



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

**Ministry Vocations, Ministry and Employment Unit**  
3250 Bloor St. West, Suite 200, Toronto, ON M8X 2Y4

**Application by a Pastoral Charge/Local Ministry to Be Approved  
as a Learning Site for Supervised Ministry Education**

**Process Checklist:**

The approval process to become a learning site includes many steps. To ensure that the process unfolds those involved in this process can track the progress of the approvals by using the following checklist.

**SME 208: Application to be a Supervised Ministry Education Site**

- Completed by: pastoral charge/local ministry
- Approved by: action of the governing body
- Forwarded to: presbytery/district Education & Students Committee where the Learning Site is located

**SME 208(a) Application to be an Educational Supervisor**

- Completed by: educational supervisor
- Forwarded to: presbytery/district Education & Students Committee where the Learning Site is located

**SME 208(b) Presbytery Site and Supervisor Assessment Form** (requires SME 208 and SME 208(a) to complete)

- Completed by: presbytery/district Education & Students Committee
- Recommended by: presbytery/district Education & Students Committee
- Forwarded to: presbytery/district (regular or executive) meeting

**SME 208 Application:** submit all pages of the application together with attachments—includes SME 208, 208(a), 208(b)

- Approved by: presbytery/district
- Forwarded to: Conference Internship and Educational Supervision Committee (CIES)

**SME208(c) Conference Internship and Educational Supervision Committee Supervised Education Site and Supervisor Assessment Form** (requires SME 208, SME 208(a), and SME 208(b) to complete)

- Completed by: Conference Internship and Educational Supervision Committee (CIES)
- CIES forwards all SME 208 forms together with attachments to the General Council Office, Ministry and Employment Unit

Name of Pastoral Charge/Local Ministry

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Names of Congregations

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Presbytery

Conference

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Address

City

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Province

Postal Code

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Phone

E-mail

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The pastoral charge/local ministry unit named above is seeking to be approved as a Supervised Ministry Education Learning Site for (indicate one option or those that apply):

**Placement:**

- 8-Month Pastoral Charge Placement (must be full-time) - September or January start
- Alternative Placement (minimum four months full-time or equivalent)
- Canadian portion of a Global Partner Placement (minimum four months full-time or equivalent)

**Appointment:**

- St. Andrew's College Ministry Residency (\_\_\_\_% time)
- Student Supply Appointment (\_\_\_\_% time) includes students in the AST Summer Distance program
- Designated Lay Minister Applicant Appointment (\_\_\_\_% time)

- At this time the pastoral charge/local ministry unit is open to any type of Supervised Ministry Education.

We are considering becoming a learning site for starting the year: \_\_\_\_\_

If this application is for an appointment or for an alternative placement, please list the name of the individual being considered:

\_\_\_\_\_

Name of Student

\_\_\_\_\_

Home Presbytery/District

**Note about Appointments:** Before a presbytery/district can approve a supervised ministry education appointment, the Learning Site Application (SME 208) process must be complete (see process chec-list outlined below). The appointing presbytery/district must also receive a completed form CAN 203(b) or DLM 503(b), "Approval of Appointment," from the individual's home presbytery/district before making such an appointment.

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

\_\_\_\_\_

If the pastoral charge is currently vacant, please list the name(s) and years of service of its last ministry personnel:

\_\_\_\_\_

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

*(This is subject to presbytery/district appointment.)*

Number of Sunday services \_\_\_\_\_ Average Sunday mileage \_\_\_\_\_

Has the pastoral charge/local ministry site had an individual doing Supervised Ministry Education on site in the past five years?  Yes  No

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

**Timeline for Approval Process**

The approval process to become a learning site has many steps. In the end, all SME208 forms with attachments and approvals must reach the General Council office by:

Type of Supervised Ministry Education	Deadline for SME 208 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)	30 days before the start of the appointment
St. Andrew's College Ministry Residency	30 days before the start of the appointment
Pastoral Charge Portions of Global Partner Placement	60 days before the start of the placement

To ensure that you (the pastoral charge/local ministry unit) start the process in time for the approvals to be in place by the appropriate 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.

