

LEARNING COVENANT

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**Student Name**: Click or tap here to enter text. **Supervisor** **Name**:   Click or tap here to enter text.

The above parties enter an educational partnership with Union Presbyterian Seminary to establish a congregation or agency-based internship.

All parties agree to the following terms for this internship:

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

**Starting** **date**:   Click or tap here to enter text.  **Concluding** **date**:     Click or tap here to enter text.

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.

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

* + Welcome and support the intern’s ministry.
	+ Involve the student in a broad range of activities engaging the student in service to the community as possible.

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

* Supervise the ministry of the student, by meeting for ministry reflection, and providing administrative oversight.
* Work with the student to establish a learning covenant by the due date identified in the syllabus. Submit the learning covenant directly via email to the Supervised Ministry instructor.
* Prepare an in-process and final assessment of the student’s work, review it with the student, and submit each assessment directly via email to the Supervised Ministry instructor as indicated in the syllabus.

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

* During the internship, class attendance utilizing synchronous and asynchronous platforms are mandatory. Reading and written assignments must be turned in by the deadline.
* Work with the supervisor to establish a learning covenant.
* Fulfill pastoral/educational responsibilities of the internship established in the learning covenant.
* Communicate concerns about the internship to the supervisor, and instructor as soon as they arise.

7. **Responsibilities** **of** **Seminary:**

* Provide orientation session, materials, and course instruction.
* Be available for consultation in support of the internship.
* The instructor will award a letter grade for the course.

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

All 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 respect theological differences.
* The need to adhere to safety and mental wellbeing of all engaged in the internship.

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 instructor 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 instructor following the termination.

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

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

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

11. **Compensation**.

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

**Cash** **Stipend**: $  \_\_\_\_\_  **Housing** **Allowance**: $ \_\_\_\_       **Housing** **Provided**: ☐Yes ☐No

**FICA** **Tax**: Click or tap here to enter text.      **Other**:   Click or tap here to enter text.

Please provide the following information about the ministry setting.

**Name** **of** **Setting**:   Click or tap here to enter text.

**Address** **of** **Setting**:    Click or tap here to enter text.

**Address** 1:    Click or tap here to enter text.

**Address** **2**:    Click or tap here to enter text.

**City**, **State**, **Zip**:  Click or tap here to enter text.

**Supervisor’s** **Email**:     Click or tap here to enter text.

12. **Student’s description of the proposed spiritual practice:**

Click or tap here to enter text.

AGREEMENT, ACKNOWLEDGMENT AND RELEASE

(Student)

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

, 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 by focusing on all three learning goals.

**For M.Div. students**, this includes the requirement to preach at least twice during the internship.

**For MACE students**, this includes the requirement for a teaching session at least twice during the internship.

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

**Agency internships:** “Congregational Leaders” learning goal needs to be translated into the agency’s leadership along with two other goals.

Three Learning Goals:

**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/ Agency 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. For agency leaders are called to practice their distinctive leadership in their particular settings.

**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 anticipate the fullness of God’s reign.

**Goal 1: Practicing Theologian**

1. **Identifying the Learning Goal.**

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

Click or tap here to enter text.

2. **Achieving the Learning Goal**.

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

Click or tap here to enter text.

List the ministry/educational tasks that you will observe being performed by others to move forward on this goal.

Click or tap here to enter text.

3. **Resources.**

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

 Click or tap here to enter text.

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

Click or tap here to enter text.

4. **Supervision.**

Record at least two questions and concerns related to this goal that you would like to address during the internship.

Click or tap here to enter text.

**Goal 2: Community Witness**

1. **Identifying the Learning Goal.**

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

 Click or tap here to enter text.

2. **Achieving the Learning Goal.**

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

 Click or tap here to enter text.

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

 Click or tap here to enter text.

3. **Resources.**

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

 Click or tap here to enter text.

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

 Click or tap here to enter text.

4. **Supervision.**

Record at least two questions and concerns related to this goal that you want to discuss with your supervisor.

Click or tap here to enter text.

**Goal 3: Congregational Leader**

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

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

Click or tap here to enter text.

2. **Achieving the Learning Goal**.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

3. **Resources.**

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

Click or tap here to enter text.

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

Click or tap here to enter text.

4. **Supervision.**

Record at least two questions and concerns related to this goal that you want to discuss with your supervisor.

Click or tap here to enter text.

Mentoring Team Information

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

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| E-mail Address | Name  |
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IMPORTANT: This document is to be submitted by the supervisor after the intern and supervisor have both agreed upon its stipulations and contents.

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)