

Supervised Ministry Education

January 2018



The United Church of Canada
L'Église Unie du Canada

Supervised Ministry Education (January 2018)



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The United Church of Canada
L'Église Unie du Canada
3250 Bloor St. West, Suite 200
Toronto, ON
Canada M8X 2Y4
1-800-268-3781
www.united-church.ca
Design: Ian Ball, Graphics and Print



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ABOUT THIS RESOURCE

This resource replaces the following: SME 221 Supervised Ministry Education, SME 223 Process for SME Candidates for Ordered Ministry, SME 224 Financial Information for Supervised Ministry Education, and SME 227 Procedures for the Conference Committee on Internship and Educational Supervision. Please use it in tandem with the Learning Covenant resource.

This resource expands on the policies found in *The Manual* under H. Entering Ministry, 4.4 Supervised Ministry Education. Please refer to the current edition.

Forms and resources referred to may be found on www.united-church.ca.

Further resources that are referenced are available on the United Church website (www.united-church.ca).

Living Out God's Mission in the World

The policies and procedures of The United Church of Canada exist to support the church in living out God's mission in the world. The policies and procedures for supervised ministry education (SME) aim to support candidates in their formation for ministry through a practical learning experience.

Policy

The policies about supervised ministry education are found in *The Manual* under H. Entering Ministry, section 4.4, Supervised Ministry Education. Please refer to the current edition. This resource gives additional policies and procedures as well as best practices and resources to support the church in carrying out supervised ministry education programs.

Who is this resource for?

This resource provides material for the various courts of the church and individuals involved in the formation of those preparing for ministry, including Education and Students Committees, the Conference Committee on Internship and Educational Supervision (CIES), pastoral charges considering becoming a learning site, educational supervisors, Pastoral Relations Committees, and Lay Supervision Teams.

Candidates for ordained ministry and designated lay ministry (DLM) applicants, and those involved in their formation, will consult this Supervised Ministry Education resource.

Much of the resource is geared toward the supervised ministry education requirements for those preparing for ordained ministry because the supervised ministry education component of formation for other streams of ministry is integrated into the specific course of study for that stream. See the overview section that follows for more information.

Supervised Ministry Education Overview

Supervised ministry education is an intentional learning experience that enables people preparing for ministry to deepen their pastoral identity, reflect theologically on the practice of ministry, develop healthy practices for self-care, and enhance ministry skills.

Supervised ministry education requires reflection and integration on the practice of ministry to take place with an educational supervisor and a lay supervision team at a Conference-approved learning site.

Supervised ministry education programs differ depending on the stream of ministry a person is pursuing. Candidates for ordained ministry as well as designated lay ministry applicants are required to satisfactorily complete a supervised ministry education experience particular to their stream and program of formation.

Diaconal Ministry: Candidates for diaconal ministry complete field placements through an integrated program of study with the Centre for Christian Studies in Winnipeg, Manitoba.

Native Ministry: First Nations, Métis, and Inuit candidates who are preparing for ministry at the Sandy-Saulteaux Spiritual Centre in Beausejour, Manitoba, complete supervised ministry education requirements as a part of their program of study.

Designated Lay Ministry: DLM applicants complete supervised ministry education as outlined in the Designated Lay Ministers resource, found at www.united-church.ca.

Ordained Ministry: Candidates for ordained ministry must satisfactorily complete supervised ministry education as a part of the process of entering ministry. Various programs that are designed to fulfill the supervised ministry education requirement for those preparing for ordained ministry are outlined in this resource. Candidates and their presbytery (in Newfoundland and Labrador Conference, district) Education and Students Committee are encouraged to review them together with a view to discerning which program will be best suited to accomplish the candidate's learning needs and lifestyle demands.

A candidate's home Education and Students Committee is responsible for supporting and assessing the learning, leadership, and spiritual development of the candidate. It is important that the presbytery Education and Students Committee discuss plans with the candidate for fulfilling learning needs through the supervised ministry education experience early in the process of entering ministry.

In rare instances, the Education and Students Committee, in consultation with the Ministry and Employment Unit of the General Council Office, may

- a. waive four months (half) of the supervised ministry education requirement if a candidate has three or more years of pastoral ministry experience in a United Church pastoral charge or has completed a unit of clinical pastoral education
- b. consider the supervised ministry education requirement fulfilled if a candidate has five or more years of experience in a United Church ministry position

Conference Committee on Internship and Educational Supervision

The Conference Committee on Internship and Educational Supervision is made up of representatives from the presbyteries 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.

Committee Responsibilities

- To *recruit* appropriate sites for supervised ministry education and encourage potential supervisors.
- To *approve* learning sites and supervisors for all types of supervised ministry education following the process outlined on the application form (SME 208: Application by a Pastoral Charge to Be Approved as a Supervised Ministry Education Site).
- To *support* the CIES convenor, who attends the national matching meeting for pastoral charge placements. Before attending the matching meetings, the convenor interviews all Conference candidates applying for eight-month placements in order to better represent their concerns.
- To *provide* training for lay supervision teams and orientation for candidates/designated lay minister applicants, supervisors, and lay supervision teams.
- To *ensure* that each learning site is visited at least once during the supervised ministry experience. 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 candidate or designated lay minister applicant. These visits are meant to assess the site and supervisor, not the work of the candidate/designated lay minister applicant.
- To *review* evaluations in order to assess the suitability of an educational site and supervisor. (Evaluations use form SME 225: Supervised Ministry Education Evaluation.)
- To *communicate* with the learning site and supervisor and the site's presbytery Education and Students Committee in order to extend thanks and share comments about the experience.

