

# SFTS Field Education Handbook

## Starting an Internship

Explanation of Forms

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- **Seminary Intern in a Ministry Setting:**  
basic guidelines for planning the internship including sample learning objectives that can be adapted to meet particular needs in the internship context and to address interests of the intern.
- **Characteristics of Field Education Supervisors:**  
a profile of the skills and traits used for effective supervision
- **Site Supervisor as Partner in Theological Education:**  
details the high level of mentorship asked of a supervisor of a intern intern
- **Stipend Guidelines:**  
SFTS's request for a minimum stipend arrangement for internship ministry
- **Supervised Practice of Ministry Agreement:**  
an agreement for the church/seminarian-intern/FE office
- **Internship Syllabus Outline:**  
example of a syllabus for the internship experience – a new syllabus is developed and posted on the SFTS web site each academic year
- **Habits and Skills:**  
details of the professional ministerial learning outcomes of the M.Div program at SFTS – the key place for their practice and development is in internships
- **Learning Service Agreement:**  
similar to a position description – it includes seminary requests for learning in such areas as the “practical affairs of a congregation,” as well as:
  - explicit identification of the Habit and Skill addressed in each Learning Objective
  - a sample of a completed Learning Service Agreement is included as a FYI
- **Sample Learning Service Agreement:**  
Here is an example of well written agreements; each agreement--
  - starts by stating a “Habit or Skill” (a direct quote from the Habits and Skills document);
  - followed by an “Objective” that contextualizes the Habit or Skill in the church/Agency site;
  - concludes with the “Responsibilities” which specify in measurable and accountable ways how the objective will be accomplished during the internship.

# The Seminary Intern in a Ministry Setting

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## The Internship Program

San Francisco Theological Seminary highly values interns serving as interns in ministry settings as an integral part of their total seminary experience. Ministries nurturing interns are part of the teaching program of the Seminary and thus share in the process of the preparation of a candidate for ministry.

Because each intern brings different sets of skills, spiritual gifts and experiences to the internship site, the program for each should be individually designed. The particular needs of each site must also be taken into account so that a proper balance of expectations of both intern and site is achieved.

The Seminary expects that each intern will be given a mutually agreed upon set of ministry experiences and responsibilities in the life of the internship site. The intern becomes part of the staff and is responsible to the supervisor. A shepherding committee can provide additional guidance and support during the internship experience. Regular evaluation by the supervisor with the input of the Shepherding Committee should enable the intern to mature through both success and failure to develop a sense of competence in the variety of roles needed for ministry.

To assist in planning the internship, the following suggestions are offered as a flexible guide for supervisors and interns. Activities can be adapted to meet particular needs and interests.

### I. Worship/Preaching

A. **Worship:** The intern should have regular opportunities for leading public worship and occasionally should have responsibility for planning the content of the service.

B. **Preaching:** The ministry site should provide at least three opportunities for the intern to preach. The supervisor should be present to provide the intern with a critique of the sermon and its presentation on at least one occasion. The intern should also invite others to share in the evaluation (e.g., Shepherding Committee members).

### II. Pastoral Care

A. **Pastoral Calling:** The intern should be assigned responsibilities in visiting the sick in hospitals and convalescent homes and/or the intern should do regular congregational visitation. Close supervision by the pastor is essential for evaluation.

B. **Weddings and Funerals:** If possible, the intern should observe at least one pre-marital counseling session and wedding rehearsal as well as the planning for and conducting of a funeral. If the situation allows, the intern may be asked to assist in these activities.

C. **Counseling:** Opportunities for counseling will arise from the program involvements of the intern and will vary in each situation. Both supervisor and intern need to have a clear understanding ahead of time that while the intern needs to report counseling situations to the supervisor regularly, confidentiality must also be maintained.

### **III. Education**

A. **Teaching:** The intern should have opportunities to teach people of different ages. In a church setting, the intern will have some specific responsibility for teaching the children, offering a class for adults, or be given opportunities to teach new members classes. Through these teaching experiences, each intern should become aware of the curricular materials used by the church. In other settings, teaching opportunities should be made available when possible.

B. **Teacher Training:** If appropriate, interns may be given opportunities for participation in teacher training, either along with other teachers or, given ample prior experience, to lead the training.

C. **Recruitment/Resourcing:** Each intern may be involved in the recruitment and/or resourcing of volunteers. This will depend upon which programs are assigned to the intern as a major responsibility.

### **IV. Administration/Leadership**

A. **Congregational/Institutional Culture:** The intern should experience ways to recognize and understand the culture of the ministry site. This should include exposure to the supervisor's approach to leadership attentive to racial/ethnic as well as organizational culture.

B. **Program:** The intern should work with other adults in planning, organizing, conducting and evaluating a particular program, project or event.

C. **Governing Body:** The intern should participate in agenda preparation and leadership/resourcing of at least one administrative unit of the ministry site, such as the Board, Christian Education Committee, Long Range Planning Committee, etc.

D. **Cross-Cultural Sensitivity:** The intern should be given opportunities to engage in ministry with persons of a different race/culture (teaching, pastoral care, local mission, etc.) and to reflect on implications of such experiences for pastoral style, communication, etc.

E. **Leadership in the Public Context:** The intern should have opportunity to observe the supervisor or other staff in "public square" situations (community meetings, community organizing "action", town hall, etc.) and, if appropriate, assist the supervisor in moderating, facilitating, or resourcing such meetings.

F. **Leadership in the Practical Affairs:** The intern should be given opportunities to observe and understand how the supervisor and governing body of the ministry site provide leadership for stewardship, financial management, and personnel management.

## **V. Mission of the Congregation**

A. **Evangelism:** The intern should be given the chance to engage in various outreach opportunities to those not already involved in the ministry of the internship site.

B. **Community Service:** The intern should experience approaches to ascertaining and developing response to neighborhood / community needs. He/she may also be encouraged to become acquainted with key community institutions and programs.

## **VI. Developing Denominational Awareness and Collegiality**

A. **Local governing body:** The intern should attend regular meetings of the Presbytery (or other governing body) and other special events sponsored by that governing body.

B. **Denominational Committees:** The intern should attend and when possible, participate in the work of a governing body committee.

## **VII. Theological Reflection**

A. **Reflective Practice:** Throughout the internship, the intern should be given regular opportunities to pause in the practice of ministry to reflect upon the personal and theological issues arising from such experiences and their implications for approach to ministry.