Submit SME 208 form to governing body for approval by: \_\_\_\_\_  
Governing Body Meeting Date

Presbytery/district E&S is meeting on \_\_\_\_\_ and will require completed forms with approval of governing body by: \_\_\_\_\_  
Date

Presbytery/district is meeting on \_\_\_\_\_ and will require completed forms from E&S 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.)**

**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.

<b>Name</b>	E-mail
Address	Phone
<b>Name</b>	E-mail
Address	Phone
<b>Name</b>	E-mail
Address	Phone
<b>Name</b>	E-mail
Address	Phone
<b>Name</b>	E-mail
Address	Phone

**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 Internship and Educational Supervision Committee.

Please have the proposed educational supervisor complete SME 208(a) and attach it to this application. To obtain a list of possible educational supervisors, contact your Conference personnel minister.

Name	Address
Phone	E-mail

**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	E-mail
To whom does the Pastoral Charge Supervisor report?	How often?

## **The Pastoral Charge/Local Ministry Narrative Section**

Your response to this application serves two purposes:

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

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

### **A. Please attach a copy of your most recent annual report.**

### **B. Opportunities for Ministry**

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

1. Describe the geographic, population, and socio-economic makeup of the community/communities.
2. What facilities and services are available?
3. What are the mission statement and goals of the pastoral charge/local ministry?
4. What programs and activities are offered by the pastoral charge/local ministry?

### **C. Housing/Office Arrangements**

1. Write a brief description of housing availability in the area of the pastoral charge/local ministry with approximate rental amounts. (Arrangements will need to be made to assist the student in finding suitable housing.)
2. Describe the office arrangements and available equipment.

### **D. Opportunities for Learning**

Please write a brief description of the opportunities for learning that exist in the pastoral charge/local ministry. In addition to the following questions please add anything else you think will help the individual understand your setting—special situations, etc.

1. What learning opportunities are available to the individual in the pastoral charge/local ministry?
2. What expectations does the congregation have for the individual (e.g., work assignments, opportunities for ministry)?

### **E. Support Systems**

Please describe the support systems that may be available to the student (e.g., Ministry and Personnel Committee, ministerial, Bible study groups, clergy support groups, etc.)?

### **F. Commitment to Learning**

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

Candidates in the St. Andrew’s College Ministry Residency and Designated Lay Minister applicants must attend residential educational programs every year at a theological school. Candidates in the AST Summer Distance Program are required to attend residential event(s) totalling 6–8 weeks’ duration each year. Is the pastoral charge/local ministry aware that the individual will need to be off-site for educational events periodically throughout the year? How is the pastoral charge/local ministry prepared to cover pulpit supply and pastoral emergencies when the individual is off-site?

**APPROVAL OF THE GOVERNING BODY**

***Complete Section I, J, or K, as applicable***

**I. St. Andrew’s College Ministry Placement Appointments**

All appointments are subject to the Salary and Allowances Schedule established yearly and distributed by the Ministry and Employment Unit. Appointments must be approved by the presbytery/district through its Pastoral Relations Committee or equivalent using the applicable appointment form. The General Council Office provides the pastoral charge/local ministry with a grant of \$10,000 in support of its St. Andrew’s College Ministry Placement.

In making this application, the pastoral charge/local ministry agrees to provide compensation to the candidate in accordance with the provisions of the applicable Salary and Allowances Schedule. The pastoral charge/local ministry also agrees to register the intern on the ADP payroll system and to pay the candidate in accordance with the pastoral charge’s normal payment schedule. The pastoral charge/local ministry further agrees that grant funds received from the General Council Office will be applied to the costs incurred in paying the candidate’s salary, housing costs if applicable, and the employer’s share of mandatory deductions (EI, CPP/QPP, etc.)