Approving a Candidate for SME

Those preparing for ordained ministry must be received as a candidate before making application for supervised ministry education.

The procedures for approving a candidate for supervised ministry education are as follows:

1. At the appropriate time in the candidate's process and depending on the supervised ministry education program that is chosen, the candidate makes application to be approved for supervised ministry education. Use form SME 207: Application for Supervised Ministry Education Experience.
2. It is the responsibility of the presbytery Education and Students Committee to endorse the application and send recommendations to the CIES.

There are deadlines for approval of candidate and learning site applications depending on the supervised ministry education program. In some cases the learning site must be established in advance of approving the candidate's application. Please refer to the application form (SME 207) for details.

Supervised Ministry Education Learning Site

A learning site is a pastoral charge or presbytery-accountable ministry that has been approved as an appropriate setting where the requirements for supervised ministry education can be accomplished.

Pastoral charges that are willing to participate in the formation of candidates and DLM applicants provide a valuable resource for nurturing the future leadership of the church. Supervised ministry education is also an opportunity for the people of God to form a teaching/learning community where members can grow in faith and in an understanding of the practice of ministry.

The learning site must have an approved educational supervisor available either on- or off-site. Presbytery or Conference can assist the learning site in determining who may be suitable and available to be an educational supervisor for the type of supervised ministry education being proposed.

Identifying and Approving Learning Sites

The Conference Committee on Internship and Educational Supervision is responsible for recruiting appropriate sites.

Presbytery Pastoral Relations Committees sometimes identify potential learning sites. Conversation about the feasibility of becoming a learning site, whether requested by the pastoral charge or initiated by presbytery representatives could be part of the Joint Needs Assessment process. Congregations or pastoral charges must be fully informed of both the challenges and opportunities of becoming a learning site before any decision is taken.

Approving a Learning Site

The following procedures must be followed for approving a learning site for supervised ministry education:

1. The decision to apply to be a learning site must be approved by a motion by the governing body of the pastoral charge.
2. The pastoral charge sends an application to presbytery (form SME 208).
3. The presbytery Education and Students Committee makes any necessary recommendations and endorses the application.
4. The Conference Committee on Internship and Educational Supervision is responsible for the final approval of the learning site. This will include a visit to the pastoral charge by a member or several members of the CIES.

Once the pastoral charge has been approved as a learning site, there are additional procedures, depending on the Supervised Ministry Education program that will take place with the learning site. Please see details under Supervised Ministry Education Programs below.

Pastoral charges are encouraged to consider the following questions when thinking about becoming a learning site:

- What category of supervised ministry education are we considering? (See SME Programs below.)
- Do we have the funds available to meet the financial requirements of the supervised ministry education program that the candidate will be pursuing with us?
- How does the mission of this pastoral charge relate to the training of persons called to ministry leadership? What opportunities for learning are there in the church and the community?
- What is our understanding of the ministry of the whole people of God?
- Is the pastoral charge willing to accompany a candidate? What supports are in place?
- Are we open to learning and growing in faith?
- Are there people in the pastoral charge who are willing to serve on a Lay Supervision Team?

Lay Supervision Team

The pastoral charge is responsible for establishing a Lay Supervision Team. The Lay Supervision Team is a representative group of lay people associated with the learning site who are dedicated to the ministry and mission of the church. The team supports the candidate/DLM applicant as they seek to grow personally, intellectually, professionally, spiritually, and in social awareness. The Lay Supervision Team is appointed by the official board or its equivalent.

It is recommended that three to seven people serve on the team. The team should be representative of the congregation and of the community in which ministry occurs. It should include people of various ages and genders.

It is *not* appropriate to appoint a paid staff person; the chair of the official board, session, or council; the treasurer; any member of the Ministry and Personnel Committee; or anyone who may have a conflict of interest with the student minister.

Some key skills for the Lay Supervision Team include

- a vision of ministry as a shared endeavour between the laity and the minister
- listening
- confidentiality
- a willingness to share their faith
- knowledge of different aspects of the congregation
- the ability to observe behaviour and offer constructive feedback and encouragement

The Lay Supervision Team is accountable to

- the student minister to assist their process of learning
- the official board (or its equivalent) that appointed the team
- the Conference Committee on Internship and Educational Supervision for the quality of the education on the site and the evaluations of the work undertaken
- Ministry Vocations in the Ministry and Employment Unit of the General Council Office for the oversight of the education and formation of a person for ministry leadership

Please note that the Lay Supervision Team does not replace the Ministry and Personnel Committee of the congregation, even if the student minister is the only ministry personnel on the site. The Lay Supervision Team does *not* provide disciplinary oversight of the student minister. That is the role of the Ministry and Personnel Committee, which has oversight of all staff in the pastoral charge. In any situation where there appears to be a conflict of roles, the Conference Committee on Internship and Educational Supervision should be consulted for advice and guidance.

