



**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
for Designated Lay Minister Applicants**

To be used by a designated lay minister applicant who has been approved by presbytery as ready for appointment to fulfill the Supervised Ministry Education requirements.

DLM Applicant's Contact Information

First name	Middle	Last name
Address		City
Province	Postal code	Home phone
E-mail	Other phone	

Date named ready for appointment

Language: Besides English I speak the following languages: _____

Narrative Section

1. What learning goals do you have for this supervised ministry education experience at this time? Note that this is to be an initial listing of learning goals. (These goals must state what you hope to learn, not what you hope to do.)
2. What kind of pastoral charge/local ministry unit would provide you with a positive learning experience? Why?
3. What kind of supervision would provide you with a positive experience? Why?
4. Have there been other times when you have been under educational supervision? Please list these with dates, place, and supervisor. Describe the experience.
5. What skills, gifts, and interests do you bring to this Supervised Ministry Education experience?
6. Please provide the name, position, address, and telephone number of your references—see Reference forms section below.

Additional Documentation

- 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

- A reference form** is attached to this application: DLM 507(a). Make two copies and fill out the portion of the form regarding your contact information and the Presbytery information before providing a copy to your referees as follows:
 - a. Give a form to the **minister** of your home congregation or the church you are currently attending.
 - b. Provide an additional individual references in support of your application.

DLM Applicant

Year

Month

Day

Distribution by Designated Lay Minister Applicant

- Send original and attachments to your presbytery/district Education and Students Committee.*
- Keep a copy for your records.*

Individual Reference Regarding Application for Supervised Ministry Education Experience

To be used by a referee in providing a reference for an individual applying for Supervised Ministry Education

DLM Applicant's Contact Information		(to be completed by the DLM applicant) 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 Supervised Ministry Education experience as a DLM applicant. The reference you provide for this individual will be used to assist the Conference Internship and Educational Supervision Committee in making recommendations regarding this individual being appointed to a learning site. 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 individual?
2. What abilities, gifts, and 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 learning site would be most beneficial for this person and best meet these learning needs?
5. What amount and what style of supervision does this individual need?
6. What other information would you like to share with the supervisor regarding this person?
7. Have you discussed this reference with the applicant?

Name of Referee (please print)	Position
Signature	Year Month Day

Instructions for Referee

- Make one copy of the completed form for your records.*
- Send the **original completed form** to the presbytery/district Education and Students Committee (see details in box above).*

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

To be used by the presbytery/district E&S Committee to endorse and comment on a DLM applicant's application for Supervised Ministry Education

DLM Applicant's Contact Information

First name	Middle	Last name
Address		City
Province	Postal code	Home phone
E-mail	Other phone	

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. The educational supervisor and Lay Supervision Team will receive a copy of your response.

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. Have you discussed this application with the individual?
4. Name of pastoral charge and supervisor being considered for appointment. (Remember to send form DLM 503(b) to the appointing Pastoral Relations Committee.)

Signature of Presbytery/District Education and Students Committee Chair	Year	Month	Day
Print Name of Presbytery/District Education and Students Committee Chair	Contact (phone or e-mail)		
Presbytery	Conference		

Distribution by Presbytery/District E&S Committee

- Make one copy for your records.
- Send a copy of all completed portions of this form with attachments to the CIES Committee.

Distribution by CIES

- Keep one copy for your records.
- Send a copy of all completed portions of this form with attachments to the General Council Office, Ministry and Employment Unit.