# Characteristics of Field Education Supervisors

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*(Developed by the Association for Theological Field Education)*

## **Good field education supervisors are persons who:**

1. Know the expectations of the theological school and the role of the internship in its curriculum, and see themselves in partnership with the mission of the school.
2. Engage interns in pastoral and theological reflection about experiences in ministry, and provide interns with honest, constructive and timely feedback.
3. Assist interns in discerning their own gifts and limitations in ministry, and model this process in their own lives.
4. Are sensitive to ways the intern's theological education process may differ from that of the supervisor.
5. Have a working knowledge of ways adults learn through action-reflection processes.
6. Understand and exercise leadership in both ecclesial and public settings, and share leadership in appropriate ways with the intern.
7. Are clear about what constitutes harassment and sexual misconduct, and observe ethical behavior and appropriate boundaries.
8. Understand the purposes and processes used in developing a learning service agreement with the intern, and can tailor pastoral activities appropriate for the intern's learning goals and ministry context.
9. Understand the purposes and processes used in assessing the intern's learning.
10. Can articulate, in their own terms, a clear definition of supervision that is appropriate to their context, circumstances and style.
11. Are familiar with a variety of useful resources for pastoral supervision and leadership development, including spiritual formation through prayer.
12. Can effectively prepare and support a lay shepherding committee for supervised ministry.
13. Are aware of their own styles of learning, spirituality, and dealing with people, and are able to relate these to the styles of the intern.
14. Are secure enough with their own identity that they are not threatened by interns and are able to work collegially.

15. Are mature, nurturing persons committed to their own growth and development, and are able to lead in the midst of changing contexts for ministry.
16. Can manage an internship effectively, including the intern's entry and exit, establishing appropriate boundaries, interpreting the internship to the congregation, and accessing resources of the congregation.
17. Can maintain enthusiasm for their work and model responsible care for self and others.
18. Know well the ministry site and its social context.
19. Provide opportunities for the intern to engage in ministry beyond simply "shadowing" the supervisor.
20. Are willing to submit assessments and other written materials in a timely manner.

# The Site Supervisor as Partner in Theological Education

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In its program of Field Education for the Master of Divinity degree, San Francisco Theological Seminary entrusts its students to the care and mentorship of supervisors in the field. Three focal questions to be addressed during the internship experience are:

- **What is “ministry”?**
- **What does it mean to be “called”?** and
- **To what am I called?**

Site supervisors make an integral and essential contribution to the educational experience of the student in preparation for ministry. This experience is shaped by the terms of the learning-service agreement designed and agreed to by the intern, the supervisor (with assistance from the Shepherding Committee), and the seminary's Director of Field Education.

Like the physician in private practice who teaches in a medical school or teaching hospital, Site Supervisors are partners with the seminary in the education and formation of new practitioners. Like the teaching hospital, ministry settings provide a context for interns to observe, experience, practice and reflect upon ministry.

The Site Supervisor plays a critical and pivotal role in the Field Education experience of the intern. This role involves the following facets:

- as a **coordinator/manager** of the educational and formational experience of the intern in this ministry setting, linking the intern's assignments and activities to the learning-service agreement, ascertaining points at which adjustments may need to be made, working with the intern and Shepherding Committee to effect such revisions
- as a **model** for ministry through whom the intern learns by observing what the supervisor does, how he/she does this, and, most important, why this is done
- as a **mentor** in the art of ministry and spiritual formation, assisting and guiding the intern in integrating theological disciplines with behavioral science disciplines in service to understanding the nature of ministry and the implications of such understanding for the intern's practice of ministry (priorities, attitudes, style, effectiveness, relationships) as well as continuing preparation for ministry (other coursework, additional field experience, and continuing education after seminary)
- as a **teacher/observer** of the intern skilled in knowing when to affirm, when to question, when to encourage, and when to correct the intern
- as a **theological companion** assisting the intern in reflecting upon the different aspects of the internship experience in light of the intern's and supervisor's common commitment to the Gospel of Jesus Christ, and in discerning the truth of the gospel as that truth is operative in their common ministry in the internship site

- as an **assessor** of the intern's gifts for ministry who will provide three assessments/evaluations of the intern for the intern's use in further consideration of call to ministry and preparation for it and for the seminary's use in its continuing work with the intern.

## **Reflection Time**

In order to assure adequate time for such reflection, *one hour per week* for such supervisor-intern meetings is recommended. This time could also be spent in longer / less frequent sessions if this works with the rhythm of the internship. Such time should be in addition to (and perhaps separate from) staff meetings for review of schedule, assignments, etc.

## **Shepherding Committee**

The Site Supervisor is also responsible for the selection and training of a Shepherding Committee of 3-5 persons. This committee should be involved with the supervisor in the selection of the intern, the design of the learning-service agreement, and the preparations for the entry of the intern into the life of the congregation or agency. The committee also meets with the intern regularly to provide support and feedback on his/her practice of ministry. The committee will assist the supervisor in assessing/evaluating the intern.

# Intern Stipend Guidelines

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The chart below shows the SFTS stipend guidelines for interns. SFTS requires an academic year duration or equivalent length internship for graduation with an M.Div. degree. The stipend guidelines below are a minimum amount set for full-time internships or varying lengths. Sometimes an internship is less than full-time. If so, please specify the pro-rated stipend based on the days of on-site ministry.

Under the law, student interns are considered employees and the Church is considered an employer. As the employer, you are responsible for reporting earnings, withholding income tax as appropriate, withholding and paying social security and Medicare, and providing a W-2 to the intern, just as you would for your other paid staff.

Course	Academic-Year Supervised Ministry	Student-in Ministry Intern Year	Student-in-Ministry Intern Years
Minimum Time Requirement	9 months – full time September – May	12 month – full + part time (summer full time + school year part time)	24 months – part-time
Minimum Stipend	\$14,400 stipend Housing as needed Ministry-related expenses	\$14,400 stipend Housing as needed Ministry-related expenses	\$14,400 stipend Ministry-related expenses

# Supervised Practice of Ministry Agreement

## San Francisco Theological Seminary

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Field Education Office  
105 Seminary Rd. San Anselmo, CA 94960  
415.451.2855  
www.sfts.edu/feis  
lveen@sfts.edu

**Intern:** \_\_\_\_\_

**Supervising Pastor:** \_\_\_\_\_

**Ministry site:** \_\_\_\_\_

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

**Phone No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

The above parties enter into an educational partnership with San Francisco Theological Seminary to establish a 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: \_\_\_\_\_ Concluding date: \_\_\_\_\_

2. **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.

**The following list of general responsibilities relates to supervised practice of ministry situations for SFTS. These general responsibilities will be particularized through Learning Service Agreements and related documents that detail more specific and detailed responsibilities and expectations.**

3. **Responsibilities of the Ministry Site.** The site shall be responsible to:

- Involve the intern in a *broad* range of mutually agreed on pastoral responsibilities with the congregation during the ministry period.
- Pay the intern the agreed cash stipend, include the intern as paid staff, and report earnings as required by taxing authorities.

4. **Responsibilities of the Supervising Pastor.** The supervising pastor shall be responsible to:

- Supervise the ministry of the intern, meeting regularly for pastoral and theological reflection, and will provide administrative oversight of the work of the intern.
- Establish a Learning Service Agreement with the intern.
- Complete evaluations of the intern's work, and submit them.