Refer to the Learning Covenant resource (on www.united-church.ca) for more information on the role and responsibilities of the Lay Supervision Team.

Educational Supervisors

In the context of supervised ministry education, the educational supervisor provides a disciplined opportunity for intentional reflection. As a complex and demanding vocation, ministry expects much in terms of skills, attitude, and competencies. The role of the educational supervisor is to assist the candidate or DLM applicant to reflect theologically on the present call and current practice of ministry. This intentional practice of reflection helps shape individuals toward integrated faith, and develop ministers who are aware of themselves, others, social context, and the big questions of theology and spirit.

The qualities desired in an educational supervisor are as follows:

- self-awareness and awareness of one's learning style
- commitment to mutuality in ministry
- willingness to participate fully in an action-reflection learning process
- ability to work with the candidate's identified learning goals
- desire to cultivate the art of theological reflection

The educational supervisor must successfully complete a program designed to train for the ministry of supervision. The course includes the following elements:

- provides participants with a basic knowledge of and skill in the supervisory process
- enables participants to experience and identify their learning needs and to prepare a learning covenant
- enables participants to practise supervision skills and receive feedback
- enables individuals to claim and develop their skills in theological reflection
- helps participants to discover their own patterns of supervision in ministry
- encourages participants to articulate a theology of ministry grounded in their experience of supervised learning

An educational supervisor is expected to do the following:

- Meet with the candidate at the beginning of the experience to clarify what they hope to learn during the supervised ministry education experience.
- Attend the Conference orientation event at the beginning of the experience. Some Conferences have additional events where attendance is required by the educational supervisor.

- Meet with the candidate for the equivalent of an hour each week to discuss, analyze, theologically reflect, and engage in shared reflection on ministry experiences that emerge in the candidate's learning site. Meetings can take place every other week for two hours or in another equivalent manner as mutually arranged or as required by the candidate's program (see SME Programs section). Meetings may be conducted by telephone or Skype, but candidates and supervisors should plan for as many face-to-face meetings as possible.
- Explore with the candidate ways of analyzing and reflecting theologically on concrete experiences in ministry. Using situations brought by the candidate, a supervisor draws on all the intuitive, emotional, analytical, and theological understanding that they have developed over the years, and also encourages a candidate to do the same.

Refer to the Learning Covenant resource for more information on the role and responsibilities of the education supervisor.

Approving an Educational Supervisor

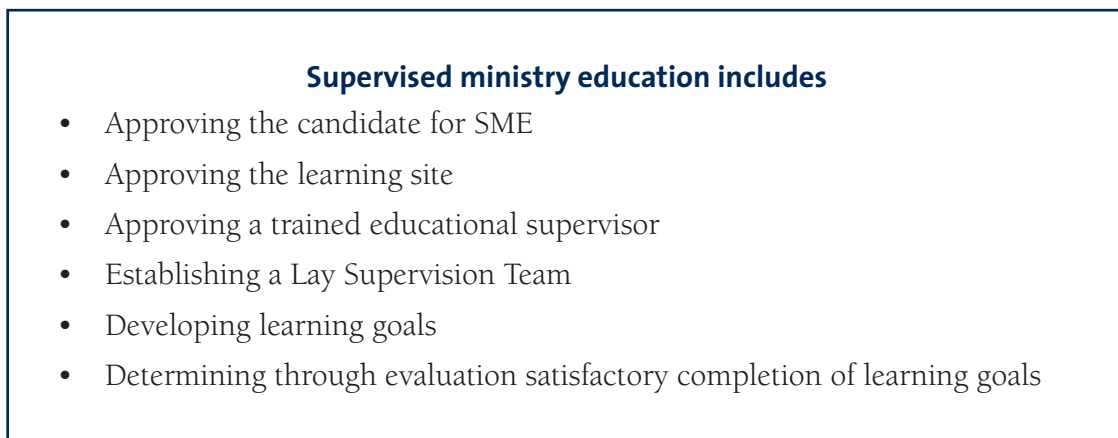
The application to be an educational supervisor accompanies the pastoral charge's application to be a learning site and is approved by the CIES. In order to be approved, the individual must have completed a Ministry of Supervision training program and may need to be interviewed by the CIES. It is the responsibility of the CIES to determine if and when educational supervisors in their Conference are required to take a Ministry of Supervision refresher course. It is recommended that a training course be taken every five years.

