



**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 by a Pastoral Charge to Be Approved
as a Supervised Ministry Education Site**

Name of Pastoral Charge

Presbytery

Names of Congregations

Address

City

Province

Postal Code

Phone

E-mail

Fax

The pastoral charge/mission unit named above is seeking to be approved as a Supervised Ministry Education Site for (indicate one option):

- | | |
|---|--|
| <input type="checkbox"/> Eight-Month Pastoral Charge Placement | <input type="checkbox"/> Canadian portion of a Global Partner Placement (4 months) |
| • September start | <input type="checkbox"/> Student Supply Appointment Site (____% time) |
| • January start | <input type="checkbox"/> Designated Lay Minister Appointment Site (____% time) |
| <input type="checkbox"/> Alternative Placement (at least 50% time in the pastoral charge) | |
| <input type="checkbox"/> St. Andrew's College Placement | |

Please list the current ministry personnel or the date current vacancy started:

If the pastoral charge is currently vacant, please list the names and years of service for the last three ministry personnel:

1.

2.

3.

Number of Sunday services _____ Average Sunday mileage _____

Has the pastoral charge/institution had an individual doing Supervised Ministry Education (intern, field education student) on site in the past five years? Yes No

If yes, please list the date and name of the latest individual: _____

If this application is for a Student Supply or Designated Lay Minister appointment, please list the name of the individual being considered:

Name of Student

Home Presbytery/District

The Pastoral Charge

Your response to this application serves two purposes:

- to help the committees responsible determine the appropriateness of this pastoral charge as a suitable Learning Site
- to provide information to the individual who may be matched or appointed to this site

Note: A recent Joint Needs Assessment report may suffice for items A and B. Please be as thorough as possible (2–4 pages). Attach separate sheets as necessary responding to the following items:

A. Opportunities for Ministry

Please write a brief description of the opportunities for ministry that exist in the pastoral charge/ministry.

1. Describe the geographic, population, and socioeconomic makeup of the community/communities.
2. What facilities and services are available?
3. What are the mission statement and goals of the pastoral charge/institution?
4. What programs and activities are offered by the pastoral charge/institution?
5. Please include annual reports, maps, etc.

B. Housing/Office Arrangements

Please write a brief description of housing availability in the area of the pastoral charge/mission unit with approximate rental amounts. Arrangements will need to be made to assist the intern in finding suitable housing. As needed, the National Internship Program will pay rent up to a maximum of \$650 per month. Heat and utilities are also covered upon submission of an expense form.

Please describe office arrangements and available equipment.

Appointments (Student Supply and DLM) are subject to the terms of appointment as set out by the General Council, which includes Housing Allowance.

C. Opportunities for Learning

Please write a brief description of the opportunities for learning that exist in the pastoral charge/ministry.

1. What learning opportunities are available to the individual?
2. What expectations does the congregation have for the individual (e.g., work assignments, opportunities for ministry)?
3. Add anything else you think will help the individual understand your situation—special situations, etc.

D. Commitment to Learning

Please comment on how the pastoral charge understands itself as a community of “lifelong learners.”

Note: Designated Lay Ministers must attend residential educational programs every year at an education centre. Candidates in a Ministry-Based Education Program are required to attend residential event(s) totalling 6–8 weeks’ duration each year.

Is the pastoral charge/mission unit aware that the individual will need to be off-site for educational events periodically throughout the year? Yes No

How is the pastoral charge/mission unit prepared to cover pulpit supply and pastoral emergencies when the individual is off-site?

E. The Lay Supervision Team

Please list the contact information of a minimum of three people who are prepared to serve on the Lay Supervision Team and are committed to attending training events for Lay Supervision Teams.

Name	E-mail
Address	Phone
Name	E-mail
Address	Phone
Name	E-mail
Address	Phone

What other support systems may be available to the individual (e.g., Ministry and Personnel Committee, ministerial, Bible study groups, clergy support groups, etc.)? _____

F. Educational Supervisor

Please list the contact information of the individual who is being considered as Educational Supervisor.

Note: This person must be approved by the Conference Committee on Internships and Educational Supervision. Please have the proposed Educational Supervisor complete SME 208(a) and attach it to this application.

Name	Address	
Phone	Fax	E-mail

G. Pastoral Charge Supervisor

If applicable, please list the contact information of the individual who has been appointed the Pastoral Charge Supervisor by the presbytery/district.

Name	Address	
Phone	Fax	E-mail

To whom does the Pastoral Charge Supervisor report? _____ How often? _____

H. Other Details

Is the Supervised Ministry Education site interested in the possibility of negotiating with the intern for ministry beyond the period of the placement? Yes No

This is subject to presbytery/district appointment.

