



**The United Church of Canada
L'Église Unie du Canada**

Ministry Vocations, Human Resources Unit
3250 Bloor St. West, Suite 300, Toronto, ON M8X 2Y4

Application for Supervised Ministry Education Experience (Internship or Practice of Ministry Component)

To be used by an individual to apply to his/her Education and Students Committee for an internship or an appointment as Designated Lay Minister or student supply in fulfillment of Supervised Ministry Education and Practice of Ministry requirements.

Individual's Contact Information

First Name	Middle	Last Name

Address	City	

Province	Postal Code	Home Phone

E-mail	Other Phone	

Institution or Program:	Name of Institution or Program	Type of Program

- Status:**
- Candidate for Diaconal Ministry Status Granted: _____ (Year/Month/Day)
- Candidate for Ordained Ministry by _____ Presbytery/District
- Applicant for Designated Lay Ministry

Placements

A placement refers to Supervised Ministry Education in which a candidate is matched with a site and supervisor through the Conference Internship and Educational Supervision Committee and is funded through the national internship program.

I am applying for a placement through the National Internship Program for:

- 8-month Internship (September start)
- 8-month Internship (January start)
- Alternative Internship (at least half-time in a pastoral charge)
- Global Partner Internship (at least half-time in a pastoral charge)

Applications should be received in the Human Resources office by February 1 for a September start and by October 1 for a January start.

Global partner applications must be received 12–18 months before anticipated start.

Appointments

An appointment refers to Supervised Ministry Education in which a candidate is appointed through Presbytery/District Pastoral Relations as a student supply or a designated lay minister. I am applying for an appointment by Pastoral Relations as a:

- Student Supply in Supervised Ministry Education
- Student Supply in a Ministry-Based Educational Program for Ordination
- Designated Lay Minister

Please indicate the pastoral charge and presbytery you are in conversation with regarding an appointment.

Pastoral Charge	Presbytery
Candidate	Year Month Day

Narrative Section

1. Attach a resumé with the following information, including dates:
 - a. educational background
 - b. previous employment
 - c. community volunteer work
 - d. positions of responsibility in the church
2. What learning goals do you have for this internship/appointment at this time? Note that this is not to be the detailed list of goals, objectives, and action plans, but an initial listing of learning goals. Who/what have you used as a resource for developing these learning goals?
3. What kind of pastoral charge/mission unit would provide you with a positive learning experience? Why?
4. What kind of supervision would provide you with a positive experience? Why?
5. Have there been other times when you have been under educational supervision? Please list these with dates, place, and supervisor. Describe the experience. What was helpful or not helpful in this experience?
6. What skills, gifts, interests, and hobbies do you bring to this internship or appointment?
7. What personal needs should be taken into account regarding this internship or appointment (health, family, mobility, etc.)? If you have family moving with you, it is helpful to know which family members will spend time with you and for how long. If there are children, please indicate ages.
8. Have you discussed any of these questions with your Presbytery/District Education and Students Committee, the director of your program, or the field education director at your theological school? Do you have any comments on the discussion?
9. **Two reference forms** are attached to this application: SME 207(c) and (d). Give 207(c) to the **minister** of your home congregation or the church you are currently attending. Give 207(d) to the **field education director** at your theological school (if applicable). *Please provide the name, position, address, and telephone number of your two references in your narrative response.*
10. If you are applying for a **Global Partner Placement**, please ensure you have completed the supplemental form SME 207(f), and that it is attached to your application and forwarded **with this form** as indicated below.

Language: Besides English I speak the following languages: _____

Accommodations: I will need accommodation for myself and _____ others during this time. (Please respond clearly to question 7, above.)

Transportation: Ministry on most pastoral charges require the use of a car.

Do you have a valid driver's licence? Yes No

Do you own a car? Yes No

What is the condition of your vehicle? _____

Individual

Year Month Day

Distribution by Candidate

Complete the individual contact information and contact box on SME 207(c) and (d). Make 3 copies and distribute as follows:

- Send original and attachments to your Presbytery/District Education and Students Committee.
- Send copy of SME 207(c) to the individual providing the reference.
- Send copy of SME 207(d) to the field education director at your school of theology (if applicable).
- Keep a copy for your records.

Presbytery/District E&S Committee Endorsement of Application for Supervised Ministry Experience

To be used by the Presbytery/District E&S Committee to endorse and comment on an individual's application for internship, or appointment as designated lay minister or student supply in fulfillment of Supervised Ministry Education and Practice of Ministry requirements. The Manual, 2010, sections 722 and 722.1

Individual's Contact Information

First Name

Last Name

Address

City

Postal Code

Home Phone

E-mail

Other Phone

The individual named above is applying for a

- Supervised Ministry Education Placement (Internship)
- Appointment as Student Supply (Internship Equivalency or Ministry-Based Educational Program)
- Appointment as Designated Lay Minister (not recognized by Conference)

in fulfillment of the Supervised Ministry Education component of his/her educational program.

Placement

A representative of the Conference Internship Committee will be representing this candidate at a national gathering to match interns with approved learning sites.

Appointment

The educational institution or program, working with the individual's Education and Students Committee, will consult with the Presbytery/District Pastoral Relations Committee in appointing the individual to a declared vacancy.