By signing below the governing body is agreeing to the details outlined above.

Approved by action of the governing body:

Chairperson or Secretary of the Governing Body	Year	Month	Day
Treasurer of the Pastoral Charge/Local Ministry	Year	Month	Day

**J. Designated Lay Ministers Applicant and Student Supply Appointments** (includes students in the AST Summer Distance Program)

All appointments are subject to the Salary and Allowances Schedule established yearly and distributed by the Ministry and Employment Unit. Funding is the responsibility of the pastoral charge. Appointments must be approved by the presbytery/district through its Pastoral Relations Committee or equivalent using the applicable appointment form.

By signing below the governing body is agreeing to the details outlined above.

Approved by action of the governing body:

Chairperson or Secretary of the Governing Body	Year	Month	Day
Treasurer of the Pastoral Charge/Local Ministry	Year	Month	Day

**K. 8-Month Placements, Alternative Placements, and Global Partner Placements**

These are funded in part by the Mission and Service Fund. The General Council Office provides the pastoral charge/local ministry with a grant of \$10,000 per eight-month placement. It also provides a grant (pro-rated) for the pastoral charge/local ministry portion of alternative and the Canadian portion of Global Partner Placements.

**Total Amount Raised**

Enter the amount in Line 32d of the most recent edition of the *Year Book: Vol. I* in box (a)

(a)
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**Total Liabilities in Loans, Mortgages, etc.**

Enter the amount in line 31 of the most recent edition of the *Year Book* in box (b)

(b)
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**Capital Debt (principal and interest) Repayment**

Enter the amount in line 34 of the most recent edition of the *Year Book* in box (c)

(c)
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In making this application, the pastoral charge/local ministry agrees to provide compensation to the candidate in accordance with the provisions of the Supervised Ministry Education resource. The pastoral charge/local ministry also agrees to register the intern on the ADP payroll system and to pay the candidate in accordance with the pastoral charge's normal payment schedule. The pastoral charge/local ministry further agrees that grant funds received from the General Council Office will be applied to the costs incurred in paying the candidate's salary, housing costs if applicable, and the employer's share of mandatory deductions (EI, CPP/QPP, etc.)

By signing below the governing body is agreeing to the details outlined above.

Approved by action of the-governing body:

Chairperson or Secretary of the Governing Body	Year	Month	Day
Treasurer of the Pastoral Charge/Local Ministry	Year	Month	Day

**Distribution of SME 208 with attachments by pastoral charge/local ministry**

- Keep a copy for your records.*
- Send the originals and all attachments, including SME 208(a), to the presbytery/district Education and Students Committee for review and approval.*



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Application for Recognition as an Educational Supervisor

Form with fields: Title, First Name, Last Name, Address, City, Province, Postal Code, Phone, E-mail, Completed Ministry of Supervision Course, Refresher Course Taken.

- Checkboxes for Lay Member of the United Church, Diaconal Minister, Designated Lay Minister, Ordained Minister.

Supervision will be: On-site Off-site

Narrative Section:

- 1. Attach a copy of your curriculum vitae listing your educational and professional/vocational experience.
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 Internship and Educational Supervision Committee 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 vacation 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 Ministry and Employment 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.
Give the original to the pastoral charge/local ministry unit applying to be a learning site to attach to the SME 208 which 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

To be completed by the presbytery/district Education and Students Committee.

Pastoral Charge/Local Ministry \_\_\_\_\_

Presbytery \_\_\_\_\_

Assessment of Educational Opportunity

- a. Adequate descriptions of community, learning opportunities, and possible accommodations are attached.
b. Pastoral charge/local ministry understands this experience as one of learning for both the individual and the pastoral charge/local ministry.

