supervisory relationship between the supervisor and the seminarian is an essential component of the internship. Meeting weekly for guidance, consultation and support, the seminarian and the supervisor develop a relationship of trust and accountability. These meetings are **separate** from staff meetings. In this relationship of teaching and learning, both seminarian and supervisor become open to new understandings from each other. While the supervisor functions as an experienced mentor and guide, the seminarian takes responsibility for her or his own growth and learning.

**Mentoring Team**

Parish interns and their supervisors will select a mentoring team consisting of a minimum of three mentors from their congregation. The supervisor is NOT a participant in the mentoring team meetings but should ensure that mentoring team members understand their responsibilities. Mentoring team responsibilities are: ministry reflection, prayer, support, feedback, and vocational discernment. And write mentoring team feedback as a part of the final assessment. The intern sets and communicates the agenda for each meeting.

**Academics**

Supervised ministry is a required course at UPSem that receives academic credit. Interns attend classes taught by faculty either online or on campus in conjunction with their ministry at the setting. A syllabus for the course that notes assignments, course goals, and deadlines is provided to both the supervisor and the intern prior to the start of the internship. Though grade is on a Pass/Fail basis, it is important that all class attendance and assignments be completed thoughtfully and submitted in a timely manner in order to receive a passing grade.

**Time Requirements**

Seminarians are expected to serve a minimum of 11-12 hours per week **on site** in an academic year (200 hours/12 weeks) internship and 35 hours per week (total 400 hours/10 weeks) on site in a summer internship or spring II term. Academic year internships begin in September and conclude in April; Charlotte campus 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. Any time off will be negotiated between the student and supervisor and noted formally in the Learning Covenant.

**Ethical Standards and Expectations**

It is expected that all the participants in Supervised Ministry courses (Seminarian, Supervisor, Mentoring Team, Supervised Ministry faculty) are committed to the standards of ethics of UPSem, which promotes the dignity of all persons. The Code of Ethics includes policies related to professional conduct, plagiarism, sexual misconduct, discrimination and confidentiality.