To assist in this process, kindly respond to the following questions on a separate sheet. Since the presbytery/district has oversight of this individual, your responses are important. Please be specific.

1. What does the Presbytery/District Education and Students Committee see as the top three learning needs for this individual?
2. What type of supervision do you see as important?
3. What special personal needs should be taken into account?
4. Have you discussed this application with the individual?

 Presbytery/District Education and Students Committee Chair

Year

Month

Day

Distribution by Presbytery/District E&S Committee

- Make one copy for your records.*
- When SME 207(c) and (d) reference forms have been received, send the **originals together with SME 207 and attachments** to Human Resources Unit, General Council Office*
- For Supervised Ministry placements, send a copy of all completed portions of this form to the CIES.*

Individual Reference Regarding Application for Supervised Ministry Education Experience

To be used by a referee in providing a reference for an individual applying for internship, or appointment as designated lay minister or student supply in fulfillment of Supervised Ministry Education and Practice of Ministry requirements. The Manual, sections 722 and 722.1

Individual's Contact Information		Presbytery/District E&S Committee (to be completed by the applicant)	
First Name	Last Name	Chairperson	
Address		Address	
City	Postal Code	City	Postal Code
Home Phone	E-mail	Send to above by: Year Month Day	

The individual named above is applying for a United Church of Canada internship, student supply, or designated lay minister appointment to fulfill the Supervised Ministry Education and Practice of Ministry component of his/her educational program. The reference you provide for this individual will be used to assist the Conference Internship Committee in making recommendations regarding this individual being assigned or appointed to a teaching congregation. The reference you provide will be sent to the educational supervisor along with the individual's application and the endorsement of the individual's Presbytery/District Education and Students Committee.

Supervised Ministry Education (SME) is an opportunity for the individual to grow in understanding of ministerial identity, spirituality, theology, personal relationships, and skills in ministry. Your comments will assist the educational supervisor and the Lay Supervision Team in aiding the individual in defining learning goals for this experience. Please be as specific and descriptive as possible. This reference will be shared with the individual as part of the process for developing learning goals.

Please respond to the following questions on a separate page. Your reference will be photocopied, so please make sure your responses are typed and legible.

1. How long and under what circumstances have you known this candidate?
2. What abilities, gifts, or strengths does this person bring to ministry?
3. What learning needs do you perceive should be addressed during this internship?
4. What type of internship site would be beneficial for this person and best meet these learning needs?
5. What amount and what style of supervision does this candidate need?
6. What other information would you like to share with the supervisor regarding this person and internship possibilities?
7. Have you discussed this reference with the candidate?

Referee	Position
	Year Month Day

Distribution

- Make one copy of the completed form for your records.
- Send the **original completed form** to the Presbytery/District Education and Students Committee.

School or Program Endorsement of Application for Supervised Ministry Experience

To be used by the theological school or educational program to endorse and comment on an individual's application for internship, or appointment as designated lay minister or student supply in fulfillment of Supervised Ministry Education and Practice of Ministry requirements. The Manual, sections 722 and 722.1

Individual's Contact Information		Presbytery/District E&S Committee	
First Name	Last Name	Chairperson	
Address		Address	
City	Postal Code	City	Postal Code
Home Phone	E-mail	Send to above by: Year Month Day	

The individual named above is applying for a United Church of Canada internship, student supply, or designated lay minister appointment to fulfill the Supervised Ministry Education and Practice of Ministry component of his/her educational program. The reference you provide for this individual will be used to assist the Conference Internship Committee in making recommendations regarding this individual being assigned or appointed to a teaching congregation. The reference you provide will be sent to the educational supervisor along with the individual's application and the endorsement of the individual's Presbytery/District Education and Students Committee.

Supervised Ministry Education (SME) is an opportunity for the individual to grow in understanding of ministerial identity, spirituality, theology, personal relationships, and skills in ministry. Your comments will assist the Educational Supervisor and the Lay Supervision Team in aiding the individual in defining learning goals for this experience. Please be as specific and descriptive as possible. This reference will be shared with the individual as a part of the process for developing learning goals.

Please respond to the following questions on a separate page. Your reference will be photocopied, so please make sure your responses are typed and legible.

1. How long and under what circumstances have you known this individual?
2. What abilities, gifts, or strengths does this person bring to ministry?
3. What learning needs do you perceive should be addressed during this Supervised Ministry experience?
4. What type of Supervised Ministry site would be most beneficial for this person and best meet these learning needs?
5. What amount and what style of educational supervision does this individual need?
6. What other information would you like to share with the supervisor regarding this person and his/her learning needs?
7. Have you discussed this reference with the individual?

Field Education Director

Year Month Day

Distribution by School

- Make one copy for your records.*
- Send the **original completed form** to the Presbytery/District Education and Students Committee as indicated at the top of this page.*

**For Use by Conference Internship and Educational Supervision Committee
Regarding Placements for Supervised Ministry Education**

Individual's Contact Information

First Name	Middle Name	Last Name
Address		
City	Postal Code	Home Phone
E-mail	Other Phone	

On reviewing the application in preparation for the National Internship Matching Meeting, the following information is noted:

Learning goals and priorities:

Type of supervision:

Mobility constraints:

Personal concerns:

Comments from references:

The candidate was contacted on _____ and note the following further information:

Bring this form to the matching meeting.

