“Take the Test” Instructions

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Theological Field Education Orientation (TFE)
Supervised Ministries

- Ministry education in clinical settings through Clinical Pastoral Education and Clinical Pastoral Care (CPE and CPC)
- Ministry education in a church-based setting or other Christian service agency through Theological Field Education (TFE)
- Connections to ministry opportunities/employment and denominational contacts through Placement
Supervised Ministries at Palmer

• Students in the Master of Divinity program earn 10-11 credit hour (6 units) in internships.

• This requirement varies for dual degree and Master of Theological Studies (MTS) students.

• Internships are congregational and clinical-based.

• This orientation is focusing on the pastoral internships
Current Curriculum

Consult with your Academic Advisor

- There are a number of options, which vary by student and degree program?
- Consider your specific needs as you understand them now and as you consider life beyond seminary. This will help you in selecting options in fulfilling your internships (clinical and pastoral) to meet requirements for graduation.

Consult with your Academic Advisor
All Students Required

- Students are required to have one internship that is congregational / agency based and one internship that is clinically based
- TFE Level One (4 credit hours)
- CPC (3 credit hours) or CPE ½ unit (3 credit hours)
Current Curriculum (with units)

Consult with your Academic Advisor

Example- Master of Divinity (M. Div.) Curriculum Options for Student Internships (6 units of credits):

• Option 1: TFE 1A & 1B, earning 2 units
  TFE 2A & 2B, earning 2 units
  CPC, earning 2 units

• Option 2: TFE 1A & 1B, earning 2 units
  TFE 2A & 2B, earning 2 units
  CPE, earning 2 units for ½ Unit of CPE

• Option 3: CPE, earning 4 units for 1 Unit of CPE
  TFE 1A & 1B, earning 2 units

This is representative of the curriculum options for M. Div. Students only. For other degree programs the requirements may differ.

Consult with your Academic Advisor
Consult with your Academic Advisor

**Example - Master of Divinity** (M. Div.) **Curriculum Options** for **Student Internships** (10-11 credit hours):

- **Option 1:**
  - TFE 1A & 1B, earning 4 credit hours
  - TFE 2A & 2B, earning 4 credit hours
  - CPC, earning 3 credit hours

- **Option 2:**
  - TFE 1A & 1B, earning 4 credit hours
  - TFE 2A & 2B, earning 4 credit hours
  - CPE, earning 3 credit hours for ½ Unit of CPE

- **Option 3:**
  - CPE, earning 6 credit hours for 1 Unit of **CPE**
  - TFE 1A & 1B, earning 4 credit hours

This is representative of the curriculum options for M. Div. Students only. For other degree programs the requirements may differ.

**Consult with your Academic Advisor**
Course Prerequisites

❖ Must meet all program prerequisites for TFE 1A & 1B:

❖ 30 credit hours (20 units) of credit by beginning of fall

❖ *Foundations of Pastoral Care and Counseling* or *Introduction to Pastoral Care* or *Holistic Habits for Ministry*

❖ *Spiritual Formation*, or *Personal Dimensions of Ministry*, or *Pastor as Person*, or *Spiritual Formation I*

❖ *Systematic Theology and Ethics I: Vision of Community*, or *Systematic Theology I* or have registered for *Systematic Theology and Ethics I: Vision of Community* & complete it the upcoming fall.
Course Prerequisites, cont.

- for TFE 2A & 2B:
  - have completed TFE 1A & 1B
  - and 54 credit hours (36 units) of credit
TFE at Palmer-Course Structure

- Theological Field Education is a year-long program (2 credits/year) beginning in August and ending in May of each year.
- TFE 1A & 1B = Level One
- TFE 2A & 2B = Level Two
TFE at Palmer-Course Structure

- A minimum of 10-12 hours per week in an approved ministry setting
- Weekly seminar group on campus
- Students must remain in same weekly seminar group and ministry site for the entire academic/program year.
What Happens in Theological Field Education?

- Students grow in their understanding of the dynamics of ministry, their skills, and their professional identity and call as Christ’s servants.
- Students learn by doing ministry and reflecting on the experience under supervision from an experienced practitioner.
Desired Learning Outcomes

*Increase your ability to...*

- Develop personal and professional skills
- Integrate theory, theology and tradition while practicing ministry
- Manage matters related to ministry in the context of covenant
- Perform in ministry context with increasing competence
Desired Learning Outcomes

*Increase your ability to...*

- Deepen awareness of one’s call to ministry
- Learn methods of theological reflection
- Engage in relationships of support
- Intentionally grow in cross-cultural understanding and application
- Develop a philosophy of life-long learning and collegiality
Theological Field Education Community

- Pastor/Mentor and Ministry Site
  Or
  Off Site Pastor/Mentor

- TFE Seminar Group (Seminarians and Seminar Leader)

- Supervised Ministries Office

- Site Team (Chair and Members)
“TFE Partners”
Participate in Covenant & Assessments