5. **Responsibilities of the Intern.** The intern shall be responsible to:

- Communicate in advance with the candidacy oversight agency of his or her denomination about this internship.
- Work with supervisor to establish a Learning Service Agreement.

- Fulfill pastoral responsibilities of the internship established in the Learning Service 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.

6. **Responsibilities of SFTS.** The seminary shall be responsible to:

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

7. **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.

8. **Termination Policy.** In order to terminate a supervised ministry experience-regardless of who originates the request-the following steps must be taken:

- The intern, the supervisor, and the Director of Field Education & Placement for SFTS 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 & Placement for SFTS following the termination.

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

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

Cash Stipend: \$\_\_\_\_\_ Ministry Expenses: \$\_\_\_\_\_ Other: \_\_\_\_\_

Housing Allowance: \$\_\_\_\_\_ Housing Provided: \_\_\_\_\_

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

\_\_\_\_\_  
Supervising Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Field Education & Placement

\_\_\_\_\_  
Date

Signed copies to the Supervising Pastor, Intern, and the Office of Field Education

# Syllabus Outline for FE 4011: Internship

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## SUPERVISION

- SFTS PROGRAM SUPERVISOR: The Rev. Leslie Veen
- MINISTRY SITE SUPERVISOR

**COURSE DESCRIPTION:** The internship provides a supervised ministry context in which the student develops and hones gifts and skills for ministerial leadership. The internship experience is designed to integrate divinity studies and form M.Div. students in the arts and skills of ministry – this is an interactive learning process reflecting the Spirit’s work of weaving together the person that God has created and called in Christ through the practice of ministry, theological reflection, spiritual formation, constructive feedback, critique and evaluation.

**COURSE OBJECTIVES:** The Learning Service Agreement for the supervised ministry placement particularizes the multiple ways the course purpose is fulfilled. The Learning Service Agreement states agreed on practices of ministry in measurable ways. For each of the four objectives the supervisor and intern should start by naming one habit or skill from the list below that targets learning in their ministry context and then address ways this habit or skill will be measured through ministry assignments and experiences.

### SFTS Habits and Skills

- Lead a congregation in Reformed worship.
- Preach literate, thoughtful, scripture-based sermons.
- Provide pastoral care and counseling.
- Educate a congregation in the faith.
- Manage the practical affairs of a congregation.
- Articulate the global witness and mission of the church and foster participation in its evangelism..
- Articulate personal faith and nurture the spiritual life of a congregation and its members.
- Lead in ethical witness to society, challenging public evil and cultivating the common good.
- Apply theological education in non-congregational ministries.

## ***COURSE GRADING AND REQUIREMENTS:***

1. **Grading:** This is a pass/fail course. Papers are marked Satisfactory or Unsatisfactory. Unsatisfactory papers will be returned for resubmission.
2. **Theological Reflection Paper Guidelines:** General guidelines for Theological Reflection papers are given in the student handbook available for download on the SFTS web site ([http://www.sfts.edu/feis/student\\_info/index.asp](http://www.sfts.edu/feis/student_info/index.asp)). Each Theological Reflection paper should address the student’s ability to practice a “Habit” or “Skill” of ministry. Each paper should begin by naming the “Habit” or “Skill” selected and focus the reflection on your practice and learning of this skill. These papers are to be 2 – 3 pages in length.
  - a. Note: The Theological Reflection Paper is one intentional focus point for intern/supervisor discussion. The intern is asked to submit two of the four reflection papers to the supervisor who will then make written comments on it before the student submits it to SFTS.
  - b. In the paper header: state the “habit or skill” being addressed in the paper.
3. **Course paper requirements:** All course papers must be completed and submitted by the due dates listed. Please submit all paperwork to Norma Lannert, the Program Manager for Field Education. If you have questions or concerns, please contact Norma at 415.451.2855 or [nlannert@sfts.edu](mailto:nlannert@sfts.edu)
  - a. MAILING PAPERWORK: Please send it to:  
SFTS, attn: Norma Lannert,  
105 Seminary Road  
San Anselmo, CA 94960

- b. **EXTENSIONS:** A signed request or email by the student and supervisor may be submitted on the paper due date. This request for extension triggers an automatic 3-week grace period. Failure to submit course papers or extension requests jeopardizes receipt of course credit.
4. **Sermons:** The student will preach at least 3 sermons during the internship experience. For each sermon, the student should find 3-5 people to complete an evaluation form. This form should be returned to the student who will then turn them in. The Supervisor should hear and evaluate at least one of the sermons the intern preaches.
  5. **Intern Workshops.** Over the course of the academic year interns are asked to come to the SFTS campus or to join via the computer five times: two during the fall semester and three in the spring. During these workshops interns will engage in discussion of case studies, sharing of ideas about best practices for different ministry-related activities, and engagement in theological reflection.
  6. **Post Internship Assessment:** in order to receive credit for the course, the Post-Internship Assessment Statement needs to be completed.
  7. **Assessment of Supervisor:** We appreciate feedback on the internship site and the effectiveness of the supervisory experience. This helps us to evaluate and improve our program. The form can be found in the student handbook on the SFTS web site.

#### **SCHEDULE AND DUE DATES:**

*For non academic internship year, i.e., June – May or one starting mid-semester, please submit an adjusted schedule with dates set for evaluations, sermons, and theological reflection papers and return the adjusted schedule with the Learning Service Agreement to the Field Education office.*

- Beginning of the semester – Training/Orientation/Team-building for Supervisors and Interns on the SFTS San Anselmo campus
- By the middle of the first month of the internship – Learning Service Agreements Due
- Near the end of the first month of the internship – First Evaluation Due
- By the middle of the second month of the internship – First Theological Reflection Paper Due
- By the middle of the second month of the internship – Second Theological Reflection Paper and First Sermon Evaluation Due
- Beginning of second semester – Mid-year Interns’ Seminar and Mid-year Evaluations Due
- By the middle of the sixth month of the internship – Third Theological Reflection Paper and Second Sermon Evaluation Due
- By the middle of the eighth month of the internship – Fourth Theological Reflection Paper and Third Sermon Due
- At or near the end of the internship – Final Evaluation Due
- At completion of Internship – Post-Internship Assessment Statement is due from the student.