I. Funding Formula for Eight-Month Placements, Alternative Placements, Canadian/Global Partner Placements, and St. Andrew’s College Placements

These are funded in part by the Mission and Service Fund. Pastoral charges make contributions based on the formula below:

Total Amount Raised: Line 32d Enter amount in Line 32d of the most recent edition of the <i>Year Book: Vol. I—Statistics</i> in box (a)	(a)
M&S Fund: Lines 36 and 37 Enter amounts in lines 36 and 37 of the most recent edition of the <i>Year Book</i> in box (b)	(b)
Capital Debt (principal and interest) Repayment: Line 34 Enter the amount in line 34 of the most recent edition of the <i>Year Book</i> in box (c)	(c)
Add boxes (b) and (c) and enter the amount in box (d)	(d)
Subtract box (d) from box (a) and enter this amount in box (e)	(e)
Gross Contribution Multiply box (e) by 7% and enter this amount in box (f). This amount is your gross contribution.	(f)
Net Contribution If the amount in box (f) is between \$2,000 and \$10,000, enter that amount. If it is under \$2,000, enter the minimum of \$2,000; if it is over \$10,000, enter the maximum of \$10,000.	(g)

The amount in box (g) represents the amount your pastoral charge will contribute to the placement. Ministry Vocations will deduct this amount from the total cost of the placement and forward the balance to you in two installments. For Alternative Placements the pastoral charge contribution will be pro-rated by the percent of time the student will be in the pastoral charge (minimum for Alternative Placements is 50% time).

Approved by Action of the Session/Council/Board

Chairperson or Secretary of Session	Year	Month	Day	
Treasurer or Chairperson of Finance Committee	Year	Month	Day	

J. Funding for Student Supply Internships, Designated Lay Ministers, and Ministry-Based Education Program Appointments

All appointments are subject to the minimums established yearly in the Salary and Allowances Schedule distributed by the Human Resources Unit and are the responsibility of the pastoral charge. Appointments must be approved by the presbytery/district through its Pastoral Relations Committee using form PR 433 AP.

Distribution

Keep a copy for your records.

Send the originals and attachments to the Presbytery/District Education and Students Committee for review and approval.



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Application for Recognition as an Educational Supervisor

Title	First Name	Last Name		
Address	City	Province	Postal Code	
Phone	Fax	E-mail		
Completed Ministry of Supervision Course:		Year	Month	Location
<input type="checkbox"/>	Lay Member of the United Church	<input type="checkbox"/>	Designated Lay Minister	
<input type="checkbox"/>	Ordained/Diaconal Ministry Personnel			
Supervision will be:	<input type="checkbox"/> Onsite	<input type="checkbox"/> Offsite		

Narrative Section: This will introduce you to the individual you may work with as Educational Supervisor.

1. Attach a curriculum vitae listing your educational and professional/vocational experience. List qualities and skills you believe you bring to the ministry of supervision. Include a statement about your work (volunteer or paid) in the church.
2. Identify other educational experiences you have had in supervision.
3. List situations in which you were supervised.
4. List situations in which you were acting as a supervisor.
5. List your initial learning goals for yourself for this Supervised Ministry Education period.
6. Comment on your style of supervision.
7. What excites you about ministry and about the ministry of supervision?
8. Describe some of your theological interests. As you engage in ministry, what theological questions arise?
9. What other comments do you have?

Covenant: In applying to act as Educational Supervisor for an individual preparing for ministry in The United Church of Canada, **I covenant with the Conference Committee on Internship and Educational Supervision to:**

- a) be present and available to the individual I am supervising for the duration of the period of Supervised Ministry Education with the exception of normal holidays and study leave.
- b) provide weekly supervision of a minimum of one hour (in addition to any planning sessions or casual encounters)
- c) attend the Conference orientation event for Educational Supervisors and Learning Teams in September or January and to ensure participation from the Lay Supervision Team at this event
- d) prepare a comprehensive evaluation of the individual's work and learning at the halfway point and at the conclusion of each term of Supervised Ministry Education and to discuss this evaluation with the individual and the Lay Supervision Team at the conclusion of each term

I hereby authorize the Conference and/or the Human Resources Unit to share my profile with any individual being offered my services as an Educational Supervisor.

Educational Supervisor

Year Month Day

Distribution

- Keep a copy for your own records.*
- Attach the original to SME 208 from the pastoral charge, who will forward it to the Presbytery/District Education and Students Committee for review and approval.**



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Presbytery/District Supervised Ministry Education Site and Supervisor Assessment Form

This page to be completed by the Presbytery/District Education and Students Committee.

