



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

Ministry Vocations, Human Resources Unit  
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## **Process for Supervised Ministry Education for Candidates for Ordered Ministry**

**Always check the United Church website ([www.united-church.ca](http://www.united-church.ca)) for the most up-to-date forms and guidelines.**

For candidates for ordered ministry in The United Church of Canada, one of the most important elements in the process is Supervised Ministry Education, an opportunity to experience and reflect on varied aspects of ministry in a congregational or institutional setting.

### **Supervised Ministry Education**

The United Church of Canada has several forms of Supervised Ministry Education:

- Eight-month pastoral charge placements for ordered ministry candidates, beginning either in September or January
- Alternative eight-month placements arranged outside the national matching process, which include a combination of at least half-time in pastoral charge responsibilities and work in another area or institution
- Student supply appointments in fulfillment of internship requirements
- Canadian/global partner placements offered in cooperation with the General Council Justice, Global and Ecumenical Relations (JGER) Unit
- Appointments in fulfillment of the practice of ministry component for students in the ministry-based education programs for ordination
- Placements in fulfillment of the community-based field education requirements for diaconal ministry

Supervised Ministry Education may be fulfilled by placement or appointment.

#### **Placements**

Placements are made by the Conference Committee on Internship and Educational Supervision (CIES), normally at the National Matching Meeting in April. Candidates and sites in Supervised Ministry Education placements are part of the National Internship Program.

Funding for these placements is a combination of the site contribution and the National Internship Program administered by the Ministry Vocations, Human Resources Unit.

#### **Appointments**

Appointments are made in conjunction with the Presbytery/District Pastoral Relations Committee with the approval of the Presbytery/District Education and Students Committee (**CAN 203(b): Approval of Appointment**).

Funding is subject to the minimum standards established yearly in the Salary and Allowances Schedule set out by the Human Resources Unit. Candidates appointed are paid according to their credited service category.

The Presbytery/District Education and Students Committee completes form **CAN 203(b): Approval of Appointment** before an appointment is made.

## **Part A: Application Process**

### **For Congregations**

*All congregations that wish to have an intern for an eight-month placement, student supply internship, or ministry-based program must fill out an application form to be a learning site.*

1. Congregations fill out **SME 208: Application by a Pastoral Charge to Be Approved as a Supervised Ministry Education Site** (pages 1–4). This form is used for a variety of supervised ministry placements/appointments. It asks for a description of the pastoral charge and other details. What opportunities for learning are there in the church and the community? What supports are in place? Who will be the educational supervisor, and in the case of lay pastoral ministers-in-training or student supply appointments, who is the pastoral charge supervisor?
2. The financial information on **SME 208** (page 4) applies only to Supervised Ministry Education placements in the National Internship Program (eight-month or alternative).
3. **The educational supervisor fills out SME 208(a)** (page 5).
4. The application is approved by session, which then sends **SME 208** and **SME 208(a)** to the Presbytery/District E&S Committee for review and approval.

### **Presbytery/District**

1. The Presbytery/District E&S Committee receives the application package, reviews it, and makes recommendations to presbytery/district using **SME 208(b)**, page 6.
2. The presbytery/district rates the application as a learning site using **SME 208(b)**, page 7, and sends the whole application package to the CIES.

### **Conference**

The CIES reviews the application and presbytery/district recommendations and fills out **SME 208(c)**. The committee rates the site as A or B and sends the entire application package to the Human Resources Unit.

### **Note about Timing**

All documents should be in Ministry Vocations, Human Resources Unit, by the following dates:

- Eight-month internships: February 1 for September start  
October 1 for January start
- Global internships need to be initiated 12–18 months prior to start.
- Alternative internship placements: 60 days before start of placement

- Appointments for student supply and ministry-based ordination programs: 30 days before start of appointment.

## Application Process for Candidates

### Eight-Month Placements (Internships)

*The Manual* states that each candidate for ordination should complete the internship program of the United Church, which involves learning goals, reflection on the practice of ministry, supervision, an internship lay committee, and evaluation (section 722). The form to use is **SME 207: Application for Supervised Ministry Education Experience**.

