

Intern Supervisor is a Partner in Theological Education

The Field Education portion of the Master of Divinity degree program is an opportunity for students to continue their discernment about God's call toward a vocation of professional ministry. Internship ministry settings provide a context for interns to observe, experience, practice and reflect upon ministry. Intern Supervisors are clinicians who have proven success and maturity in ministry, have a heart for the church, and the development of the next generation of leaders who will serve the church and the broader world God loves. Three focal questions to be addressed during the internship are:

- **What is *ministry*?**
- **What does it mean to be *called*?**
- **To what am I called?**

The Internship Supervisor plays a critical and pivotal role in the Field Education experience of the intern. This role involves the following facets:

- **Coordinator/Manager** of the educational and formational experience of the intern in this ministry setting, linking the intern's assignments and activities to the intern job description, ascertaining points at which adjustments may need to be made, and working with the intern to affect such revisions.
- **Model** for ministry through whom the intern learns by observing what the supervisor does, how he/she does this, and, most importantly, why this is done; and then invites the intern to practice the art of ministry.
- **Mentor** in the art of ministry and spiritual formation, assisting and guiding the intern in integrating theological disciplines with behavioral science disciplines in service to understanding the nature of ministry and the implications of such understanding for the intern's practice of ministry (priorities, attitudes, style, effectiveness, relationships) as well as continuing preparation for ministry (other coursework, additional field experience, and continuing education after seminary).
- **Teacher/Observer** of the intern, skilled in knowing when to affirm, when to question, when to encourage, and when to correct the intern.
- **Theological Companion** assisting the intern in reflecting upon the different aspects of the internship experience in light of the intern's and supervisor's common commitment to the Gospel of Jesus Christ, and in discerning the truth of the gospel as that truth is operative in their common ministry in the internship site.
- **Assessor** of the intern's gifts for ministry providing three (3) assessments/ evaluations of the intern for the intern's use in further consideration of call to ministry and preparation for it and for the seminary's use in its continuing work with the intern.

Director of Field Education:

The Rev. Linda Lane-Bortell

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Requirements for Supervisors

1. A Master of Divinity degree (or its equivalent) from an accredited Theological Seminary (or Graduate School program).
2. Have shown mature leadership in his/her place of call over the course of their ministry experience.
3. Have a minimum of 3-5 years' experience in a ministry setting (congregational setting, not for profit, community organizing...) following graduation.
4. Have been in a leadership role for at least two (2) years in their present call.
5. Have completed and submitted to the SFTS Field Education Director a copy of his/her Sexual Harassment Prevention Training Certificate from a recent training.
6. In addition, will complete the online prevention training required by San Francisco Theological Seminary faculty, staff, and students.
7. Have time for a weekly meeting for theological reflection and for completion of the 3 intern evaluations and 1 sermon evaluation with the intern.

Intern Stipend Guidelines

Recommended Compensation Guidelines

- A. The teaching site, whether a church or an agency, is responsible for providing adequate and legal compensation to the intern. Please note that under the law student interns are considered employees and the church or agency is considered an employer.
 - 1. As the employer the teaching site is responsible for reporting earnings, withholding income tax as appropriate, withholding, and paying social security and Medicare, providing a W-2 to the intern, and complying with all other employment and wage laws.
 - 2. SFTS recommends compensation of \$12 per hour for work. Churches or agencies may choose a higher compensation rate, but compensation should never be below the minimum wage.
 - 3. Reimbursement of Expenses: In addition, SFTS recommends that the teaching site budget for and reimburse certain agreed upon expenses that may be incurred by the intern. Such expenses may include supplies, meal/coffee costs for meetings with congregants/constituents, or mileage for required meetings or pastoral care visits, but not for travel to and from the internship location itself.

- B. The reality of the present-day church includes a decreasing budget for many of the sites SFTS has enjoyed a Teaching Church relationship with over the years.

It is possible to have an All-Volunteer Internship site, but we ask each church/agency board pursuing this to consider the justice issues that arise.

If this is the direction you choose in open conversation with potential interns and SFTS we would encourage reimbursement for certain agreed upon expenses that may be incurred by the intern.

