

**Serving Learning Covenant
Palmer Theological Seminary**

A. Seminarian

Name: _____

Address: _____

Phone: (Circle: home/cell): _____

Seminary Email: _____ @eastern.edu

B. Theological Field Education Site

Church/Agency: _____

Street Address: _____

Mailing Address/ P.O. Box: _____

Ministry Site Phone: _____

Web Address: _____

C. Pastor/Mentor

Name: _____

Address: _____

Phone: [Circle: home/cell]: _____

Office Phone: _____

Email: _____

D. Site Team Chair

Name: _____

Address: _____

Phone: _____ Email: _____

E. Seminarian Learning Goals

Palmer Theological Seminary expects that the seminarian will engage in a broad range of ministry experience with quality supervision, integrity of feedback and assessment in an atmosphere that fosters growth for **all** persons involved. On a **separate page(s)** list very specific learning goals that the seminarian commits to working toward during the year. There should be at least three and no more than four. (See Smart Goals in TFE Handbook following this Covenant w/ Sample or the section on goal setting in Experiencing Ministry Supervision (pp. 60-62).) A typed copy of the goals should be given to the Pastor/Mentor and the TFE Seminar Leader for consideration prior to submitting the Covenant. A job description does not constitute goals. **Initial all additional pages.**

F. Serving Commitments (10-12 hours per week)

Attach Position/Job Description, if applicable

Responsibilities	Hours per Week
_____	_____
_____	_____
_____	_____

Do not include travel time when calculating “Hours Per Week”; do include preparation time.

G. Terms of Covenant

1. Begin_____ Terminate _____

2. Mentoring Conferences: (once per week for one hour)

Day_____ Time _____

3. Site Team Conferences: (monthly or at least 3 per semester)

Day_____ Time _____

4. Remuneration: Salary \$ _____ per year to be paid weekly?

Monthly?____ Other?____ Travel allowance: _____

1. Scheduled Time Away– Be sure to list the dates and “paid” or “unpaid” for each (i.e. vacation, holidays, and/or school breaks, etc.)

Dates: _____

You may attach additional pages. Initial all additional pages.

H. Assessment

Assessment takes place through your supervisory conferences (informally) and through comprehensive mid-year and end-of-the-year reviews by all parties. The purpose is to provide feedback regarding the seminarian’s development in light of stated learning goals. Seminarian, Pastor/Mentor, Seminar Leader, and Site Team are all involved in the process of completing the mid and end-of-year assessments. Please note that all forms for these assessments are available online.

I. Covenant Agreement

I commit myself to the terms of the Covenant:

Seminarian: _____ Date: __

Pastor/Mentor: _____ Date: __

Site Team Chair: _____ Date: __

Seminar Leader: _____ Date: __

Judicatory Official: _____ Date: __

(Judicatory/Denominational approval, if required)

The Serving Learning Covenant serves as the guideline for the educational direction and growth of the pastoral intern. Therefore, failure to submit the Covenant by the Oct. 2 deadline (and required revisions by Oct. 18) in most cases will result in postponement of TFE for the seminarian for the year. This covenant must not be terminated prior to a meeting of the seminarian, the Pastor/Mentor, the Director of Supervised Ministries and, when possible the Site Team Chair.

Tips for Writing Goals in TFE (Smart Goals)

TFE is a learning experience that is undergirded with **three to four goals** that will serve to support your experience. These goals help you in making decisions throughout the year, and you will work throughout the year so that they may be accomplished by year's end. In addition to the goals, you will also need to develop objectives/tasks that can be accomplished during the year to support the goals. As a lifelong-learner you will always have new things that you desire to learn and we believe this process will provide a model that you can adapt for ministry in the years to come.

Using the model of Smart Goals from Experiencing Ministry Supervision by Pyle and Seals (pp 60- 62), your goals should be specific, measurable, attainable, relevant and trackable.

S: Specific and observable behavior

M: Measurable how many, how long, how much

A: Attainable with the resources available i.e. books, money, time

R: Relevant to your vocational goal, or personal growth

T: Trackable by dates, process, etc.

A goal then is a future target or end result. The objectives/tasks are the steps that you take to achieve the goal. For your Serving Learning Covenant you need **at least one** goal from each of the following areas: *

Cognitive: Something you need to 'know'

Skills: Something you need to learn how to do

Personal: Something that will enable a change in you personally

*Additional goals can be a duplicate of any of the areas.

In Addition to your Learning Goals, you may also have a Job/Position Description from the ministry site that calls for additional responsibilities. These can be attached to your Covenant, but do not replace the Learning Goals.

Some of the goals in the past have reflected on:

- Developing leadership skills
- Understanding how to minister in a new context (rural, urban, etc.)
- Gaining confidence and effectiveness in preaching
- Overcoming resistance to bereavement ministry as I face my own losses
- Building conflict-management skills
- Facing my theological biases
- Developing a pattern for spiritual growth
- Learning how to balance the commitments in my life

Reminder: Goals should be typed and attached to the Covenant. Be sure to make clear your goals, tasks, and results