# Habits and Skills

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San Francisco Theological Seminary, as a community of interns, faculty, and administrators, seeks to practice and inculcate the following habits. These exemplary qualities and practices proceed from worthy trends of mind or character, each contributing to education in spiritual formation, critical theological reflection, and the skills and arts of ministry:

- *Knowledge of and respect for the Church of Jesus Christ and its role in God's exumenical mission; knowledge of, respect for, and intelligent use of the Church's manifold traditions; a sense of how and why theological reasoning has been done in the past, and in the present by others.*
- *Historical and theological responsibility in the interpretation of Scripture and all communication; the ability to represent accurately the words and meanings of others and to account for one's interpretation.*
- *Personal integrity, reflecting a healthy sense of self and healthy relations with others, in which one behaves ethically and exercises compassion.*
- *Commitment to ongoing spiritual formation and a well-nurtured relationship with God, and commitment to fostering that relationship in others.*
- *Critical awareness of the impact of social, political, economic, and cultural contexts on life and thought; critical interpretation of evidence on which historical knowledge is founded.*
- *An ability to ground theology in practical reality; awareness that theoretical reflection builds on practical wisdom and that theological propositions must be tested by their consequences for the individuals or congregations that hold them.*
- *Sensitivity to contrasting experiences and cultures and respect for otherness, in the Christian faith and outside it.*

SFTS seeks to train ministers who, practicing these habits, demonstrate certain skills, as appropriate to the form of ministry and service to the church to which they are called. Among these are the ability to:

- *Lead a congregation in Reformed worship.*
- *Preach literate, thoughtful, scripture-based sermons.*
- *Provide pastoral care and counseling.*
- *Educate a congregation in the faith.*
- *Manage the practical affairs of a congregation.*
- *Articulate the global witness and mission of the church and foster participation in its evangelistic task.*
- *Articulate personal faith and nurture the spiritual life of a congregation and its members.*
- *Lead in ethical witness to society, challenging public evil and cultivating the common good.*
- *Apply theological education in non-congregational ministries.*

# Learning Service Agreement Form

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Intern \_\_\_\_\_

Address during Internship \_\_\_\_\_

E-mail address \_\_\_\_\_

Field Site \_\_\_\_\_

Field Address \_\_\_\_\_

Internship Supervisor \_\_\_\_\_

Chair, Shepherding Committee \_\_\_\_\_

Period of Internship: from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

Full-time hours \_\_\_\_\_ Part-time hours \_\_\_\_\_ Combination Full-time/Part time hours \_\_\_\_\_

Approved Absences from Site: (Holidays & other times such as Ordination Exams, January intersession, etc.)

\_\_\_\_\_

**The Church / Agency:** Describe what the site offers by way of experience and opportunities for the intern.

\_\_\_\_\_

**The Intern:** Describe what the intern brings by way of background, experience, and goals for working with the site.

\_\_\_\_\_

**Signatures:** Please return this completed and signed form to the Office of Field Education.

*I confirm that the governing body of this church/agency is aware of this internship.*

Board Chair \_\_\_\_\_ Date \_\_\_\_\_

Head of Staff or \_\_\_\_\_ Date \_\_\_\_\_

Executive Director \_\_\_\_\_

*We agree to the enclosed objectives and responsibilities as the key activities for this internship and as the basis for evaluation of the intern's work.*

Intern \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Director of Field Education & Placement \_\_\_\_\_ Date \_\_\_\_\_

# Learning Service Agreement Form

## Part II

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NOTE: **All Interns** need to include the following:  
*one related to "public leadership"*  
*one related to "theological reflection"*  
*one related to "manage the practical affairs of a congregation"*  
*one chosen to by the intern and supervisor*

- 1. Habit or Skill: \_\_\_\_\_  
Learning Objective: \_\_\_\_\_  
\_\_\_\_\_  
Responsibility: \_\_\_\_\_  
\_\_\_\_\_
  
- 2. Habit or Skill: \_\_\_\_\_  
Learning Objective: \_\_\_\_\_  
\_\_\_\_\_  
Responsibility: \_\_\_\_\_  
\_\_\_\_\_
  
- 3. Habit or Skill: \_\_\_\_\_  
Learning Objective: \_\_\_\_\_  
\_\_\_\_\_  
Responsibility: \_\_\_\_\_  
\_\_\_\_\_
  
- 4. Habit or Skill: \_\_\_\_\_  
Learning Objective: \_\_\_\_\_  
\_\_\_\_\_  
Responsibility: \_\_\_\_\_  
\_\_\_\_\_

# SAMPLE

## Learning Service Agreement

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(Context: a year long congregationally based internship  
in a medium sized church)

NOTE: **All Interns** need to include the following:

*one related to “public leadership”*

*one related to “theological reflection”*

*one related to “manage the practical affairs of a congregation”*

1. **Habit or Skill: Pastoral care** – “Provide pastoral care and counseling”

**Learning Objective:** Grow and develop skills and abilities to meet pastoral needs of parishioners.

**Responsibility:** Learn the specific needs of the congregation and support the pastor and deacons in meeting those needs. This support will take up to one day per week for hospital calls and a minimum of three visitations per week for home-bound ministry. The intern will participate in a minimum of one memorial service and aid in support and care of family members.

2. **Habit or Skill: Public Leadership** – “Lead in ethical witness to society, challenging public evil and cultivating the common good”

**Learning Objective:** Develop skills and abilities that encourage people to see the needs of others in society and the world. Act to support a change in perspective as necessary for the good of others and to extend God’s mercy and justice in the world in which we live.

**Responsibility:** Learn the specific need of the Beth-El farm workers and seek awareness of their issues. Hold at least one community forum to identify their issues publicly and “if the way is clear” develop a fundraising activity to support a specific need of these workers.

3. **Habit or Skill: Theological Reflection** – “An ability to ground theology in practical reality; awareness that theoretical reflections build on practical wisdom and that theological propositions must be tested by their consequences for the individuals or congregations that hold them”

**Learning Objective:** To grow and to develop in integrative reflection abilities needed for congregational ministry. Participate actively and reflectively through testing theological ideas and praxis of these ideas within a multi-generational ministry context.

**Responsibility:** Reflect on theological growth through supervisor-intern meetings. Intern will also complete four quarterly theological reflection papers submitted to both site supervisor and the Director of Field Education & Placement for SFTS.



4. **Habit or Skill: Congregational Business** – “Manage the practical affairs of a congregation”

**Learning Objective:** Develop a good understanding of congregational vision as expressed through the supportive administrative operations of ministry in this parish. Observe and participate in church committees, session meetings and presbytery meetings in order to glean an operational understanding of this Presbyterian church.

**Responsibility:** Participate in the Wednesday morning staff meetings. Attend monthly session meetings unless excused. Meet on a regular basis with the Christian Education committee. Act as a resource to the new Youth and Families committee. Attend a minimum of at least one meeting of all other church committees during the internship year. Participate in the planning stages of the 2009 Stewardship program. Attend the quarterly meetings of the Presbytery.

5. **Habit or Skill: Congregational Leadership** – “Knowledge and respect for the church of Jesus Christ and its role in God’s ecumenical mission; knowledge of, respect for, and intelligent use of the church’s manifold traditions; a sense of how and why theological reasoning has been done in the past, and in the present by others”

**Learning Objective:** Develop knowledge of and respect for the church’s mission. Discover and participate in the church’s mission through planning and developing church programs, worship and ecumenical events.