If you plan on offering an All-Volunteer Internship, it is incumbent for your leadership body to check on any tax implications with the IRS along with any other possible legal implications.

The Intern Job Description

San Francisco Theological Seminary highly values students serving as interns in ministry settings as an integral part of their total seminary experience. Ministries nurturing interns are part of the teaching program of the Seminary and thus share in the process of the preparation of a candidate for ministry.

The Seminary expects that each intern will be given a mutually agreed upon set of ministry experiences and responsibilities in the life of the internship site. The first task of the internship is the creation of an intern job description by the supervisor, internship site, and the intern. This job description will establish that the intern is part of the staff and is responsible to the supervisor. Regular evaluation by the supervisor should enable the intern to mature through both success and failure, to develop a sense of competence in the variety of roles needed for ministry.

All congregational internships should normally include:

Worship Leadership: The intern should lead public worship at least monthly, but weekly is preferable, and occasionally be responsible for planning the content of the service.

Preaching: The intern must preach at least three times during the internship. The supervisor should be present to provide sermon feedback at least one time. 3-5 church members will be asked to give feedback for each of sermon.

Teaching: The intern should have regular teaching opportunities.

Program Planning: The intern should have at least one opportunity to plan, organize, conduct, and evaluate a particular program, project, or event.

Governing Body: The intern should regularly attend the congregation's administrative meetings (i.e. Session). In addition, they should also provide leadership to or resource another committee such as Christian Education Committee, Worship, Stewardship, Deacons, etc.

Reflective Practice: The intern job description should include time to reflect on the practice of ministry. A regular meeting (at least monthly if not weekly) with the Internship Supervisor should be scheduled as part of the intern's job duties for this purpose.

Additional duties that *may* be included as time and opportunity allow:

Pastoral Calling: Pastoral care visitation.

Recruitment/Resourcing: Recruiting and supporting church volunteers.

Community Service: Providing leadership for a community service project.

Local governing body: Attend meetings or events of Presbytery (or other governing body)

The following is an example of a flyer used to advertise for intern candidates. This description of the position the church is seeking to fill can then be used to create the intern job description.

Church Internship

9-month Fulltime Internship at Christ Presbyterian Church

Start: August 2014

End: May 2015

Compensation: \$500/month/fulltime

Candidates with gifts in the following areas preferred:

Preaching

Worship Leadership

Sunday school Teacher

Children and youth ministries

Internship to include:

Preaching

Weekly Worship Leadership

Plan, facilitate, and/or lead regular Adult Ed Forums
that will enrich congregation's spiritual growth

Pastoral Care as needed and in Pastor's absence

Youth Group Assistant

Nature Camp Assistant

Attend Session, and Deacon Meetings

Assist or teach in Sunday school once a month

Shadowing pastor at:

Committee meetings, New Member Orientation,
Hospital Visits, Memorial Services, Home
Communion

Weekly Staff Meeting

Additional Opportunities:

Plan and lead Blue Christmas Service

Plan and lead Ash Wednesday Service

Plan and lead Maundy Thursday Service

Coordinate Social Media Outreach

Young Adult Ministry

Sing with the Choir

Develop Ministry with Developmentally Disabled
Members

To Apply:

Send cover letter and resume and preaching references to Rev. Linda Lane-Bortell, Christ Presbyterian Church, 620 Del Ganado Road, San Rafael, CA 94903 or CPC E-mail: cpcinterralinda@sbcglobal.net.

Characteristics of Field Education Supervisors

(Developed by the Association for Theological Field Education)

Good field education supervisors are persons who:

1. Know the expectations of the theological school and the role of the internship in its curriculum and see themselves in partnership with the mission of the school.
2. Engage interns in pastoral and theological reflection about experiences in ministry, and provide interns with honest, constructive, and timely feedback.
3. Assist interns in discerning their own gifts and limitations in ministry, and model this process in their own lives.
4. Are sensitive to ways the intern's theological education process may differ from that of the supervisor.
5. Have a working knowledge of ways adults learn through action-reflection processes.
6. Understand and exercise leadership in both ecclesial and public settings and share leadership in appropriate ways with the intern.
7. Are clear about what constitutes harassment and sexual misconduct and observe ethical behavior and appropriate boundaries.
8. Understand the purposes of an intern job description and can tailor pastoral activities appropriate for the intern's gifts and experience.
9. Understand the purposes and processes used in assessing the intern's learning.
10. Can articulate, in their own terms, a clear definition of supervision that is appropriate to their context, circumstances and style.
11. Are familiar with a variety of useful resources for pastoral supervision and leadership development, including spiritual formation through prayer.
12. Are aware of their own styles of learning, spirituality, and dealing with people, and can relate these to the styles of the intern.
13. Are secure enough with their own identity that they are not threatened by interns and are able to work collegially.
14. Are mature, nurturing persons committed to their own growth and development, and can lead during changing contexts for ministry.