Supervised Ministry Education Programs

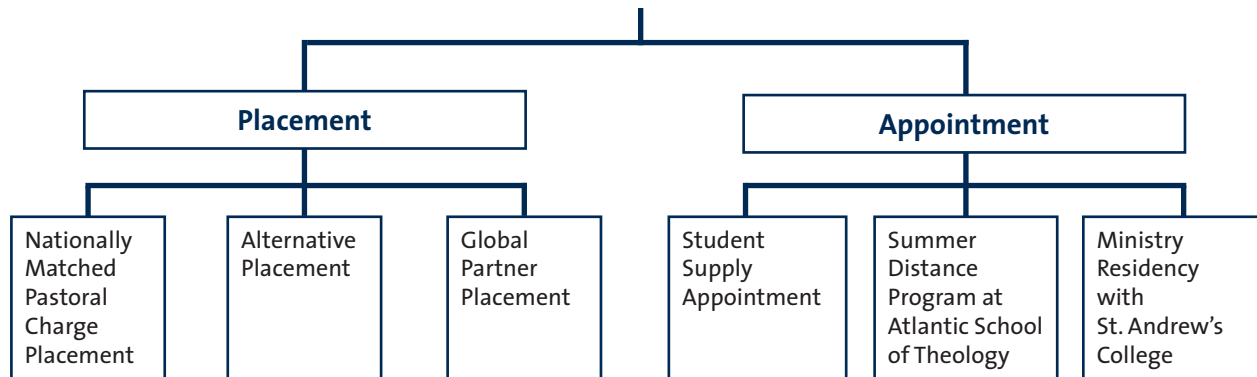
Several programs are designed to fulfill the supervised ministry education requirements for those preparing for ordained ministry in The United Church of Canada. These programs are divided into two categories: placement and appointment.

Supervised ministry education programs in both of these categories share the following requirements:

1. An approved learning site that includes
 - a) a trained educational supervisor (either on-site or off-site)
 - b) a Lay Supervision Team appointed by the pastoral charge
2. Learning goals
3. Evaluation (indicates satisfactory completion of learning goals)



Two categories of supervised ministry education are designed to meet the requirements with options of programs in each category.



Supervised Ministry Education Placement

The supervised ministry education placement is a unique employment situation that is often referred to as an “internship.” An internship in the workplace provides on-the-job training in a temporary workplace position. So too does a supervised ministry education placement.

Since the placement program is designed to meet the learning needs of the candidate (not to meet the ministry needs of the pastoral charge), this category of supervised ministry education does not involve the oversight of the Pastoral Relations Committee.

Eligibility

A minimum of two years of full-time theological education must be completed before beginning a supervised ministry education placement. During the placement, the candidate should not pursue any courses at a theological school, in order to dedicate fully to the requirements of the placement and thus gain a realistic understanding of the demands of full-time pastoral ministry.

Financial Support to Learning Sites

In order to support pastoral charges to participate as learning sites and fulfill the financial requirements of the placement program, the General Council Office provides a grant of \$10,000 per eight-month placement to each learning site (pro-rated for placements of fewer than eight months). These funds are made available through Mission & Service. The grant is paid to pastoral charges in two instalments (at the beginning and the mid-point of the placement). If the candidate does not complete the full period of the placement, the pastoral charge will reimburse the General Council Office an amount equal to \$1,000 for each full month of SME not completed.

Programs Categorized as Placements

Policies and procedures for each of these programs are described below.

Nationally Matched Pastoral Charge Placement: A nationally matched pastoral charge placement is a full-time supervised ministry experience that begins in either September or January and runs for eight consecutive months. The process includes a representative of the Conference Internship and Educational Supervision Committee, normally the convenor, who participates in a national gathering to match applicants with approved learning sites.

Once a candidate’s SME application has been received and approved, the CIES convenor contacts the candidate to discuss learning goals and limitations prior to the national gathering.

Learning sites are notified by the General Council Office of the match following the meeting.

The grant is issued by the General Council Office following the matching meeting. No additional grant application is required.

Alternative Placement: This type of SME program enables a candidate for ordained ministry to focus on learning goals that cannot be accomplished in a pastoral charge setting. The experience must include a combination of half-time in a specialized ministry setting and half-time in an approved pastoral charge learning site. Depending on the arrangement this could mean half-time for eight months or full-time for four months, and serving the same amount of time in a specialized ministry setting.

The candidate arranges for a supervised ministry education placement to take place in a specialized ministry setting such as a hospital, prison, or community ministry. A unit of Clinical Pastoral Education is a valuable option for an alternative placement. The candidate is also responsible for consulting with their presbytery Education and Students Committee and the CIES convenor in order to establish the alternative placement. The candidate finds an approved pastoral charge learning site for a four-month full-time or eight-month part-time SME placement.

The candidate must make sure that all arrangements related to the placement are confirmed before completing the required SME application form in order to seek approvals.

The grant application must be submitted to the Ministry and Employment Unit 30 days before the beginning of the placement. A pro-rated grant will be issued to the pastoral charge. Contact the CIES chair or the General Council Office for details on the required forms.

Global Partner Placement: A global partner placement program is in the development stages.

Candidates who may be interested in a global SME placement can contact the General Council Office for more information. This must be done more than one year in advance of the possible start of the placement. Candidates who are in global partner placements must complete at least half (e.g., four months full-time) of the SME requirement in a United Church of Canada pastoral charge setting.

Employment and Financial Information for SME Placements

The information presented in this section pertains to candidates in nationally matched pastoral charge placements or the pastoral charge portion of the alternative placement.

Hours of Work

It is expected that candidates in nationally matched pastoral charge placements work full-time and serve flexible hours of 40 hours per week and additional hours as necessary. Alternative placements may be full-time or part-time depending on what has been approved. There is no monetary compensation for hours worked in excess of 40 per week. Therefore, candidates are encouraged to keep track of their hours of work and negotiate appropriate use of lieu-time when hours per week exceed 40 in order to foster healthy work/life balance. A Conference personnel minister is a helpful resource to consult on this matter.