**Responsibility:** Be a daily role model by having personal integrity, reflecting a healthy sense of self and healthy relations with others. Gain a knowledge of and respect for this congregation’s calling and mission in this context. Participate in all aspects of the liturgical calendar through worship leadership and through meeting with congregational groups/committees. Respect their well-established traditions while bringing new ideas to the table. Participate in one ecumenical service or mission project.

6. **Habit or Skill: Worship Planning** – “Lead a congregation in Reformed worship. Preach literate, thoughtful, scripture based sermons”

**Learning Objective:** To evidence historical and theological responsibility in the interpretation of scripture and in all communication; represent accurately the words and meanings of others and to account for one’s interpretation.

**Responsibility:** The intern and pastor will work out a rotating schedule for preaching and serving as liturgist. The schedule will include both the Saturday evening service at the regular Sunday worship services. Sunday preaching dates for 2008 will include: August 10, September 7, October 19, November 9, 16, December 7. Sunday preaching dates for 2009 include: January 4, February 15, March 15, April 26, May 10, June 7.

7. **Habit or Skill: Youth Ministry** – “Commitment to ongoing spiritual formation and a well-nurtured relationship with God, and commitment to fostering that relationship in others”

**Learning Objective:** To develop and grow the Youth Ministry by using my existing skills to expand ministry offerings. Seek opportunities to support and build bridges between Young Adult (college age) and Parent ministries.

**Responsibility:** - Lead, coordinate and facilitate senior high youth programs and activities and participate in planning efforts with the middle school group. Lead at least one of the ten confirmation classes and assist in others as assigned by the pastor. Provide leadership for an October 25 mission trip to *Beth-El Farm Worker’s Ministry*.

8. Habit or Skill: **Evangelism** – “Articulate the global witness of mission of the church and foster participation in its evangelistic task”

Learning Objectives: Work with the Evangelism committee in coordinating and implementing active evangelism plans. In doing so the intern will focus on being sensitive to contrasting experiences and culture, and seek to respect otherness in the Christian faith and in other living faiths.

Responsibility: Participate in the church’s Evangelism plan through monthly committee meetings. Implement the plan through worship, seminars, community outreach, witnessing to others weekly. The intern will adapt the materials prepared for an assignment in a “Christianity in Context: Ghana course” and use them in a Christian Education special program presentation. The special program will focus on how the Gospel is heard as Good News to people of African traditional religion and Islam. The intern will also develop this program for presentation in a non-congregational setting.

9. Habit or Skill: **Christian Education** – “Educate a congregation in the faith” -- “Critical awareness of the impact of social, political, economic and cultural contexts of life and thought; critical interpretation of evidence on which historical knowledge is founded”

Learning Objective: Coordinate educational planning and develop ability to ground theology in practical contexts. Educate congregants about God’s call to faithful witness by leading Christian Education programs. Develop leadership and teaching skills through using a wide variety of learning modalities.

Responsibility: Teach a five-week series during “The School of Christian Living.” Develop, coordinate and facilitate multiple offerings of adult Christian education on Sundays and for alternate days; one per quarter. Collaborate with Christian Education committee to find additional resources for training more teachers.

# During an Internship

## Explanation of Forms

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- **Worksheet for Requirements (Doc. Check off):**  
provides a listing for dates associated with major internship requirements such as theological reflection papers, preaching dates and evaluations
- **Intern Service of Recognition:**  
a suggested worship format for internship recognition for those in church settings
- **Shepherding Committee:**  
explanation of the role of this group and who should be included in it
- **Facilitating the Intern's Entry:**  
a suggested way to welcome and orient an intern to field education in a particular site
- **Theological Reflection:**  
a very brief summary of theological reflection
- **Sermon Evaluation:**  
the form that a supervisor, Shepherding Committee member, or other laity should use to evaluate the intern's preaching assignments
- **First Internship Evaluation:**  
an evaluation of the first month of internship process
- **Mid Internship Evaluation – Intern and Supervisor:**  
an evaluation of internship agreements and accomplishments in the ministry setting

# Worksheet for Requirements

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Intern: \_\_\_\_\_

Church/Agency: \_\_\_\_\_

Supervisor (s): \_\_\_\_\_

Internship Dates \_\_\_\_\_ to \_\_\_\_\_

The following is provided for the intern and the supervisor to use to establish a timetable for when internship materials are due. If the internship begins at the end of August/beginning of September and will last one academic school year, then simply fill in the “Target Date” with the dates provided in the syllabus for the course. If the internship will cover different dates, fill in the “Target Date” spacing the different assignments out over the course of the internship. The intern should keep a copy of this form and send a copy to the Field Education Office. Please contact the Program manager for any further clarification.

Norma Lannert – Program Manager, SFTS Field Education  
 (415) 451-2855  
[nlannert@sfts.edu](mailto:nlannert@sfts.edu)

Requirement	Party or Parties Responsible	Target Date
Learning Service Agreement	Intern + Supervisor	
First Evaluation	Intern + Supervisor	
Theological Reflection Paper #1	Intern (+ Supervisor on 2 of 4)	
Theological Reflection Paper #2	Intern (+ Supervisor on 2 of 4)	
Theological Reflection Paper #3	Intern (+ Supervisor on 2 of 4)	
Theological Reflection Paper #4	Intern (+ Supervisor on 2 of 4)	
Mid-Internship Evaluation	Intern + Supervisor	
Sermon Evaluation#1	3-5 site members (+ Supervisor on 1 of 3)	
Sermon Evaluation#2	3-5 site members (+ Supervisor on 1 of 3)	
Sermon Evaluation#3	3-5 site members (+ Supervisor on 1 of 3)	
Final Evaluation	Intern + Supervisor	
Year-End Assessment	Intern	
Assessment of Intern Supervisor	Intern	

# Service of Recognition

## For Internships in Church Settings

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On the first Sunday after the intern begins his or her duties it is appropriate that during the regular worship service he or she should be formally recognized. Not only does this serve to introduce the intern to the congregation but it sets the tone for the entire time that he or she will be with the congregation. This litany of recognition serves to:

1. establish the covenantal aspect of the field education experience
2. clarify the purpose of the internship
3. formally recognize the role of the seminarian as intern pastor as opposed to summer helper or youth pastor.

It is also appropriate during the service to explain briefly the nature and purpose of the supervisory process, identifying the roles of the intern, the supervisor, the lay/shepherding committee, and the congregation. The litany of recognition could occur during the time when the concerns of the people are addressed or possibly after the sermon is preached. Following is a sample litany.

### Litany of Recognition

Supervisor: We are a diverse people who come to worship the Living God.

People: We stand as witnesses to a loving God who has blessed and called us to service.

Supervisor: We have different gifts, but it is the same Spirit who gives them.  
There are different ways of serving God, but it is the same God whose purposes are achieved through them all.

People: We are a diverse community, blessed by God and touched by God's grace and mercy.

