



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

Ministry Vocations, Human Resources Unit
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Procedures for the Conference Committee on Internship and Educational Supervision

Always check the United Church website (www.united-church.ca) for the most up-to-date forms and guidelines.

Membership and Purpose of Committee

The Conference Committee on Internship and Educational Supervision (CIES) is made up of representatives from the presbyteries/districts in the Conference.

- The CIES's primary role is to oversee learning sites and supervisors participating in supervised ministry education in the Conference.
- The convenor is responsible for coordinating the activities of the committee and attending the annual national meeting at which sites and candidates for eight-month pastoral charge placements are matched.

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

Committee Responsibilities

- To *recruit appropriate sites* for internships and other supervised ministry settings and *encourage* potential supervisors.
- To *approve educational sites and supervisors* using the following three-phase process:

1. Using forms **SME 208: Application by a Pastoral Charge to Be Approved as a Supervised Ministry Site** (pages 1–4) together with **SME 208(a): Application for Recognition as an Educational Supervisor** (page 5), the congregation applies to the presbytery/district to be an educational site.

The Presbytery/District Education and Students Committee completes **SME 208(b)** (pages 6–8) and makes a recommendation to presbytery/district.

2. After the presbytery/district approves the request, it signs **SME 208(b)** and sends the whole package to the CIES.
3. The CIES receives and completes **SME 208(c)** (pages 9–12), and sends it to the Human Resources Unit as indicated on page 12 of the form.

Important: For alternative eight-month placements and student supply appointments, as well as appointments for students in the ministry-based education programs and designated lay ministers, the CIES needs to approve the learning site and educational supervisor (**SME 208** and **SME 208(a)**).

- To *support the CIES convenor*, who attends the national matching meeting for eight-month pastoral charge placements. Before attending the matching meetings, the convenor interviews all Conference candidates applying for eight-month internship placements in order to better represent their concerns.
- To *provide training* for lay supervision teams and *orientation* for interns/designated lay ministers, supervisors, and lay supervision teams.
- To ensure that each educational site is *visited* at least once during the supervised ministry. At these visits, the CIES representative asks questions about such items as welcome and orientation; the work of the lay supervision team; the formation of the learning covenant; and the relationship among the supervisor, lay supervision team, and intern/designated lay minister. These visits are meant to assess the site and supervisor, not the work of the intern/designated lay minister.
- To *review evaluations* (**SME 225: Internship Evaluation**) in order to assess the suitability of an educational site and supervisor.
- To *communicate* with the site and supervisor and the site's Presbytery/District E&S Committee in order to extend thanks and share comments about the placement experience.