

# Field Education Learning Agreement

## Student

- The student will be involved in the fullest range of pastoral duties the placement affords for no less than 15 and no more than 20 hours per week (including transportation).
- The student will be enrolled concurrently in the Arts of Ministry sequence and the Field Education Practicum.
- The student will complete quarterly written evaluations and will participate in quarterly meetings with the Director of Field Education and the student's teaching pastor.
- If the student is asked to perform specific fixed duties that meet particular needs of the teaching parish, these duties should not interfere with the student's ability to meet the learning goals articulated in the student's Action Plan, i.e. students should not be used to fill gaps in the teaching parish.

## The Teaching Pastor

- The Teaching Pastor and student will engage in conferences for one hour each week, or the equivalent. This is in addition to any regular staff meetings that the Pastor participates.
- The Teaching Pastor will submit to the Director of Field Education written summaries of the field education experience at the end of the Fall and Spring quarters.
- The Teaching Pastor is an adjunct member of the Divinity School faculty for the academic year and is eligible for library privileges at the Regenstein Library. He or she is also welcome to audit Divinity School courses, with the consent of the instructor, and to attend public events at the Divinity School.
- The Teaching Pastor will participate, if possible, in a field education workshop in September.
- As part of the quarterly evaluation process, the Teaching Pastor will meet with the student and the Director of Field Education on a quarterly basis to review accomplishment of goals as stated in the Action Plan.

## The Lay Committee

- At the beginning of the autumn term, a Lay Committee of three to five members (including a lay coordinator who will serve as the liaison between student and committee) will be appointed to meet with the student. (The Teaching Pastor will not attend these meetings.)
- The Lay Committee will meet with the student not less than once every six weeks to discuss the student's work and the Lay Committee's insights into the ministry of the church.
- Lay committee meetings will be scheduled in consultation with Lay Committee members and chaired by the student.

## The Action Plan

- At the beginning of the autumn term, the student will design an Action Plan in consultation with the Teaching Pastor, Lay Committee, and the Director of Field Education.

The purpose of the Action Plan is to provide the student with a structured set of goals in each of

seven ministry areas:

1. **Preaching**
2. **Worship Leadership**
3. **Pastoral Care**
4. **Church Administration**
5. **Religious Education**
6. **Denominational & Ecumenical Relations**
7. **Social Ministry**

The student may amend the Action Plan during the year, in consultation with the Teaching Pastor and the Director of Field Education.

### **The Divinity School**

- The Divinity School will provide all field sites with a copy of the University policies regarding appropriate student conduct. During the internship year the student is expected to maintain the proper bounds of conduct as outlined by University policy. Any student who violates these policies while serving as a field intern will be subject to University disciplinary action. Additionally, the field site is expected to maintain an appropriate workplace environment free from harassment and discrimination.
- The Divinity School does not conduct criminal background checks on students. Students are asked to self-disclose any criminal history upon an offer of admission. Students are also asked to grant the Divinity School permission to disclose this information to potential Field sites under appropriate circumstances. While keeping within the protection provided under the Family Educational Rights and Privacy Act (FERPA), the Divinity School will disclose any relevant history of criminal activity or harassment prior to the placement of any student. The Divinity School respects the rights of institutions to require criminal background checks of its staff and interns; however, these checks will require student consent and will be conducted at the expense of the field site.
- The terms of the field education placement must be approved by the Director of Field Education and Church Relations, who will serve as the primary contact between the teaching parish and the Divinity School.
- In addition to the year-end evaluation conference, the Director of Field Education will visit the student at the site at least once during the year.
- The Divinity School will provide the student with a stipend for Field Education. Although the teaching parish may provide the student with limited and appropriate reimbursements, the Divinity School requires no such compensation.

**Field Education Learning Agreement Form**

**Student:** \_\_\_\_\_

**Teaching Parish:** \_\_\_\_\_

Student Title at Placement: \_\_\_\_\_

Starting date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Vacations: \_\_\_\_\_

Site compensation/reimbursements: \_\_\_\_\_

Pastor/Student Conference Schedule: \_\_\_\_\_

**Pastor's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name and title (please print): \_\_\_\_\_

Parish Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Web: \_\_\_\_\_

Email: \_\_\_\_\_

**Student's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Director of Field Education:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**This form should be completed by the end of the spring quarter. The Action Plan and Lay Committee form should be completed by the second week of the autumn quarter.**

The student, the Teaching Pastor, and the Director of Ministry Studies should each retain a copy of this agreement.

**This agreement, once signed, will not be amended until all parties are consulted.**