Chair,  
Shepherding  
our midst. Today we celebrate a new blessing as we welcome \_\_\_\_\_our new intern pastor, and (his/her) Committee family into

Intern: I have come to serve and learn with this church family.

Chair,  
Shepherding  
Committee: We have been called as a congregation to be  
for \_\_\_\_\_ a teaching and  
a learning community.

People: We welcome you into our community, \_\_\_\_\_as God's representative.  
Our homes, our hospitals and nursing homes, our classrooms and programs, our  
sanctuary, our lives are all open to you.

Intern: With God's help I seek to learn about ministry within this congregation, to earn your trust, and to be a fellow-laborer with you. I seek your support and your response to me as one who is preparing to serve as an ordained minister of the Word and Sacrament.

Pastor: Let us pray. Gracious God, For the countless blessings you bestow on your people, for service in your name, for the promise and excitement of new relationships, and for the challenge of teaching and learning your purposes we give you thanks.

Almighty God, By whose call we are at work, guide us and nurture us as we embark on this new adventure in ministry. Grant that as we work together, submitting ourselves in obedience to Christ and guided by your Spirit that our lives may be enriched and our ministries filled with joy. May our experience together be one of honesty and support, giving and receiving, patience and steadfastness, and faithfulness and trust. We ask these things in the name of Christ. Amen.

# The Shepherding Committee

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## Role of Shepherding Committee

San Francisco Theological Seminary recognizes the role of the laity as crucial in the preparation of men and women for the ordained ministry. A mandatory internship is part of the Seminary curriculum. In each ministry setting in which an intern is placed it is expected that three to five lay persons will be asked to serve as the Shepherding Committee. This committee should have regular contact with the areas of the life of the ministry setting in which the intern is involved.

The Site Supervisor is responsible to the seminary to see that three to five people are recruited from the areas of the life of the congregation in which the intern is involved. The Shepherding Committee will be persons to whom the intern can turn for advice and counsel throughout the internship. It is hoped that the relationship will be one of friendship and support for the intern. The Shepherding Committee should also be persons from whom the intern can receive honest evaluation about performance. If the relationship is open and honest the intern should be able to accept both negative and positive criticism without feeling either defensive or embarrassed.

At least once a month through the duration of the internship, the Shepherding Committee should meet with the intern for a conference during which the work of the intern should be examined, and strengths and weaknesses pointed out. The purpose of these conferences is both to encourage the intern to feel competent in areas of strength and to seek to improve in areas of weakness.

During the internship, the Shepherding Committee may be asked to assist the supervisor in evaluation of the intern's work and progress. The members of this committee may be asked to evaluate the intern's sermon delivery and to provide input to the supervisor in advance of the Mid and Final Evaluations.

## Who and Why

The Shepherding Committee is made up of members of the ministry setting who are in a position to facilitate an intern's learning and experience in ministry. Its importance derives from the fact that there are lessons to be taught which only lay people can teach. The role of this group is to provide a perspective on the community to the intern and be an additional resource for the intern and site supervisor.

The two basic purposes of this committee are

### **as Representatives, Interpreters, Story-Tellers, Supporters:**

- welcoming the intern and facilitating his or her entry into the community
- interpreting to the ministry setting the purposes and scope of the field studies
- being sensitive to the human needs of the intern, accepting mistakes, affirming the person, celebrating new growth
- inviting the intern (and family) into the common life of ministry.

### **as Mirrors, Teachers and Learners:**

- to provide "feedback" and evaluation to the intern about his or her ministry
- monitoring the Learning/Serving Agreement
- reflecting on specific acts of ministry, providing constructive criticism
- participating in the mid-point and final evaluations of the intern's ministry which is written by the site supervisor
- sharing with the intern, their involvements in the church, agency and community and their personal faith journey.

In a congregational setting, the team should be representative of a broad cross-section of the congregation. Members should be persons who are able to be sensitive to what is happening at the levels of the intern, the site, and themselves. They should have the ability to ask themselves the questions which help define feelings and suggest the reason for the feelings as well as their meaning. Finally, they should be able to communicate these perceptions and evaluations to the intern in helpful ways, avoiding personal judgments and promoting further dialogue and growth in ministry.

# Facilitating The Intern's Entry

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## The supervisor or shepherding committee might:

- take the intern on a tour of the facility and grounds
- plan a refreshment break during the work day for the staff and the intern to get acquainted
- provide a map of the facility, especially if it is fairly large or complicated
- show the intern(and family) around the community, pointing out shopping areas, schools, recreation areas, doctor's offices, etc.
- introduce the intern to the ministry site by
  1. sending a letter to the community members telling them about the intern before he or she arrives
  2. including information about the intern in written materials that are distributed near the beginning of the internship (e.g. in a bulletin insert)
  3. having a service a recognition for the intern
  4. having a reception for the intern
  5. having the intern accompany the supervisor on some congregational visits
- introduce the intern to significant people in the community
- identify good contact persons for the intern to know
- host an informal meal for the student and elders, deacons, or other key members of the congregation.

# Theological Reflection

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In the Field Education program at San Francisco Theological Seminary, ministers are conceived as reflective practitioners. Therefore, one of the key expectations of interns, supervisors, and shepherding committees is engagement in regular times of theological reflection. Such reflection involves taking the time with a given situation or case study to intentionally engage in thoughtful and disciplined consideration of questions such as:

- "Where does God fit in all of this?"
- "What does the Gospel of Jesus Christ offer in this situation?"
- "What does it mean to be a community of faith in this neighborhood development situation?"
- "What core values might a church-related agency contribute to this community forum?"
- "What are the Biblical foundations for my response?"
- "How did I decide what was the appropriate ministry response to this person's need?"

Such questions are essential, not only during an internship experience, but throughout one's practice of ministry as well. These questions not only provide reminders of the center of the church's ministry—they can help ministers be centered in their ministry.

Accordingly, one of the activity requirements of the internship is regular engagement in supervised theological reflection upon the intern's practice of ministry. In addition, one of the written work requirements involves the submission of four theological reflection papers to the Office of Field Education.

## Foci for Theological Reflection

Reflection sessions may focus upon, but not be limited to, the following:

- the student's emerging vocational identity
- the student's spiritual growth
- the student's ministerial skills
- the student's capacity for understanding and relating to other persons
- the student's ability to understand and relate to social systems in the ministry setting and community
- the student's ability to relate theological understandings to experiences in ministry.

Reflection papers may focus upon, but not be limited to, the following:

- examining one's faith in the light of an experience and the experience in the light on one's faith
- addressing the question about where God is present in a situation and the implications of that presence
- focusing on what one believes and how one lives out that belief in a particular setting
- looking back upon an experience of ministry to identify and assess the Biblical and theological resources operative in one's practice in this situation
- looking beyond the experience to explore Biblical and theological resources which may shed additional light on the situation
- looking ahead to identify Biblical and theological resources which may inform one's continuing practice on ministry in similar situations.