Vacation

The candidate is entitled to two weeks of paid vacation during the eight-month placement period. This is in addition to the candidate's weekly time off. No "vacation pay" is available at the end of the eight-month period; candidates are required to take their two weeks of paid vacation during the placement period. The vacation dates should be determined through consultation involving the candidate, the supervisor, and the Lay Supervision Team and others at the learning site who may need to be consulted, such as the Ministry and Personnel Committee.

Salary and Housing

Candidates in SME placements are to receive a salary at the first step of the Students salary range. Please refer to the schedule of Minimum Salaries for Ministry Personnel found on the United Church website. Where a manse or the provision of the exclusive use of furnished housing is not provided by the pastoral charge, please refer to the section that outlines the cost of living group. Where a manse or the provision for the exclusive use of furnished housing is provided, refer to the section for "ministers provided with a manse."

The pastoral charge must register the candidate on the ADP payroll system and pay the candidate based on the pastoral charge's normal payment schedule or a mutually agreed-upon payment schedule. Additional information regarding payroll will be sent to the pastoral charge by the General Council Office.

In cases where the candidate needs to relocate for the duration of the SME placement, members of the Lay Supervision Team, in consultation with the candidate, should take an active role to arrange suitable accommodations to meet the candidate's needs. Candidates will need their own space for study and reflection. It is not suitable for a candidate to share space with the supervisor or members of the Lay Supervision Team.

Income Tax and Deductions

The pastoral charge will ensure that both the candidate's and the employer's statutory deductions are paid. The pastoral charge will make appropriate deductions for income tax, employment insurance, Canada/Quebec Pension Plan, and health tax (where applicable), and remit them to the Canada Revenue Agency.

The candidate is not in an appointment to the pastoral charge, is not considered to be "ministry personnel," and therefore does not meet some of the requirements of Canada Revenue Agency to claim the Clergy Residence Deduction.

United Church Pension and Group Insurance Plan

Candidates in SME placements are *not* eligible for the United Church Pension and Group Insurance Plan. However, once the candidate is ordained and serving in a settled/covenanted relationship within The United Church of Canada, the candidate may "buy back" a year of pensionable credit for having served in an eight-month placement.

Candidates receive accidental death and dismemberment (AD&D) coverage and, if they reside in a different province for the placement, emergency out-of-province coverage. Optional family coverage is available, for which the candidate is required to pay a premium. Detailed information and enrolment forms are sent to candidates in matched placements before the start of their placement. Candidates who negotiate an alternative placement must contact the General Council Office before the start of their placement to receive the enrolment forms.

Please note that all candidates are eligible for the United Church's Employee and Family Assistance Program.

Reimbursements

The pastoral charge will reimburse the candidate for the cost of basic telephone service and travel expenses. Please refer to the Financial Handbook for Congregations available on the United Church website for details.

Candidates should take note that they are required to keep a travel log in order to be reimbursed. The Financial Handbook provides a description and sample log.

Travel to and from the Learning Site

Every attempt should be made to keep costs as low as possible. The pastoral charge does *not* pay to move large personal belongings, furniture, or vehicles to the learning site.

Travel advances may be requested using the Travel Advance Request Form that will be made available to candidates by the General Council Office.

Candidates should file an expense report to the learning site as soon as the "travel to" or "travel from" trip has taken place. *Original receipts* must be attached for expenses (air/rail ticket, hotel, etc.).

Travel by air or rail: If the candidate must fly or travel by rail to the learning site or from the site at the conclusion of the placement period, they are expected to purchase tickets at the lowest rate possible. Only economy class fares will be reimbursed.

If the candidate travels by airplane and has excess baggage, it may be shipped by rail or bus if the cost is less than paying the baggage fee for the flight. The candidate is responsible for finding the most economical option.

Shipping costs for baggage up to a maximum of \$250 will be reimbursed with original receipts. Air express or airfreight costs to ship excess baggage will *not* be paid.

Travel by car: If the candidate chooses to travel by car, reimbursement of expenses will be paid by the pastoral charge for travel via the most direct route from the candidate's residence immediately prior to the start of the placement to the learning site and return. (If the one-way distance is less than 1,000 kilometres, see below.) If the candidate travels by car, no extra baggage shipping costs are paid.

The travel reimbursement rate per kilometre is indicated in the schedule of Minimum Salaries for Ministry Personnel.

Daily travel of 650 kilometres is expected. If the distance to the learning site exceeds 650 kilometres and the candidate will require commercial accommodation during the trip, accommodation reimbursement up to a maximum of \$120 plus tax per day will be paid by the pastoral charge. Receipts are required.

If the distance to the learning site is in excess of 1,000 kilometres (one way), the pastoral charge will pay either the full amount per kilometre and expenses or the following, whichever is lower:

- a minimum of the equivalent of the cost of one-way airfare for travel for one person in lieu of mileage
- equivalent mileage amount from the candidate's home to the airport and from the airport to the learning site
- expenses related to overnight accommodation and meals

At the conclusion of the placement, the expenses are repeated for the candidate's travel home.

