



*Supervised Ministries*

April 2018

Dear Colleague,

The relationship between seminary and church is critical for the development of pastoral leaders who will make a difference in today's world. We often hear of clergy unprepared for the "real world" of ministry leadership. Our students' readiness for ministry is much enhanced by the supervision of clergy seasoned in pastoral skills who mentor students from Palmer Theological Seminary.

For that reason, this letter comes to you with the hope that you might become a new partner or renew your existing partnership with the seminary as a Pastor/Mentor to Palmer students. As we look to our program for the next three years, we are aware of the need to accommodate our students as they prepare for Theological Field Education. Therefore, our specific question to you is, "*Would you and your ministry site be willing to invest in the life of a seminary student as an intern this year and in the years to come?*"

If you have interest in our internship program, we invite you to read about our program. Of particular interest will be Some Essential Aspects in TFE. This document indicates, in abbreviated form, the responsibilities of a TFE Ministry Site. The student will need to have all aspects named in this document in place throughout the academic year, late August to mid-May, in order to receive credit for the internship experience.

After reading the Essential Aspects information and deciding whether or not you can accommodate these expectations, we invite you to start the inquiry process by filling out the enclosed Theological Field Education Ministry Site Questionnaire and returning it. Approval of your site will be effective for the subsequent three years. The information you supply in the questionnaire will be made available in each of the three years, beginning in the spring, to students as they seek a ministry site for the next academic year. You have the option to rescind your availability as a site in any of the three years. For additional information about Theological Field Education and other Supervised Ministries programs, please visit us online at <http://palmerseminary.edu/supministries>.

The enclosed Covenant of Relationship describes some of the philosophy of TFE, relationships of participating TFE partners and indication of our code of ethics. When you sign this Covenant, you agree to participate in the Palmer TFE program with all its expectations for the three year cycle of September, 2018 to May, 2021.

Thank you in advance for your time and investment in the future of Christian leadership. We could not do our part in helping seminarians grow into effective ministers without ministers like you.

Seeking grace for you in your ministry for the Church of Jesus Christ,

Rev. Dr. Marsha Brown Woodard, Director

Enclosures: "Some Essential Aspects in Theological Field Education  
"Ministry Site Information Questionnaire"  
"Supervised Ministries Covenant of Relationship"

# Some Essential Aspects in Theological Field Education

## Application & Site Approval

We ask that you complete and return the **Theological Field Education Site Information Questionnaire at the onset of your 3 year covenant cycle, and only every three years thereafter.** It is this information that interns will review as they search for a Ministry Site. Supervised Ministries will confirm receipt of the completed form and respond concerning the approval of your Ministry Site. The Questionnaire and other TFE forms are available online from our website:

<http://palmerseminary.edu/supministries/fielded>

In the process of Ministry Site selection, students are required to comply with the department's **Home Church Policy**. The policy addresses the issue of students interning at their home churches or the settings in which they have been connected for an extended period of time. Policy details are available in the office and online in the TFE Handbook.

## Pastor/Mentor Training

All Pastor/Mentors will complete a supervisory certification workshop entitled **TFE 700- Ministry of Supervision**. This is a prerequisite for mentoring an intern and is to be completed by the fall in which mentorship begins. **TFE 700** is offered for a fee of \$50. We recognize the commitment our Pastor/Mentors make both in sharing their time and substance as they attend the training. Those who wish to mentor, but are unable to offer the fee, are encouraged to be in contact with the office. The purpose of the training is to help supervisors better understand the dynamics of pastoral supervision, refine skills, and understand the learning objectives and expectations of the TFE program here at Palmer seminary. By attending the pastor/mentor training a participant earns 0.6 continuing education units. The TFE 700- Ministry of Supervision course is typically offered in the early fall here at the seminary from 9AM to 4 PM.. ***These dates are posted on the TFE webpage in late spring of each year.***

Each year of involvement as a TFE Mentor including the first, Pastor/Mentors receive valuable information including program changes and seminary expectations for the upcoming year. The method of delivery for this information for will be posted for on the TFE webpage by mid-Summer. Most recently, Pastor/Mentors attended one of the weekly TFE seminar classes here at Palmer to receive information, meet with TFE staff and faculty, and to experience the interns' learning environment.

## Intern Stipend

As a Pastor/Mentor, we ask you to solicit and confirm the support of the internship through your church or organizational governance body. We strongly encourage the ministry site to underwrite a stipend for the student as compensation for the intern's service in ministry. The projected stipend is based upon a minimum of 10-12 hours weekly at \$12-\$15 per hour. We also recognize that some ministry sites may not be able to offer the suggested stipend. In these instances it is expected that the site will compensate their intern with some level of material and financial support or other forms of appreciation.

## Time Expectation

Seminarians are expected to serve **a minimum of 10-12 hours per week** in their ministry setting. Included in this is a weekly one hour supervisory conference with the Pastor/Mentor. TFE Internships begin in September and conclude in May of each year. Any time-off will be negotiated with the student and noted formally in the Serving Learning Covenant prepared in the fall by all TFE Partners.

## Lay Committee

All TFE Ministry Sites accepting a pastoral intern must be willing to form a committee of lay persons called a **Site Team**, who will meet 6-8 times during the internship period to offer support, feedback, and guidance to the pastoral intern.



## Theological Field Education-Ministry Site Information Questionnaire Three-Year Cycle

Date of Application: \_\_\_\_\_

### DEMOGRAPHICS

Name of Ministry Site \_\_\_\_\_

Address \_\_\_\_\_

Denominational Affiliation \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Web Address \_\_\_\_\_

Pastor-Mentor \_\_\_\_\_ Title \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ Email \_\_\_\_\_

Home/Cell

Education/Experience \_\_\_\_\_ B.A. \_\_\_\_\_ M.A. \_\_\_\_\_ M.Div. \_\_\_\_\_ D.Min. \_\_\_\_\_ PhD.