## Paper Guidelines

- These papers are to be 2 – 3 pages in length
- Each theological reflection paper should address the intern’s ability to practice a “Habit” or “Skill” of ministry. Start the theological paper by naming the “Habit” or “Skill” selected and focus the reflection on your practice and learning of this skill.

## Components of the Reflections:

- Description of a particular event or critical incident in ministry
- Personal reaction/response to the event, feelings aroused, etc.
- Theological implications
- Ministry issues raised and/or implications for future ministry

A variety of formats can be used. Supervisors are encouraged to suggest possible approaches to reflection.

- Verbatims or case studies to describe the situation or event. (When choosing an event do not just examine the “successes”, the greatest learning often results when one reflects on what may appear to be failures.)
- Metaphors are helpful in describing responses and feelings
- Identify biblical images and theological issues i.e. guilt, grace, justice, mercy
- Identify theological implications of particular leadership styles

Two of the four papers are to be presented to the supervisor for discussion. After the discussion the supervisor signs and dates the paper and the intern submits the paper to the Program Manager for Field Education.

## Further resources:

The Art of Theological Reflection. Patricia O’Connell Killen and John de Beer. Crossroad, New York, 1998.

How to Think Theologically. Howard W. Stone and James O. Duke. Fortress Press, Minneapolis. 1996.

# Sermon Evaluation

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In answering the questions below, please be as honest as you can, as this will be the best way in which the intern will receive valuable evaluation of his/her preaching.

Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

What was the main idea of the sermon?

Rate the sermon on the following items, using the adjacent scale:  
5–Excellent; 4–Good; 3–Adequate; 2–Poor; 1–Weak

* Was there a clear structure to the sermon?	5	4	3	2	1
* Was there a central theme or idea?	5	4	3	2	1
* Did the sermon hold your interest?	5	4	3	2	1
* Was the Scripture faithfully interpreted in the sermon?	5	4	3	2	1
* Was Scripture effectively applied to contemporary life?	5	4	3	2	1
* Did the sermon touch you/your life?	5	4	3	2	1
* Did the intern show enthusiasm?	5	4	3	2	1
* Did the speaker use variation in tone, pitch, loudness?	5	4	3	2	1
* Was there sufficient eye contact with the congregation?	5	4	3	2	1
* Could you hear the speaker clearly?	5	4	3	2	1
* Did the sermon enable you to hear the Gospel today?	5	4	3	2	1

What were the strengths of the sermon and its delivery?

What were the weaknesses?

*(Other comments please use back.)*

# First Internship Evaluation

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INTERN: \_\_\_\_\_

FIELD PLACEMENT: \_\_\_\_\_

The supervisor and intern are to use this Evaluation Form as a basis for discussion regarding work and progress to date. The student should complete the form first and turn it in to the supervisor. After the supervisor has completed the form the two should meet to discuss their ratings and comments. At the conclusion of the conference, supervisor and intern should reach mutual agreement on each of the items shown below, recording their consensus by signing the forms and sending a copy to the Office of Field Education. The supervisor and the intern should retain copies to be used as a part of the discussion for future evaluations.

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**Scale:** (5) Definitely, Yes (4) Yes, most of the time (3) Sometimes (2) Rarely (1) No, definitely not

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1. Intern and supervisor have clear understanding of position and expectations of the intern

Student rating: \_\_\_\_\_

Comments:

Supervisor rating: \_\_\_\_\_

Comments:

2. Learning objectives as set forth in the learning covenant are appropriate and "on target"

Student rating: \_\_\_\_\_

Comments:

Supervisor rating: \_\_\_\_\_

Comments:

3. Strengths are emphasized and appreciated

Student rating: \_\_\_\_\_

Comments:

Supervisor rating: \_\_\_\_\_

Comments:

4. Weaknesses are recognized and efforts are being made to strengthen them

Student rating: \_\_\_\_\_

Comments:

Supervisor rating: \_\_\_\_\_

Comments:

5. Feedback has been given, received and acted upon

Student rating: \_\_\_\_\_  
Comments:

Supervisor rating: \_\_\_\_\_  
Comments:

6. Communication is open and honest

Student rating: \_\_\_\_\_  
Comments:

Supervisor rating: \_\_\_\_\_  
Comments:

7. Intern takes initiative and is highly motivated

Student rating: \_\_\_\_\_  
Comments:

Supervisor rating: \_\_\_\_\_  
Comments:

8. Supervisory conferences have been:

(a) well-planned

Student rating: \_\_\_\_\_  
Comments:

Supervisor rating: \_\_\_\_\_  
Comments:

(b) scheduled as agreed upon in the learning covenant

Student rating: \_\_\_\_\_  
Comments:

Supervisor rating: \_\_\_\_\_  
Comments:

(c) mutually beneficial

Student rating: \_\_\_\_\_  
Comments:

Supervisor rating: \_\_\_\_\_  
Comments:

9. The church/institution is upholding its share of the agreement

Student rating: \_\_\_\_\_  
Comments:

Supervisor rating: \_\_\_\_\_  
Comments:

10. Intern demonstrates a deepening sense of call and vocational commitment

Student rating: \_\_\_\_\_  
Comments:

Supervisor rating: \_\_\_\_\_  
Comments:

We have discussed this evaluation and submit it to the SFTS Office of Field Education.

**SIGNATURES:**

Intern \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Send a copy of this form to:

Office of Field Education  
San Francisco Theological Seminary  
105 Seminary Road  
San Anselmo, CA 94960  
**FAX (415) 451-2851**

# Mid-Internship Evaluation

INTERN: \_\_\_\_\_

FIELD PLACEMENT: \_\_\_\_\_

The supervisor and intern are to use this Evaluation Form as a basis for discussion regarding work and progress to date. The student should complete the form first and turn it in to the supervisor. After the supervisor has completed the form the two should meet to discuss their ratings and comments. At the conclusion of the conference, supervisor and intern should reach mutual agreement on each of the items shown below, recording their consensus by signing the forms and sending a copy to the Office of Field Education. The supervisor and the intern should retain copies to be used as a part of the discussion for future evaluations.