Meal Allowances

The cost of meals while travelling to and from the learning site is reimbursed by the pastoral charge up to the following maximums per meal:

- breakfast: \$15/adult
- lunch: \$15/adult
- dinner: \$25/adult

No receipts are required to claim reimbursement for meals while in travel status. The cost of alcoholic beverages will not be reimbursed.

Travel by the Candidate's Immediate Family Members

A grant of up to \$5,000 is available through the General Council Office to assist with the travel costs for immediate family members who will accompany the candidate for an extended period of time on the learning site. Candidates must contact the General Council Office for the application form.

Supervised Ministry Education Appointment

In the case of an SME appointment, a candidate fulfills supervised ministry education requirements while appointed to paid, accountable ministry as “student supply.” Candidates are considered ministry personnel in a presbytery appointment, and therefore pastoral relations policies and procedures apply (see *The Manual*, I. Pastoral Relations and the supporting pastoral relations resources) as well as policies and procedures related to supervised ministry education.

For employment and financial information, please refer to the schedule of Minimum Salaries for Ministry Personnel found on the United Church website. Follow the student salary range and details related to allowances and benefits.

The candidate in a SME appointment is often referred to as a “student minister.” The appointment category of supervised ministry education presents a dual expectation of the pastoral charge and the candidate. The pastoral charge, as an approved learning site, has a responsibility to participate in the candidate’s growth and formation for ministry. Yet, the candidate is responsible for fulfilling the role of ministry personnel with the pastoral charge as outlined in the ministry position description of the appointment. Navigating the vulnerabilities of learning about the practice of ministry with a community of faith while providing leadership, spiritual nurture, and pastoral care for its members requires openness, flexibility, and humility by all involved. In any situation where there appears to be a conflict of roles with the various parties involved in the SME appointment, the Conference Committee on Internship and Educational Supervision or the Conference personnel minister should be consulted for advice and guidance.

A candidate is always accountable to the Education and Students Committee of their home presbytery, even when the learning site is in a different presbytery.

The process to establish a supervised ministry education experience in the appointment category is guided by the following steps. Please note that this process may vary slightly between Conferences depending on the systems that are in place for collaboration between the various courts and committees involved. Candidates are advised to contact the Conference personnel minister for more information.

1. **Consult Regarding an Appointment:** The candidate is responsible for consulting with the Education and Students Committee of their presbytery and the CIES regarding available appointment opportunities that may fulfill SME requirements. The main concern is to find an appointment in a pastoral charge that is appropriate as a learning site for their theological educational program and learning needs. The CIES will be aware of pastoral charges that have been approved as learning sites or that may be approached to apply for approval. A candidate should never approach a pastoral charge with a declared vacancy before being given permission by the CIES.

2. **Approve the Learning Site:** A pastoral charge with a declared vacancy must be approved as a learning site before it can consider filling the vacancy with a candidate seeking a SME placement. (The process for approving a learning site is outlined above.) The presbytery Pastoral Relations Committee where the potential learning site is located is consulted in this process. Following final approval, the CIES shares the approval with the Pastoral Relations Committee.
3. **Approve the Candidate for SME:** It is the responsibility of the candidate to make application for the supervised ministry education appointment. (The process for approving a candidate is outlined above.) The CIES and the presbytery Pastoral Relations Committee will arrange for the candidate to be interviewed by the Joint Search Committees of pastoral charges that have been approved as learning sites.
4. **Approve the Candidate for Appointment:** The candidate's home presbytery must approve the candidate as ready to serve in an appointment. This approval is shared with the Pastoral Relations Committee in the appointing presbytery. Use form CAN 203(b) found on the United Church website to assist this process.
5. **Establishing the Appointment:** When the Joint Search Committee and the candidate agree that an SME placement is desirable, they inform the CIES and the presbytery Pastoral Relations Committee. The CIES approves the SME placement. The Pastoral Relations Committee follows the pastoral relations policies and procedures for appointing the candidate to the vacancy as "student supply."

Three Programs Categorized as Appointments

<p>Student Supply Appointment</p>	<p>Summer Distance Master of Divinity Program at the Atlantic School of Theology (AST)</p>	<p>Ministry Residency with St. Andrew's College</p>
<p>The minimum time requirement for SME is eight months in full-time ministry. A student supply SME appointment may take place over 16 months on a half-time basis.</p> <p>In cases where a candidate is already serving in an appointment, they may request that the appointment be approved as a suitable SME. The pastoral charge they are serving is also required to make application to become an approved learning site.</p> <p>Normally, a minimum of two years of full-time theological education must be completed before beginning the supervised ministry education appointment.</p>	<p>SME requirements are fulfilled as a part of this five-year ministry-based education program, which allows candidates to engage in the integration of the practice of ministry with learning from academic courses.</p> <p>Appointments must be a minimum of one-half-time and should be no more than three-quarters-time. Candidates are required to attend the six-week summer term on the AST campus. The candidate and the Ministry and Personnel Committee must negotiate the use of continuing education and vacation time. Vacation time must not be swallowed up by the demands of the program. Creativity and genuine compromise are required in order to provide all the time the candidate needs for both study and vacation.</p> <p>Appointment to a learning site must be completed no later than September 30 every year of the program.</p> <p>Refer to resources through AST for additional details.</p>	<p>Candidates complete a 20-month half-time appointment after the second year of studies as part of the Master of Divinity degree.</p> <p>The college enters into a co-operative partnership with the Conference Committees on Internship and Educational Supervision for the placement and supervision of ministry residents. Refer to resources through St. Andrew's College for additional details.</p> <p>Ministry residents are required to use their paid continuing education leave to attend St. Andrew's College Learning Circles, and may use their continuing education allowance for travel and accommodation.</p> <p>Learning sites offering this SME program are eligible to receive a grant from the General Council Office. The grant application must be submitted to the Ministry and Employment Unit 30 days before the beginning of the placement. Contact the CIES chair or the General Council Office for details on the forms that are required.</p>