- Supervised Ministries Office Staff/ Palmer Seminary
- Seminarian Intern
- Seminar Leader
- Pastor/Mentor (Off Site Pastor/Mentor)
- Site Team
Seminar Leaders

- Experienced clergy
- Combined, have taught TFE for 50+ years!
- Represent the diversity of our student population in gender, race and culture
- Represent several denominations
- Seminar leaders may teach both levels of TFE.
Seminar Group
Teaching and Learning Strategies

- The course is structured in small group formation and uses a variety of learning models, including:
  - Didactic
  - Case studies
  - Theological Reflection
  - Media
  - Role play
Theological Field Education

Ministry Site

- All sites must be approved by the Supervised Ministries Office
- Students must observe the Home Church Policy in selecting a site
- Provide ministry hours and diverse experience (students who are Pastors identify a segment of ministry that is TFE)
- Remuneration (recommended, not required)
Pastor/ Mentor

Must...

- Have earned a Master’s level degree in theology & have 2 or more years experience or have at least 10 years professional ministry experience

- Be certified through Palmer Seminary by taking TFE 700- “Ministry of Supervision”. One time fee for this one day session.

- Attend each year the designated fall seminar class with their pastoral intern.
Pastor/ Mentor, cont.

Must...
- Meet with students weekly for supervisory conference
- Prepare and submit reports and assessments
- Covenant with Department for a 3-year cycle of participation

No Seminarian or member of the Seminarian’s family may serve as their Pastor/Mentor
Some Qualities of an Effective Pastor/Mentor

- Model
- Available
- Competent
- Experiential Theologian
- Team Player
- Open and Vulnerable
Some Qualities of an Effective Off-Site Pastor/Mentor

- Extensive Ministry Experience
- Model of Life Long Learning
- Schedule Time for Meetings
- Willing to Challenge You
- Experiential Theologian
- Team Player
- Open and Vulnerable
What is a TFE Site Team?

- Small group of approximately 3-5 persons
- Assist seminarian and congregation in forming a relationship
- Offer support and accountability
- Participate in assessments
Formation of an Effective Site Team

- Diversity of ages, gender, thought, experiences
- Supportive and able to give constructive feedback
- Able to be reflective and to think through issues theologically
- Willing to work as a team
- Familiar with scripture
What is TFE Site Team

• Students who are also Pastors the Site Team will be a different group than your Pastoral Relations Committee, the Site Teams only function is to look at the areas of ministery designated as TFE
What is a TFE Site Team, cont.?

- Meets at least 3 times each semester
- No member of the Seminarian’s family or Pastor/Mentor’s family may serve on the Site Team
- No current Palmer Seminarian may serve on the Site Team

*Training sessions for members of the Site Team are offered during the fall semester*
Finding a Ministry Site

- Consider places you know
- Consult with pastors, colleagues & other Palmer students
- Ministry Site Opportunities Listing available in office and online after Registration Period.
Finding a Ministry Site

- September 25 is the latest for the start of the internship. It will create difficulty for you, however, if all the pieces of TFE are not in place when classes begin in the last week of August.

- This date, Sept. 25, is the “drop dead” date after which it may be determined that you need to do TFE in a later year in order to receive the required educational experience.

- “Tip Sheet” available in office during Registration to help with the site selection process.
Process

- Satisfy prerequisites for TFE & meet with your Academic Advisor to discuss readiness
- Register for Theological Field Education during Palmer’s Registration weeks.
  - with Academic Advisor
  - with Supervised Ministries Office (required)
- Because Seminar Leaders are contracted, seats and section are only guaranteed if you register by May 30. Seats and Section are not guaranteed for late registration. (Registrations that occur after May 30)
Process, cont.

- Select Site & Obtain Ministry Approval
  - Contact the office with needed information/forms, (specific instructions issued during Registration process)
Academic Requirements and Policies of Note

● Faculty has mandated that no student shall be waived from TFE.

● Credit for the TFE year is contingent upon successful completion of both fall and spring semesters.
Requirements and Policies (cont.)

• Students may not serve in their ‘Home Church’ (churches of origin or significant time of membership).*

*Waivers are granted on a yearly basis only after receipt of a Home Church Waiver Application and supporting documents
Requirements and Policies (cont.)

- The Covenant between the Seminarian, Site, and Seminary is for both fall and spring semesters.
- Neither the Seminarian nor Ministry Site may terminate the internship without the approval of the Supervised Ministries Office.
Requirements and Policies (cont.)

- Students should check with their denomination / faith tradition for any requirements (particularly those who are preparing for ordination) concerning selecting their TFE internship site. (also may have implications for clinical choices)
Resources

- *Welcome to Theological Field Education* edited by Matthew Floding. Alban, 2011


- TFE Handbook, updated annually

- [http://palmerseminary.edu/supministries](http://palmerseminary.edu/supministries)
Supervised Ministries Office

Administrative Leadership Team:
  Rev. Dr. Marsha Brown Woodard, Director
  Coordinator

http://palmerseminary.edu/supministries or

PTS>Current Students>Supervised Ministries
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