

Presbytery of the Twin Cities Area Committee on Preparation for Ministry

FIELD EDUCATION AGREEMENT

The Book of Order encourages those in the care process "to engage in some form of service to the church with the approval of and under the guidance of the inquirer's/ candidate's CPM" (G-2.0606).

INTERN INFORMATION

Name: _____

Address: _____ Phone: _____

_____ Mobile: _____

Home Church: _____

Circle the description that best fits your HOME church.

Family

Up to 75 members
~50 average worship attendance

Pastoral

75-250 members
150-175 average worship attendance

Program

250-750 members
200-600 average worship attendance
One or two staff members ministering to the congregation.

Corporate

800+ members
Large staffs of ordained and non-ordained persons, each with rather specialized ministries.

FIELD SITE INFORMATION

Site: _____

Address: _____ Church
_____ Phone: _____

Site Supervisor: _____ Supervisor Phone: _____

Membership: _____ Average Worship Attendance: _____

Circle the description that best fits your FIELD EDUCATION SITE.

Family

Up to 75 members
~50 average worship attendance

Pastoral

75-250 members
150-175 average worship attendance

Program

250-750 members
200-600 average worship attendance
One or two staff members ministering to the congregation.

Corporate

800+ members
Large staffs of ordained and non-ordained persons, each with rather specialized ministries.

How do your home church and your field education site differ?

Please answer the following questions:

Is your field education site within an emergent community?	Yes	No
Is your field education site within an immigrant community?	Yes	No
Is this field education site being coordinated through your seminary?	Yes	No
Have you spoken to your CPM Advisor about this field experience?	Yes	No
Does this field experience reflect a commitment of 9 months and approximately 12-15 hours per week?	Yes	No
Has this field experience been pre-approved by the CPM?	Yes	No

LAY ADVISORY GROUP

CPM requires a lay advisory group be assigned by the pastor and session. This group of 5 individuals will meet with you for an intentional time of reflection following each time you preach AND will be included by the pastor for your informal and formal field education evaluations. Their names must be submitted below:

- 1.
- 2.
- 3.
- 4.
- 5.

LEARNING COVENANT

The intern will have the opportunity to:

WORSHIP LEADERSHIP

Lead various element of the service
(Call to Worship, Call to Confession, Assurance of Forgiveness, Children’s Sermons, Scripture Readings, Pastoral prayers and Offertory invitations and prayers.)

Preach at the primary Sunday morning worship service. (Minimum of three times)

Attend at least one baptism orientation with a family seeking to have their child baptized.

Other worship opportunities:

*liturgy planning

*funeral planning

*wedding planning

ADMINISTRATIVE LEADERSHIP

Resource at least one committee throughout the internship with careful attentiveness to learning what it means to resource a committee rather than do the committee’s work, and with an emphasis on learning on how to empower the committee members and discern their interests and gifts.

Attend at least three Session meetings or two Session meetings and a Session retreat.

Other administrative opportunities:
*staff meetings
*budget meetings or budgeting sessions

CONGREGATIONAL LIFE

Participate in planning at least one Advent or Lenten activity or worship for the congregation.
Date:

Participate in one or two fellowship events to get to know members better.

Other congregational life opportunities:
*explore community demographics
*neighborhood meetings
*outreach services, i.e. food shelves, homeless shelters, veterans organizations, etc.

PASTORAL CARE

Observe the pastor(s) in working with a family to plan a funeral.

Observe the pastor(s) in at least one pre-marital counseling session.

Perform at least five visits to shut-ins of the congregation.

Make at least one hospital visit with the pastor(s).

Other pastoral opportunities:
*visitations at places of work or schools, etc.

OTHER OPPORTUNITIES

Education

- *adult forums
- *confirmation
- *Sunday School
- *bible study

Fellowship

- *youth group activities
- *men's and women's groups
- *other groups

Self-care

- *spiritual discipline and nurturing
- *text study

Intern Signature

Date

Supervisor Signature

Date

EVALUATION

The intern and supervisor will meet monthly to review these goals and what was learned each month.

INTERN QUESTIONS

MONTH 1

- What are your initial impressions of this congregation?
- Where do you see yourself getting involved in the life of the congregation?
- Which learning goals have you worked on?

MONTH 2

- Which learning goals have you worked on?
- What needs continued attention?
- How often do you meet with your mentor pastor? How is it going?

MONTH 3

- Which learning goals have you worked on?
- What has surprised you so far?
- What have you observed that will help you set future learning goals?
- What adjustments ought to be made to your learning agreement?

MONTH 4

- Describe how you have grown in your identity as pastor.
- What gifts for ministry are emerging from your engagement in the congregation?
- Describe your relationship with your mentor pastor.
- How has your mentor pastor challenged you?
- How has your mentor pastor supported you?
- What do you appreciate about your internship site?
- Do you have any concerns?
- How can the CPM better support you and your supervisor?