Appointment

The presbytery/district E&S Committee has reviewed the proposed terms of appointment (as set out in the applicable appointment form) as attached to this application (SME 208) and determined that the financial information, to the best of our knowledge, is correct:

Placement

The presbytery/district E&S Committee has reviewed the information provided in SME 208 and determined that the financial information, to the best of our knowledge, is correct.

Educational Supervisor

The presbytery/district E&S Committee recommends as the educational supervisor for this learning site:

\_\_\_\_\_ First Name Last Name

Supervision will be on-site off-site

The recommended educational supervisor has been in current position for at least 12 months. Yes No

Please share any comments about this pastoral charge/local ministry that might help in matching or appointing an individual to this learning site:

Three horizontal lines for providing comments.

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

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

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

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

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Have these comments been shared with the proposed learning site and educational supervisor?

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

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**Presbytery/District Action**

The attached application was considered by the Presbytery/District E&S Committee, which brought a recommendation to the presbytery/district. The presbytery/district rates the attached application as indicated and offers comments/conditions as necessary.

- A = acceptable
- B = acceptable with conditions (list below)
- C = unacceptable (*do not forward to Conference*)

Comments

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Signature of Presbytery/District Secretary

Year    Month    Day

<p><b>Distribution by Presbytery/District</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Make one copy of SME 208 and attachments, one copy of SME 208(a) and attachments, and one copy of the completed 208(b) for your records.</i></li> <li><input type="checkbox"/> <b>Send originals of SME 208 and attachments, SME 208(a), and completed SME 208(b) to your Conference Internship and Educational Supervision Committee for review and approval.</b></li> </ul>
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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/local ministry to be a learning site or an application from an individual to be an educational supervisor.*

Pastoral Charge/Local Ministry \_\_\_\_\_

Presbytery \_\_\_\_\_

**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.*

Please comment on the Ministry of Supervision Course and refresher course, if completed:

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Please comment on the person's experience as a supervisor:

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Is the proposed educational supervisor open to new learning?

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Please comment on the supervisor's style of supervision.

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Please comment on concerns raised in previous evaluations.

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

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**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 notes about any previous evaluations submitted by the supervisor, Lay Supervision Team, and former learner. These evaluations are available from the Conference personnel minister.*

Please comment on the pastoral charge's previous experience as a learning site.

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Please comment on the description of the pastoral charge and community.

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Please comment on the learning opportunities that exist in this learning site.

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Please comment on living and working arrangements.

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**Part Three: Assessment of Financial Arrangements**

**Appointments**

The Conference Internship and Educational Supervision Committee has reviewed the proposed terms of appointment attached to this application (SME 208) and determined that the information, to the best of our knowledge, is correct and complete:

- Yes
- No

**Placements**

The Conference Internship and Educational Supervision Committee has reviewed the information provided for a Supervised Ministry Education Placement and has determined that a placement in the proposed Learning Site is sustainable.  Yes  No

**CIES Checklist**

- Application is signed by two officers of the pastoral charge.
- Supervisor's profile is complete and attached.
- Supervisor's profile is signed.
- Presbytery/district assessment is complete and attached.
- Presbytery/district assessment is signed.
- Financial information has been confirmed to be correct.

**Overall Rating**

Rating by presbytery/district (from page 9)  A  B  C  
 Rating by CIES Committee  A  B  C

A = Acceptable (*forward the application to the Ministry and Employment Unit of the General Council Office*)  
 B = Acceptable with conditions (*ensure conditions are met before forwarding the application to the Ministry and Employment Unit*):

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C = Unacceptable (*do not forward to the Ministry and Employment Unit*)

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Signature of Convener, CIES Committee Year    Month    Day

**Distribution by CIES**

- Make one copy for your records.*
- Forward **originals and all attachments** (SME 208, 208(a), 208(b), and 208(c)) to the Ministry and Employment Unit **by the appropriate deadline** (see page 3 of SME208 for deadlines.)*
- If the rating by the CIES Committee is "unacceptable," retain the original application on your records.*