Evaluation

Evaluation is a key component of all supervised ministry education experiences. It is the tool used by the presbytery Education and Students Committee to make a decision on satisfactory completion of the supervised ministry education requirement.

Evaluation reports are submitted to

1. the **Education and Students Committee where the student is a candidate**, to help the presbytery carry out its ministry of oversight and support
2. the **Conference Committee on Internship and Educational Supervision** where the SME experience took place, to assist the committee in reviewing the effectiveness of the SME site and in making recommendations about future candidates being placed there

The evaluation form to complete (SME 225) is found on the United Church website and should be completed, signed, and mailed halfway through an eight-month SME and at the end, before the candidate leaves the learning site. The evaluation forms for AST and St. Andrew's students may follow the same timing (i.e., mid-term reports submitted before the end of the calendar year and before the end of April of the following year).

Programs at theological schools that incorporate the SME requirement with the academic experience may require additional evaluation and reporting processes.

Please contact the CIES convenor or the General Council Office for the most up-to-date information on evaluation requirements and deadlines.

The evaluation takes some time to complete, so time should be allotted during the SME experience. The evaluation is not something to fill out after the candidate has left the learning site.

The Lay Supervision Team, supervisor, and candidate are required to read one another's comments and sign the evaluation, noting that it has been read. There should not be new information or surprises presented in the evaluations. If in sharing the comments there is disagreement about wording or about an observation, the contentious point may be changed by mutual agreement of all involved, or a comment can be added by the person signing, indicating their disagreement.

Process for Terminating a SME

There are times when the difficulties encountered in the supervised ministry education experience lead to a decision to dissolve the learning covenant and end the experience. All possible action should be taken to avoid terminating the experience. The General Council Office must be consulted in order to determine the steps that need to be taken to dissolve a SME.

If difficulties arise, the Conference personnel minister is to be notified. This individual ensures that pastoral care is available to the candidate, supervisor, Lay Supervision Team, site, and any other parties involved in the conflict. The supervisee may contact their home presbytery Education and Students Committee at any time for support and pastoral care. Candidates are also eligible for the United Church's Employee Family Assistance Program.

The Conference personnel minister will contact the Conference Committee on Internship and Educational Supervision. The candidate's home Education and Students Committee may also be contacted.

In the case of conflict arising between members of the covenant relationship, please refer to the Learning Covenant resource, which outlines a process for dealing with conflict during the SME. Steps should be taken to seek to resolve conflicts before considering terminating the SME.

If the conflict cannot be resolved, the following action will be taken:

- The representative from the Conference Committee on Internship and Educational Supervision reports to the CIES, which makes a decision about continuing or terminating the SME in consultation with the Conference personnel minister, the home presbytery Education and Students Committee, and the General Council Office. The Conference Committee on Internship and Educational Supervision determines the end date of the SME in consultation, and any other administrative details or conditions.
- This decision is communicated to the home presbytery Education and Students Committee and all parties involved.
- If the SME is taking place as a part of an appointment, the Pastoral Relations Committee will also be consulted and decisions would need to be made as to the appropriate pastoral relations process to follow to terminate the appointment.
- The three parties to the learning covenant (supervisor, Lay Supervision Team, and candidate) and the CIES each write a report based on the experiences to date. The final evaluation is also submitted by all necessary parties. These are sent to the General Council Office and to the candidate's home presbytery Education and Students Committee.

In the event that the candidate displays inappropriate behaviour during the SME, their home presbytery Education and Students Committee is to be notified. The committee is to determine the course of action and make recommendations for the candidate's ongoing formation for ministry. If the candidate is not able to change the inappropriate behaviour, the points outlined above may be followed to terminate the SME.

In the case of students in a distance learning program who are withdrawn, suspended, or terminated from the academic program, the school must notify the appointing presbytery Pastoral Relations Committee, the candidate's home presbytery Education and Students Committee, the appointing CIES, and the General Council Office. In some circumstances, candidates who withdraw from the academic program while under appointment may be eligible to continue in their appointment at the discretion of the appointing presbytery Pastoral Relations Committee. They must have the approval of the candidate's home presbytery Education and Students Committee.

For more information or support regarding terminating a SME, please contact the Conference personnel minister or the General Council Office.

