

Supervised Practice of Ministry Agreement

Intern: _____

Phone No.: _____ **Email:** _____

Supervising Pastor: _____

Ministry site: _____

Address: _____

Phone No.: _____ **Email:** _____

The above parties along with San Francisco Theological Seminary form an educational partnership and establish a part-time (10-12/hours/week, 400 total hours) pastoral internship in a ministry setting, and agree to the following terms for this supervised practice of ministry:

1. Dates. The period of ministry for this internship will be as follows:

Starting date (M/D/Y): _____ Concluding date (M/D/Y): _____

Including the following absences from Internship:

2. Job Description. Please attach the intern job description.

3. Authority. The intern will recognize the authority of the duly established governing body of the ministry site (board, session, etc.) and submit to that ecclesial authority during this internship.

4. Responsibilities of the Ministry site. The Internship shall be responsible to:

- Uphold the expectations of the job description and this agreement.
- Pay the intern the agreed cash stipend, include the intern as paid staff, and report earnings as required by taxing authorities.

5. Responsibilities of the Supervising Pastor.

- Supervise the ministry of the intern, meeting regularly for pastoral and theological reflection, and will provide administrative oversight of the intern's work.
- Complete evaluations, sermon evaluations, and review of 2 intern reflection papers and submit them.

6. Responsibilities of the Intern.

- Communicate in advance with the candidacy oversight agency of his or her denomination about this internship.
- Fulfill pastoral responsibilities of the internship established in the job description and this agreement as a minimal expectation for service with the congregation.
- Prepare for and participate in regularly scheduled meetings with the supervisor and any other congregational committees or lay liaisons assigned to work with the intern.
- Participate in class time at SFTS with other Interns (see schedule below).
- Complete all FE-4011 coursework and submit according to the deadlines (see schedule below).

7. Responsibilities of SFTS.

- Provide orientation and materials to clarify expectations for the internship.
- Be available for consultation in support of the internship.

8. Moral Conduct. The supervising pastor and intern both shall complete an online Sexual Harassment Prevention Course and commit themselves to follow a code of personal and professional conduct consistent with being ministers of the church. This code recognizes the necessary tension between

- The need to develop appropriate working relationships essential for ministry, and
- The need to honor confidentiality, sexual and other interpersonal boundaries, and theological differences.

9. Termination Policy. To terminate a supervised ministry experience-regardless of who originates the request-the following steps must be taken:

- The intern and the supervisor, in consultation with the Director of Field Education to discuss the issues. A mutual decision is reached regarding termination, if possible. *
- If termination is agreed upon, arrangements for severance pay or other financial considerations are made.
- The intern has an exit interview with the Director of Field Education, following the termination.

** If a mutual decision regarding termination is not achieved, the Director of Field Education will determine the next steps, ordinarily culminating in the termination of the internship. There may arise a circumstance in which the Director determines that the internship needs to be terminated independent of a request by the intern and/or supervisor. Under such circumstances, the Director will discuss (to the degree appropriate) the rationale with the intern and supervisor prior to officially terminating the internship.*

10. Compensation. The congregation, in support of this internship, agrees to provide to the intern the following compensation:

Cash Stipend: \$ _____ Ministry Expenses: \$ _____ Other: \$ _____
(meals, mileage)

I certify that I have read and agree to the above terms for this internship.

Intern

Date (M/D/Y)

Supervisor

Date (M/D/Y)

Director of Field Education

Date (M/D/Y)