Pastoral Charge _____ Presbytery _____

Please indicate with ✓ which type of Supervised Ministry Education is being considered:

- | | |
|--|--|
| <input type="checkbox"/> Eight-Month Pastoral Charge Placement | <input type="checkbox"/> Canadian portion of a Global Partner Placement (4 months) |
| • September Start | |
| • January Start | <input type="checkbox"/> Student Supply Appointment (_____% time) |
| <input type="checkbox"/> Alternative Placement | <input type="checkbox"/> Appointment as Designated Lay Minister |
| <input type="checkbox"/> St. Andrew's College Placement | |

Assessment of Educational Opportunity

- a. Adequate descriptions of community, learning opportunities, and possible accommodations are attached. Yes No
- b. Pastoral charge understands this experience as one of learning for the individual and the pastoral charge. Yes No

Please share any comments about this pastoral charge that might help in matching or appointing an individual to this Learning Site: previous experience? unique opportunities?

Appointment: The Presbytery E&S Committee has reviewed the proposed terms of appointment (PR 433 AP) as attached to the application (SME 208) and determined that the figures, to the best of our knowledge, are correct: Yes No

Placement: The Presbytery E&S Committee has reviewed the proposed contribution of the pastoral charge as provided in SME 208 and determined that the figures, to the best of our knowledge, are correct: Yes No

Educational Supervisor

The Presbytery/District E&S Committee recommends _____ as the Educational Supervisor for this learning site.

Supervision will be onsite offsite

 First Name

 Last Name

Has been in current position for 12 months. Yes No

Please comment on the site's openness to individuals of all gender identities.

Please summarize the community in which the learning site is found. Is it rural, urban, isolated, etc.?

Please comment on the pastoral charge's place on the theological spectrum.

Please comment on the pastoral charge's stability. Are there any "transition" issues?

What unique ministry/learning opportunities are offered by this learning site?

Have these comments been shared with the site and supervisor?

Is there other information that would be helpful to the Conference Committee on Internship and Educational Supervision (e.g., known conflict of interest, perception of bias)?



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Conference Internship and Educational Supervision Committee
Supervised Education Site and Supervisor Assessment Form

To be completed by the Conference Internship and Educational Supervision Committee when considering an application from a Pastoral Charge/Mission Unit to be a Learning Site or an application from an individual to be an Educational Supervisor.

Pastoral Charge _____ Presbytery _____

Please indicate with ✓ which type of Supervised Ministry Education is being considered:

- Eight-Month Pastoral Charge Placement (September/January Start)
Alternative Placement
St. Andrew's College Placement
Canadian portion of a Global Partner Placement (4 months)
Student Supply Appointment (% time)
Appointment as Designated Lay Minister

Part One: The Educational Supervisor

First Name _____ Last Name _____

It is important that the Conference Internship and Educational Supervision Committee review the report from Ministry of Supervision Training Event when considering a Supervisor for the first time. The Conference Internship and Educational Supervision Committee ought to review previous evaluations if this is an experienced supervisor.

Has completed the Ministry of Supervision Course?

Course taken when: _____ Where: _____

Refresher taken when: _____ Where: _____

Three horizontal lines for additional information.

Has been in current position for 12 months?

Three horizontal lines for additional information.

Has experience as a supervisor?

Three horizontal lines for additional information.

Is open to new learning?

Please comment on the supervisor's style of supervision.

Please comment on concerns raised in previous evaluations.

Please comment on the supervisor's place on the theological spectrum.

Part Two: The Learning Site

If this is an experienced Learning Site, the Conference Internship and Educational Supervision Committee ought to review the evaluation forms from previous years or your notes about any previous evaluations submitted by the Supervisor, Lay Supervision Team, and former learner. These evaluations are available from your Conference Personnel Minister.

Has experience as a learning site? Yes No

Adequate description of the pastoral charge and community is attached? Yes No

Clear description of learning opportunities and task expectations enclosed? Yes No

Please summarize the learning opportunities that exist in this learning site.

Lay Supervision Team is in the process of being formed. Yes No

Please comment on living and working arrangements.

Part Three: Assessment of Financial Arrangements

Appointments

The terms for appointments are approved by the presbytery/district through its Presbytery/District Pastoral Relations Committee.

The Conference Internship Committee has reviewed the proposed terms of appointment attached to the application (SME 208) and determined that the figures, to the best of our knowledge, are correct.:

Yes No

To the best of our knowledge, the learning site is aware of these terms.

Yes No

Placements

The Conference Internship Committee has reviewed the proposed pastoral charge funding contribution for a Supervised Ministry Education Placement and has determined that they are accurate and sustainable.

Yes No

CIES Checklist

- | | |
|--|---|
| <input type="checkbox"/> Application is signed by the pastoral charge. | <input type="checkbox"/> Presbytery/district assessment is complete and attached. |
| <input type="checkbox"/> Supervisor's profile is complete and attached. | <input type="checkbox"/> Presbytery/district assessment is signed. |
| <input type="checkbox"/> Supervisor's profile is signed. | <input type="checkbox"/> Signed by CIES. |
| <input type="checkbox"/> Financial calculation has been confirmed to be correct. | |