MONTH 5

- What learning goals still need attention?
- How have you been able to nurture your own spiritual life during this time?
- What in your own life needs attention?

MONTH 6

- What learning goals still need attention?
- What about your internship brings you joy?
- What have you learned about your strengths during this internship?
- What have you learned about your weaknesses during this internship?

MONTH 7

- What learning goals still need attention?
- What gifts for ministry are emerging from this internship?
- Describe in detail an event that took place during your internship that changed your opinion about your ministry.

MONTH 8

- Are there learning goals that still need attention?
- In what ways have you become involved in the life of the congregation that were not part of your original learning agreement?
- What have you learned from these spontaneous learning opportunities?

FINAL EVALUATION

Based on your monthly evaluations, submit a written evaluation, signed by the intern and supervisor, to the Committee on Preparation for Ministry. The evaluation should reflect what the intern learned during their experience and the progress the intern has made in preparing to become a Teaching Elder in the PC(USA).

Please fill in completed information:

WORSHIP LEADERSHIP	
Lead various element of the service (Call to Worship, Call to Confession, Assurance of Forgiveness, Children's Sermons, Scripture Readings, Pastoral prayers and Offertory invitations and prayers.)	Dates:
Preach at the primary Sunday morning worship service. (Minimum of three times)	Dates:
Attend at least one baptism orientation with a family seeking to have their child baptized.	Date:
Other worship opportunities: *liturgy planning *funeral planning *wedding planning	
ADMINISTRATIVE LEADERSHIP	
Resource at least one committee throughout the internship with careful attentiveness to learning what it means to resource a committee rather than do the committee's work, and with an emphasis on learning on how to empower the committee members and discern their interests and gifts.	Committee:
Attend at least three Session meetings or two Session meetings and a Session retreat.	
Other administrative opportunities: *staff meetings *budget meetings or budgeting sessions	
CONGREGATIONAL LIFE	
Participate in planning at least one Advent or Lenten activity or worship for the congregation.	Date:
Participate in one or two fellowship events to get to know members better.	Dates:
Other congregational life opportunities: *explore community demographics *neighborhood meetings *outreach services, i.e. food shelves, homeless shelters, veterans organizations, etc.	
PASTORAL CARE	
Observe the pastor(s) in working with a family to plan a funeral.	Date:
Observe the pastor(s) in at least one pre-marital counseling session.	Date:
Perform at least five visits to shut-ins of the congregation.	Dates:
Make at least one hospital visit with the pastor(s).	Date:
Other pastoral opportunities: *visitations at places of work or schools, etc.	
OTHER OPPORTUNITIES	

Education

- *adult forums
- *confirmation
- *Sunday School
- *bible study

Fellowship

- *youth group activities
- *men's and women's groups
- *other groups

Self-care

- *spiritual discipline and nurturing
- *text study

EVALUATION

The intern and supervisor will meet monthly to review these goals and what was learned each month.

SUPERVISOR QUESTIONS

MONTH 1

- Please describe a typical meeting with your intern.
- What works well?
- What needs improvement for your time together?

MONTH 2

- Which areas of congregational life did your intern observe this month?
- Which areas of congregational life did your intern participate in this month?
- What are areas of strength for your intern?
- What activities challenge them?

MONTH 3

- How has your intern become involved in the life of the congregation during this past semester?
- Did his or her participation connect with their learning goals?
- Describe how your intern relates to you.
- Is he or she open to being mentored?
- Do you have any concerns?

MONTH 4

- How has your intern grown in his or her identity as a pastor?
- How do you see vocational discernment happening in your intern?
- What gifts for ministry have you observed in your intern?

Mid-term Evaluation:

The supervisor will submit a written evaluation to the Committee on Preparation for Ministry mid-way through the internship regarding the intern's continuing preparation for ministry as experienced by the congregation.

MONTH 5

- How has your intern grown in his or her identity as a servant leader?
- How has your intern grown in his or her identity as a public leader?
- How has your intern tended his or her own spiritual life?
- What counsel would you offer your intern?

MONTH 6

- How has your mentoring relationship grown in the past few months?
- How have you challenged your intern?
- How has your intern challenged you?

MONTH 7

- Describe in detail an event that took place during this internship that changed your opinion about your ministry.
- Please identify any areas of particular appreciation or concern regarding your intern or this arrangement.

MONTH 8

- How has your intern sustained engagement in the life of the congregation throughout this internship?

- How has your intern grown in his or her pastoral imagination and identity?
- What gifts for ministry have you observed in your intern?
- What poses challenges for your intern?
- Do you have any concerns about him or her?
- What growth have you experienced as a mentor pastor?
- What challenges have you experienced?

FINAL EVALUATION

Based on your monthly evaluations, submit a written evaluation, signed by the intern and supervisor, to the Committee on Preparation for Ministry. The evaluation should reflect what the intern learned during their experience and the progress the intern has made in preparing to become a Teaching Elder in the PC(USA).