



The United Church of Canada
L'Église Unie du Canada

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

Application for Supervised Ministry Education Experience

To be used by a candidate for ordered ministry to be approved for Supervised Ministry Education.

(Please note: Designated lay minister applicants use form DLM 507 to apply for Supervised Ministry Education)

Candidate's Information

Form with fields: First Name, Middle, Last Name, Address, City, Province, Postal Code, Home Phone, E-mail, Other Phone, Presbytery, Conference

Candidate for Diaconal Ministry or Candidate for Ordained Ministry

Placements

I am applying for the following type of placement:

- 8-Month Internship (September start)
8-Month Internship (January start)
Alternative Placement (at least half-time in a pastoral charge)
Global Partner Placement (at least half-time in a pastoral charge). Be sure to attach supplemental form SME 207(f) to your application.

Appointments

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 (AST Summer Distance)
St. Andrew's College Ministry Residency

Year for the Supervised Ministry Education experience to take place:

If you are applying for an appointment or alternative placement, please indicate the pastoral charge and presbytery you are in conversation with.

Pastoral Charge Presbytery

Language: Besides English I speak the following languages:

Accommodations: I will need accommodation for myself and others during this time.

Transportation: Ministry on most pastoral charges requires 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?

Timeline for Approval Process

The approval process for Supervised Ministry Education has many steps. In the end, all SME 207 forms with attachments and approvals must reach the General Council Office by the following dates:

Type of Supervised Ministry Education	Deadline for SME 207 forms to reach General Council Office with all approvals in place
8-Month Pastoral Charge Placement	May 15 for September start October 2 for January start
Alternative Placement	60 days before the start of the placement
Student Supply Appointment (includes students in AST Summer Distance Program) or St. Andrew's College Ministry Residency	30 days before the start of the appointment
Global Partner Placement	1 year before anticipated start of placement

To ensure that you start the process in time for the approvals to be in place by the deadline named above, please map out the timeline in the chart below. Consult with Conference and presbytery/district to determine when meetings are scheduled and how far in advance of the meeting they will require the completed forms.

Presbytery/district E&S is meeting on _____ and will require completed forms by:

 Date

CIES is meeting on _____ and will require completed forms from presbytery/district by:

 Date

Completed forms will reach General Council Office by: _____
 Date

(Please ensure this date corresponds with the deadline named in the chart above.)

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 experience?
6. What personal needs should be taken into account regarding this placement 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. Please be as specific as possible.
7. Please provide the name, position, address, and telephone number of your references – see Reference forms section below. If you are not providing a reference from a theological school please indicate the reason.

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
- Reference forms** are attached to this application: SME 207(b) and (c). Be sure to fill out the portion of the form regarding your contact information and the presbytery information before providing a copy to your referees.
 - a. Give 207(b) to the **minister** of your home congregation or the church you are currently attending.
 - b. If you are currently attending a theological school, give 207(c) to the **field education director** or equivalent at your theological school or if you are not currently attending a theological school, copy SME 207(b) to provide an additional individual references in support of your application.

By signing below I acknowledge that I understand the details related to the type of SME I am applying for and have read I have read the appropriate Supervised Ministry Education resources on the United Church website. (e.g., Appointments are subject to the terms of appointment as set out by the General Council in the Salary and Allowance Schedule. Placements are subject to the terms set out in the resource document Financial Information for Supervised Ministry Education – SME 224).

 Signature of Candidate

 Year Month Day
Distribution by Candidate

- Send the originals of SME 207(a) with attachments to your presbytery/district Education and Students Committee.
- Keep a copy of each 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

Candidate's Contact Information		(to be completed by the 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. 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 assigned or 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 candidate?
2. What abilities, gifts, and strengths does this person bring to ministry?
3. What learning needs do you perceive should be addressed during this experience?
4. What type of Supervised Ministry learning 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?
7. Have you discussed this reference with the candidate?

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).

**Theological School or Program Endorsement of Candidate's
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 Supervised Ministry Education experience.

Candidate's Contact Information		(to be completed by the 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. 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 assigned or 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 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, 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 educational supervision does this individual need?
6. What other information would you like to share with the supervisor regarding this person and her/his learning needs?
7. Have you discussed this reference with the individual?

Field Education Director or Equivalent

Year Month Day

Instructions for Theological 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.

**Presbytery/District E&S Committee Endorsement
of Candidate's Application for Supervised Ministry Education**

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

Candidate's Information

First Name

Last Name

Address

City

Postal Code

Home Phone

E-mail

Other Phone

The individual named above is applying for the following type of Supervised Ministry Education:

Placement (Matched or Alternative)

Appointment as Student Supply (includes AST Summer Distance Program and St. Andrew's College Residency)

Note about Appointments: Before a presbytery/district can approve a supervised ministry education appointment, the appointing presbytery/district must receive a completed form CAN 203(b) "Approval of Appointment for Candidates," from the individual's home presbytery/district.

Narrative Section

Please 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 being most beneficial to this individual?
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.*
- Send a copy of all completed portions of this form with attachments to the CIES Committee.*
- For St. Andrew's College Ministry Residency, send a copy of all completed portions of this form to the St. Andrew's College Ministry Residency Coordinator.*

Supplemental Form for Global Partner Overseas Placements

*This form should be completed by candidates who are pursuing an overseas placement as part of a Global Partner Internship. **This form is to be completed and attached to your application** (SME 207).*

Individual's Contact Information

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

- Status:**
- Candidate for Diaconal Ministry
- Candidate for Ordained Ministry

Please answer the following questions on separate sheets.

A. Details for Overseas Internship

- Are you requesting an internship in a particular region and/or with a particular partner of the United Church? If so, please give details.
- What timeframe are you considering for your internship (e.g., September–December)? In what year?
- Do you have any language skills that may be useful in an overseas internship? Please describe.
- What experiences, if any, have you had in cross-cultural working or living?

B. Faith and Mission

- Briefly describe the faith journey that has led you to consider ministry leadership in the church.
- Why are you interested in completing your internship requirement in an overseas setting?
- How do you see an overseas internship contributing to your future vocational goals?
- An overseas internship context often involves exposure to other faith traditions.
 - How do you understand God to be at work in other faiths?
 - How would you explain your faith to a person from another faith background?
- What do you understand by the term "global injustice"?
 - What is the role of the church in working for justice and peace in the world?
- What is your understanding of global mission and the church's role in mission?
 - In what way do you see an overseas internship reflecting this understanding?
 - Why do you think the United Church considers it important to be in relationship with churches and ecumenical agencies overseas?

Signature of Individual

Year Month Day

Distribution:

- Make one copy of the entire completed form and attachments for your records.
- Send **original with attachments** (the entire form plus your responses) to your presbytery/district Education and Students Committee.