Appendices

Appendix A: Checklist for Candidates in SME Placements

Before You Leave for the Learning Site

- Please take time to read the information regarding finances in this SME resource. If you have questions, please call the General Council Office.
- Read additional documents and resources that will support you in ministry. Be aware of processes to follow in the case of sexual misconduct and the ethical standards and standards of practice. Be aware that you, as a candidate for ministry, have access to the Employee and Family Assistance Program.
- If you have arranged an alternative placement, please contact the General Council Office to receive the forms in order to enrol in the benefits.
- You should expect to hear from your supervisor or a representative from the learning site shortly after the SME is established. If they have not taken this initiative, please contact them to begin developing your relationship. You may need to negotiate things like accommodation, transportation, upcoming meetings, and so on.
- At least six weeks before departing for your SME, send the Request for Travel Advance form (from the General Council Office) to the learning site, if you need travel funds in advance.

When You Arrive at the Learning Site

- Send your expense report for the actual amount you spent travelling to the learning site, supported by all necessary receipts.

During the SME

- Keep track of car mileage or public transportation costs related to work in the placement, and submit monthly Travel Expense Reports to the pastoral charge. Also use these expense report forms to claim utilities and telephone expenses, if you have moved away from home to complete this SME.
- Complete the midpoint evaluation form, share it with your supervisor and the Lay Supervision Team, keep one copy, and mail the evaluations to the appropriate groups before the deadline.

Prior to Completing the SME and Leaving the Learning Site

- Complete the evaluation form, share it with your supervisor and the Lay Supervision Team, keep one copy, and mail the evaluations to the appropriate groups before you leave the learning site.

After the Experience

- Keep receipts for actual costs of your return travel to submit to the pastoral charge with your final expense report.
- Ensure that the pastoral charge treasurer gives you a Termination of Employment Slip (form 2106) and a T4 Income Tax report.
Note: Always retain for your records a copy of forms you submit. Forms can be lost, so your copies are valuable. If any procedure is not clear, please ask in advance for clarification.

Appendix B: Theological Education and Supervised Ministry Education: Preparation for Ministry in The United Church of Canada

People preparing for ordained or diaconal ministry in a **Native Ministry setting** can study at the Sandy-Saulteaux Spiritual Centre in Beausejour, Manitoba. Supervised Ministry Education is integrated into the program of study.

Diaconal ministers complete a community-based program at the Centre for Christian Studies in Winnipeg, which is comprised of four years of study while serving in a ministry setting.

People preparing for **ordained ministry** are required to obtain a Master of Divinity degree from a United Church Theological School (see the Entering Ministry resource) and complete supervised ministry education. Some theological schools include the SME requirement as a part of the degree which is reflected in the chart below.

Name of United Church Theological School	Master of Divinity Model	SME Requirement
Atlantic School of Theology Halifax, NS	Offers two programs: a 3-year on-campus degree and a 5-year “in ministry” format called Master of Divinity Summer Distance	SME is not included in the 3-year degree. The 5-year Summer Distance program fulfills SME requirements
Emmanuel College Toronto, ON	3 years on campus (or up to 8 years part-time)	SME is not included in the degree.
St. Andrew’s College Saskatoon, SK	4-year degree includes on campus study and a “ministry residency” placement	The ministry residency fulfills SME requirements.
The United Theological College/Le Séminaire Uni Montreal, QC	3 years on campus	SME is not included in the degree.
Vancouver School of Theology Vancouver, BC	3 years on campus (or up to 7 years part-time)	SME is not included in the degree.

Appendix C: Supervised Ministry Education Quick Reference Chart

	Supervised Ministry Education Program	Forms Required	Compensation	Enrollment in Pension & Benefits	Grant from General Council Office to the Learning Site
Placements	Eight-Month Pastoral Charge Placement—Nationally Matched	SME 207, SME 208 (No Pastoral Relations Appointment forms)	Refer to SME resource for salary details	No. Candidates receive accidental death and dismemberment and emergency out-of-province coverage.	\$10,000
	Alternative Placement (Pastoral Charge/Local Ministry Portion)	SME 207, SME 208 (No Pastoral Relations Appointment forms)	Refer to SME resource for salary details	No. Candidates receive accidental death and dismemberment and emergency out-of-province coverage.	\$10,000 pro-rated for the length of the pastoral charge placement portion
	Canadian Portion of Global Partner Placements	SME 207, SME 208 (No Pastoral Relations Appointment forms)	Refer to SME resource for salary details	No. Candidates receive accidental death and dismemberment and emergency out-of-province coverage.	\$10,000 pro-rated for the length of the pastoral charge placement portion
Appointments	Student Supply in Supervised Ministry Education	SME 207, SME 208, CAN203(b), PR450	Refer to Minimum Salary and Allowances for Ministry Personnel and use Student scale	Yes	No grant
	Summer Distance MDiv program—Ministry-Based Education through Atlantic School of Theology (Appointment as Student Supply)	SME 207, SME 208, CAN203(b), PR450	Refer to Minimum Salary and Allowances for Ministry Personnel and use Student scale	Yes	No grant
	Ministry Residency through St. Andrew's College (Appointment as Student Supply)	SME 207, SME 208, CAN203(b), PR450	Refer to Minimum Salary and Allowances for Ministry Personnel and use Student scale	Yes	\$10,000
	Designated Lay Minister Applicant Appointment	DLM 507, SME 208, PR450	Refer to Minimum Salary and Allowances for Ministry Personnel and use Student scale	Yes	No grant



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