

Supervised Practice of Ministry Agreement

(Fill out and return to Office of Vocations)

San Francisco Theological Seminary

c/o Kris D. Martel

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Intern: _____

Supervising Pastor: _____

Ministry site: _____

Address: _____

Phone No.: _____ **Email:** _____

The above parties enter into an educational partnership with San Francisco Theological Seminary to establish a pastoral internship in a ministry setting, and agree to the following terms for this supervised practice of ministry:

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

Starting date (M/D/Y): _____ Concluding date (M/D/Y): _____

2. **Authority.** The intern will recognize the authority of the duly established governing body of the ministry site (board, session, etc.) and submit to that ecclesial authority during this internship.

The following list of general responsibilities relates to supervised practice of ministry situations for SFTS. These general responsibilities will be particularized through Learning Service Agreements and related documents that detail more specific and detailed responsibilities and expectations.

3. **Responsibilities of the Ministry site.** The Internship shall be responsible to:

- Involve the intern in a *broad* range of mutually agreed on pastoral responsibilities with the congregation during the ministry period.
- Pay the intern the agreed cash stipend, include the intern as paid staff, and report earnings as required by taxing authorities.

4. **Responsibilities of the Supervising Pastor.** The supervising pastor shall be responsible to:

- Supervise the ministry of the intern, meeting regularly for pastoral and theological reflection, and will provide administrative oversight of the work of the intern.
- Establish a Learning Service Agreement with the intern.
- Complete evaluations of the intern's work, and submit them.

5. **Responsibilities of the Intern.** The intern shall be responsible to:

- Communicate in advance with the candidacy oversight agency of his or her denomination about this internship.
- Work with supervisor to establish a Learning Service Agreement.
- Fulfill pastoral responsibilities of the internship established in the Learning Service Agreement as a minimal expectation for service with the congregation.
- Prepare for and participate in regularly scheduled meetings with the supervisor and any other congregational committees or lay liaisons assigned to work with the intern.
- Participate in class time at SFTS with other Interns as scheduled.

6. **Responsibilities of SFTS.** The seminary shall be responsible to:

- Provide orientation and materials to clarify expectations for the internship.
- Be available for consultation in support of the internship.

7. **Moral Conduct.** The supervising pastor and intern both shall complete an online Sexual Harassment Prevention Course and commit themselves to follow a code of personal and professional conduct consistent with being ministers of the church. 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.

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

- The intern, the supervisor and the Director of Field Education, in consultation with the Associate Dean for Vocations to 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 intern has an exit interview with the Director of Filed Education, following the termination.

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

9. **Compensation.** The congregation, in support of this internship, agrees to provide to the intern the following compensation:

Cash Stipend: \$ _____ Ministry Expenses: \$ _____ Other: \$ _____
(meals, mileage)

Housing Allowance: \$ _____ Housing Provided: Yes _____ No _____

I certify that I have read and agree to the above terms for this internship.

Intern

Date (M/D/Y)

Supervising Pastor

Date (M/D/Y)

Director of Field Education

Date (M/D/Y)



***Please provide signed copies to the Supervising Pastor, Intern,
and the Office of Vocations***