15. Can manage an internship effectively, including the intern's entry and exit, establishing appropriate boundaries, interpreting the internship to the congregation, and accessing resources of the congregation.
16. Can maintain enthusiasm for their work and model responsible care for self and others.
17. Know well the ministry site and its social context.
18. Provide opportunities for the intern to engage in ministry beyond simply "shadowing" the supervisor.
19. Are willing to submit assessments and other written materials in a timely manner.

Ongoing Theological Reflection

A key expectation of interns and supervisors is regular times of theological reflection. Such reflection should consider questions such as:

- Where does God fit in to all of this?
- What does the Gospel of Jesus Christ offer in this situation?
- What does it mean to be a community of faith in this neighborhood development situation?
- What core values might a church-related agency contribute to this community forum?
- What are the Biblical foundations for my response?
- How did I decide what was the appropriate ministry response to this person's need?

In addition to these questions, the supervisor and intern may also discuss:

- the student's emerging vocational identity
- the student's spiritual growth
- the student's ministerial skills
- the student's capacity for understanding and relating to other persons
- the student's ability to understand and relate to social systems of the ministry site or community

Theological Reflection Papers

The interns are required to write four theological reflection papers based on a situation from the internship. Two of these papers are to be submitted to the intern supervisor for feedback and discussion with the intern.

Forms

Please access the following forms at

<https://www.redlands.edu/study/schools-and-centers/gst/sfts/student-services/field-education/>

The Supervised Practice of Ministry Agreement

Sermon Evaluation

First Month, Mid-Internship, and Final Evaluation

Service of Recognition

For internships in church settings

On the first Sunday after the intern begins his or her duties, it is appropriate that during the regular worship service he or she should be formally recognized. Not only does this serve to introduce the intern to the congregation but it sets the tone for the entire time that he or she will be with the congregation. It is also appropriate during the service to briefly explain the nature and purpose of the supervisory process, identifying the roles of the intern, the supervisor, and the congregation.

Litany of Recognition

- Supervisor: We are a diverse people who come to worship the Living God.
- People: We stand as witnesses to a loving God who has blessed and called us to service.
- Supervisor: We have different gifts, but it is the same Spirit who gives them. There are different ways of serving God, but it is the same God whose purposes are achieved through them all.
- People: We are a diverse community, blessed by God and touched by God's grace and mercy.
- Lay Leader: Today we celebrate a new blessing as we welcome _____, our new intern pastor, and (his/her family) into our midst.
- Intern: I have come to serve and learn with this church family.
- Lay Leader: We have been called as a congregation to be a teaching and a learning community for _____.
- People: We welcome you into our community, _____, as God's representative. Our homes, our hospitals and nursing homes, our classrooms and programs, our sanctuary, our lives are all open to you.
- Intern: With God's help I seek to learn about ministry within this congregation, to earn your trust, and to be a fellow-laborer with you. I seek your support and your response to me as one who is preparing to serve as an ordained minister of the Word and Sacrament.
- Pastor: Let us pray. Gracious God, for the countless blessings you bestow on your people, for service in your name, for the promise and excitement of new relationships, and for the challenge of teaching and learning your purposes we give you thanks. Loving God, by whose call we are at work, guide us and nurture us as we embark on this new adventure in ministry. Grant that as we work together, submitting ourselves in obedience to Christ and guided by your Spirit that our lives may be enriched, and our ministries filled with joy. May our experience together be one of honesty and support, giving and receiving, patience and steadfastness, and faithfulness and trust. We ask these things in the name of Christ. Amen.