(check all that apply) College Name \_\_\_\_\_ Degree \_\_\_\_\_ year \_\_\_\_\_

Seminary Name \_\_\_\_\_ Degree \_\_\_\_\_ year \_\_\_\_\_

Other (describe) \_\_\_\_\_

Tenure as Minister- Current Ministry Site \_\_\_\_\_ years

Total span of professional ministry \_\_\_\_\_ years

Certified at EBTS/PTS? \_\_\_\_\_ If yes, when? \_\_\_\_\_

(TFE 700- Ministry of Supervision Course)

Senior Pastor (if different from above) \_\_\_\_\_

### MINISTRY SITE LOCATION

Directions from Seminary to Ministry Site

\_\_\_\_\_  
\_\_\_\_\_

Distance from Seminary \_\_\_\_\_

**INTERNSHIP OPPORTUNITIES**  
*Opportunities for Learning*

Please describe the breadth of ministry tasks available for a pastoral intern's participation:

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*Hours per week* \_\_\_\_\_  
*(Minimum 10-12)*

*Stipend/Wage Available* \_\_\_\_\_

*Other Material Support* \_\_\_\_\_

*(Attach Job Description, if applicable)*

**MINISTRY SITE DESCRIPTION**

Please, tell us briefly how your ministry site views its ministry and mission. This information will be shared with prospective pastoral interns.

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*Please return to:*  
**Supervised Ministries Office**  
**Palmer Theological Seminary**  
**1300 Eagle Road**  
**St. Davids, PA 19087**  
**(484)384-2950**  
[mwoodard@eastern.edu](mailto:mwoodard@eastern.edu)  
<http://palmerseminary.edu/supministries>

For Office Use Only:

_____	_____
<i>Year</i>	<i>Seminarian</i>
_____	_____
<i>Year</i>	<i>Seminarian</i>
_____	_____
<i>Year</i>	<i>Seminarian</i>

**It is the Responsibility of the TFE Seminarian Intern to Notify the Supervised Ministries Office once an Agreement has been made with an Approved Ministry Site.**

## An Invitation to Mentor in Theological Field Education

Welcome new and returning Pastor/Mentors to Palmer Seminary's Theological Field Education (TFE) program! We are pleased that you have agreed to partner with Palmer Theological Seminary in the educational experience of preparing men and women for Christian ministry. It is our desire that your experience and that of your ministry constituency will be one in which you feel the joy of helping raise up leaders for the church, its agencies and institutions. Further, it is our hope that your experience with the TFE program will confirm your own sense of call, renew your enthusiasm for your leadership role in the Church of Jesus Christ, and offer an opportunity to develop a relationship with a colleague of the future.

### Information about TFE

TFE is a year-long pastoral internship program that offers seminarians practical ministry experience under the supervision of competent clergypersons in their respective ministry sites (e.g. churches and church-related residential communities and community organizations, etc.) The TFE experience begins in late-August and ends in May of each year.

The supervisory relationship between the Pastor/Mentor and the Seminarian intern is an essential component of the internship. Meeting weekly for guidance, consultation and support, the Seminarian and the Pastor/Mentor develop a relationship of trust and accountability. In this relationship of teaching and learning, both Seminarian and Pastor/Mentor become open to new understandings from each other. While the Pastor/Mentor functions as an experienced mentor and guide, the Seminarian takes responsibility for her or his own growth and learning.

The TFE community includes the Seminary, Seminarian Intern, Pastor/Mentor, Site Team and Ministry Site who all cooperate in the learning process. These partners work collectively under the direction of Supervised Ministries.

### Pastor/Mentor and Ministry Site Confirmation

All Pastor/Mentors must be approved for partnership in TFE; they are certified through Supervised Ministries by completing the workshop *TFE 700- Ministry of Supervision*. Completion of this workshop helps the Pastor/Mentor understand how he/she will help the student to fulfill the educational requirements of the course. Ministry Sites are also approved by the Department. Qualifications for Pastor/Mentors of Palmer Seminary students include an earned Masters level degree in theology from an institution accredited by the US Department of Education and a minimum of 3 years of competent parish or professional ministry experience. In lieu of a Masters degree, clergy with 10 years of competent ministry experience may be accepted into the Palmer TFE program as Pastor/Mentors.

### Code of Ethics

It is expected that all the participants in Theological Field Education (Seminarian, Pastor/Mentor, Site Team, Supervised Ministries' staff and TFE faculty) are committed to the standards of ethics of the Christian church, which promotes the dignity and worth of all persons. Standards are available online, in the office and in the TFE Handbook. The Code of Ethics includes policies related to professional conduct, sexual harassment, discrimination and confidentiality.

### Covenant

Pastor/Mentors are invited to covenant with Supervised Ministries for a period of three years. A Pastor/Mentor may choose to "opt out" in any given year, but will be required to resubmit the Ministry Site Questionnaire for approval when there is a desire to reenter the program. As a covenant partner in TFE, the Ministry Site information will be posted each spring/ summer of the covenant period for seminarians seeking a TFE site in which to intern in the upcoming year. This covenant to serve as a Pastor/Mentor may be terminated by the department at any time for just cause.

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I understand that in order to help seminarians fulfill the requirements of this educational course and to serve in covenant as a Pastor/Mentor, I must complete TFE 700- Ministry of Supervision this fall, OR. I previously completed TFE 700 in \_\_\_\_\_ (year).

I also have read, understand, and agree to the 3 year covenant (option to opt-out in any given year) as a Certified TFE Pastor/Mentor of Palmer Seminary, Supervised Ministries.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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