1. The candidate fills in the narrative section of the application.
2. **SME 207(c)** and **SME 207(d)** are distributed by the candidate to the individual and the theological college, respectively. Letters of reference are sent to the Presbytery/District E&S Committee.
3. Copies of the application are distributed according to the instructions on **SME 207(a)**, page 2. The original with attachments is sent to the Presbytery/District E&S Committee.
4. Before the National Matching Meeting in April, the E&S Committee sends a copy of the application with attachments and references, including their approval on **SME 207(b)**, to the CIES. This copy is for the information of the convenor in preparation for the matching meeting and does not require approval by the CIES. The CIES convenor uses **SME 207(e)** as a guide when interviewing the applicant.
5. If the candidate is applying for a global partner placement, she or he completes supplemental form **SME 207(f)** and attaches it to the application.

### Alternative Eight-Month Placements

Alternative placements are created by the candidate, with the approval of his or her E&S Committee, to provide special learning opportunities. At least half the experience must be in an approved congregational site. The balance may be with a hospital, community ministry, education centre, or other institution.

The candidate is responsible for finding a ministry setting that will provide a trained educational supervisor, a lay supervision team, and a portion of the financial remuneration.

1. The application form is **SME 207**. The student needs to make sure all arrangements related to placement are confirmed *before* filling out the application—that is, that the site and supervisor have been approved by the Conference Committee on Internship and Educational Supervision, and that the home Presbytery/District E&S Committee endorses the alternative placement.
2. Reference forms **SME 207(c)** and **SME 207(d)** are distributed by the candidate to the individual and to the theological college, respectively. Letters of reference are sent to the Presbytery/District E&S Committee.
3. Copies of the application are distributed according to the instructions on page 2 of the form. The original, with attachments, is sent to the Presbytery/District E&S Committee.

### **Student Supply Internship**

A student supply is a candidate currently studying at a university or theological school who is appointed by a presbytery to a pastoral charge.

1. The candidate receives permission from her or his E&S Committee to have the appointment count as an internship equivalency and completes **SME 207**.
2. The E&S Committee completes **CAN 203(b)** and forwards it to the presbytery/district for approval, which then forwards it to the appointing Presbytery/District Pastoral Relations Committee.
3. The congregation applies to be a learning site using **SME 208** (see “For Congregations,” above, for details) and receives approval from the presbytery/district and CIES.

### **Ministry-Based Ordination Programs**

For candidates in ministry-based educational programs for ordination—such as the Native ministry programs—the “Practice of Ministry” component replaces the requirement for internship and is integrated into course requirements.

1. The E&S Committee, along with the Pastoral Relations Committee, helps the candidate find a pastoral charge appointment.
2. The congregation applies to be a learning site using **SME 208** (see “For Congregations,” above).
3. The candidate fills out **SME 207** (see “Student Supply Internship,” above).

### **Application Process for Presbytery/District Education and Students Committee**

#### **For Placements**

1. The E&S Committee reviews the candidate’s application for placement and makes recommendations.
2. The committee fills out **SME 207(b)** and sends the complete package, including references, to Ministry Vocations, Human Resources Unit.
3. It also sends a copy of **SME 207** with all attachments and reference letters to the CIES (to assist the convenor in the national matching process).

#### **For Appointments**

1. The E&S Committee completes **CAN 203(b)** (page 1) and sends it to the presbytery/district for approval.
2. Presbytery/district then sends it to the Presbytery/District Pastoral Relations Committee to be attached to **MEPS 433 AP: Record of Appointment to Pastoral Charge**.

## **Application Process for Conference Committee on Internship and Educational Supervision (CIES)**

### **For Placements**

The CIES approves the site and supervisor applications (**SME 208**). The convenor contacts the applicant in preparation for the National Matching Meeting.

### **For Appointments**

The CIES ensures the congregation is approved to be a learning site (**SME 208**) and a trained educational supervisor in place.

## **Part B: During the Supervised Ministry Experience**

Three documents are used to help in the supervised ministry experience:

- **SME 224: Financial Information for Supervised Ministry Education** is for students and church financial officers.
- **SME 222: Lay Supervision Team: A Guide** covers choosing the lay team, preparing for the intern, and how to structure meetings. The CIES provides initial training and visits the site at least once during the supervised ministry experience.
- **SME 225: Internship Evaluation** is for the educational supervisor, lay supervision team, and candidate.

Evaluations are to be completed as follows:

- Eight-month placements, alternative placements, and student supply supervised ministry appointments: mid-term and final.
- Candidates in ministry-based programs complete evaluations as set out in the program. These are distributed to the Presbytery/District E&S Committee and the CIES.

## **Part C: Completing the Supervised Ministry Experience**

When all evaluations have been received, the Presbytery/District E&S Committee determines whether the Supervised Ministry Education component is satisfactorily completed (*The Manual*, section 024(d)).