

Application and Site Approval

We ask that you complete and return the Theological Field Education (TFE) Site Information Questionnaire at the onset of your three year covenant cycle, and only every three years thereafter. It is this information that Palmer 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 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 twice in the early fall here at the seminary from 9AM to 4 PM. You may choose to attend one of the two times offered. 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 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

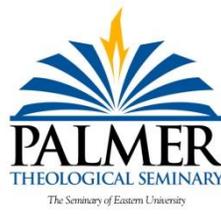
As a Pastor/Mentor, we ask you to solicit and confirm the support of the internship through your church or organizational governance body. We strongly encourage the ministry site to underwrite a stipend for the student as compensation for the intern's service in ministry. The projected stipend is based 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:

Organization Email:

Website:

Pastor-Mentor:

Title:

Phone Number(s):

Pastor/Mentor Email:

Home/Cell

Highest Degree Awarded:

Year Awarded:

Name of School:

Tenure as Minister at Current Ministry Site years

How many years have you been in professional ministry?

Have you completed the TFE 700 Ministry of Supervision Course? If yes, when?

Name of Senior Pastor (if different from above)

MINISTRY SITE LOCATION

Please write out driving directions from Palmer to your ministry site:

Distance from Palmer?

INTERN OPPORTUNITIES

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

Hours per week? (The minimum is 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.

Please return to:
Supervised Ministries Office
Palmer Theological Seminary
588 North Gulph Road
King of Prussia, PA 19406
(484)384-2959
bpipkin@eastern.edu
<http://palmerseminary.edu/supministries>

For Office Use Only:

Note: 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.

Supervised Ministries Covenant of Relationship

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.

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 three 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:

Signature of Supervised Ministries Office Staff
For Office Use

Date

Three Year Covenant Dates