**Scale:** (4) Exceptionally effective (3) Reasonably Effective (2) Effective (1) Not effective (N) No basis for judgment

**A. *Role as Pastoral Care-Giver***

<i>Ability</i>	<i>Student rating</i>	<i>Supervisor rating</i>
<b>Listening</b> to people without personal agenda intruding		
<b>Accepting</b> people who are <b>different</b> from yourself		
<b>Understanding</b> and discerning the needs of people and situations		
Respecting <b>confidential information</b> in appropriate way		
<b>Relating</b> to others in a friendly, positive manner		
Being at ease in <b>one-on-one relationships</b>		
Being at ease in <b>group relationships</b>		
Developing <b>trust</b>		
Responding with <b>empathy and resourcefulness</b> to people in times of need		
Showing <b>appropriate initiative</b> in responding to pastoral needs of persons		
Visiting with members in <b>non-crisis</b> situations		

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

**B. Role as Worship Leader and Preacher**

<i>Ability</i>	<i>Student rating</i>	<i>Supervisor rating</i>
<b>Planning</b> well-coordinated worship		
Leading <b>public prayer</b>		
Using <b>appropriate language</b> in worship and preaching (e.g., grammar, inclusive language, level of abstractions, slang)		
Using <b>voice</b> in leading worship and preaching (volume, clarity, inflection)		
Using <b>body gestures</b> appropriately		
Interpreting <b>biblical text</b> faithfully in sermons		
<b>Organizing</b> sermons with clarity		
Using <b>illustrations</b> in sermons		
Making sermons <b>relevant</b> to the needs of the people		
Demonstrating poise and personal comfort in role of worship leader/preacher		

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

**C. Role as Teacher**

<i>Ability</i>	<i>Student rating</i>	<i>Supervisor rating</i>
<b>Involving learners</b> in the educational process		
Setting clear <b>goals and objectives</b>		
Selecting concepts appropriate for <b>learners' ages and needs</b>		
<b>Sequencing</b> teaching activities in a logical order		
<b>Communicating</b> Christian beliefs to persons of various age levels		
Using appropriate variety of <b>teaching methods</b>		
Using well-stated <b>questions</b> to stimulate learning		
Leading <b>group discussions</b> in a purposeful way		
Creating an appropriate <b>physical environment</b> for teaching		

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

**D. Role in the World**

<i>Ability</i>	<i>Student rating</i>	<i>Supervisor rating</i>
<b>Identifying and analyzing</b> social or community issues		
<b>Relating biblical and theological insights</b> to community/world issues		
<b>Developing</b> strategies for social change		
<b>Enabling members</b> to become aware of and participate in the ministry of the congregation to the community and world		
<b>Integrating concern</b> for personal faith/ethics with concern for social justice		
<b>Identifying</b> with and caring for needy persons in the community		
Relating the Christian faith to <b>persons outside the church</b>		
<b>Utilizing the resources</b> of the church to deal with social issues or community problems		

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

**E. Role as Leader and Administrator**

<i>Ability</i>	<i>Student rating</i>	<i>Supervisor rating</i>
<b>Supporting</b> the total ministry of the congregation with enthusiasm and a cooperative spirit		
Communicating in an <b>open, honest, and straightforward</b> manner		
<b>Analyzing</b> the congregation's formal and informal <b>decision-making</b> processes		
Exercising <b>authority</b> in appropriate ways		
Accepting and learning from <b>critique</b>		
Dealing constructively with <b>conflict</b>		
Empowering <b>lay leadership</b>		
Making <b>positive contributions</b> in working with groups and committees		
<b>Planning</b> and <b>developing</b> programs		
<b>Implementing</b> programs		
<b>Evaluating</b> programs		

Demonstrating a positive, constructive attitude about the <b>denomination</b>		
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<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

**F. Personal Work Habits**

<i>Ability</i>	<i>Student rating</i>	<i>Supervisor rating</i>
Developing disciplines for <b>spiritual growth</b>		
<b>Managing time</b> for study, work, family/friends, and self		
Being <b>dependable</b>		
Being <b>prepared</b>		
Setting realistic <b>work objectives</b>		
<b>Completing</b> tasks		
Working under <b>pressure</b>		
Being <b>punctual</b> and keeping appointments		
<b>Dressing appropriately</b> and neatly		
Observing <b>etiquette</b> appropriate to the setting		

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

**Narrative Evaluation**

A. How effective have you been in accomplishing your learning objectives as outlined in the Learning Service Agreement? Are any refinements or adjustments needed?

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

B. Please summarize your gifts and greatest strengths for ministry as demonstrated in the internship thus far.

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

C. Please identify area which you need further growth during this internship. What steps (assignments, study, training, etc.) might need to be taken to achieve this growth?

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

We have discussed this evaluation and submit it to the SFTS Office of Field Education.

**SIGNATURES:**

Intern \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Send a copy of this form to:

Office of Field Education  
 San Francisco Theological Seminary  
 105 Seminary Road  
 San Anselmo, CA 94960  
**FAX (415) 451-2851**

# Concluding an Internship

## Explanation of Forms

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- **Final Internship Evaluation – Intern and Supervisor:**  
a closure or exit evaluation of the intern's ministry experiences and growth
- **Year-End Assessment by Interns:**  
a self evaluation assessment of the internship completed by the intern
- **Assessment of Intern Supervisor:**  
the intern's evaluation of the Supervisory experience during the internship

# Final Internship Evaluation

INTERN: \_\_\_\_\_

FIELD PLACEMENT: \_\_\_\_\_

The supervisor and intern are to use this Evaluation Form as a basis for discussion regarding work and progress to date. The student should complete the form first and turn it in to the supervisor. After the supervisor has completed the form the two should meet to discuss their ratings and comments. At the conclusion of the conference, supervisor and intern should reach mutual agreement on each of the items shown below, recording their consensus by signing the forms and sending a copy to the Office of Field Education. The supervisor and the intern should retain copies to be used as a part of the discussion for future evaluations.

**Scale:** (4) Exceptionally effective (3) Reasonably Effective (2) Effective (1) Not effective (N) No basis for judgment

**A. *Role as Pastoral Care-Giver***

<i>Ability</i>	<i>Student rating</i>	<i>Supervisor rating</i>
<b>Listening</b> to people without personal agenda intruding		
<b>Accepting</b> people who are <b>different</b> from yourself		
<b>Understanding</b> and discerning the needs of people and situations		
Respecting <b>confidential information</b> in appropriate way		
<b>Relating</b> to others in a friendly, positive manner		
Being at ease in <b>one-on-one relationships</b>		
Being at ease in <b>group relationships</b>		
Developing <b>trust</b>		
Responding with <b>empathy and resourcefulness</b> to people in times of need		
Showing <b>appropriate initiative</b> in responding to pastoral needs of persons		
Visiting with members in <b>non-crisis</b> situations		

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

**B. Role as Worship Leader and Preacher**

<i>Ability</i>	<i>Student rating</i>	<i>Supervisor rating</i>
<b>Planning</b> well-coordinated worship		
Leading <b>public prayer</b>		
Using <b>appropriate language</b> in worship and preaching (e.g., grammar, inclusive language, level of abstractions, slang)		
Using <b>voice</b> in leading worship and preaching (volume, clarity, inflection)		
Using <b>body gestures</b> appropriately		
Interpreting <b>biblical text</b> faithfully in sermons		
<b>Organizing</b> sermons with clarity		
Using <b>illustrations</b> in sermons		
Making sermons <b>relevant</b> to the needs of the people		
Demonstrating poise and personal comfort in role of worship leader/preacher		

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

**C. Role as Teacher**

<i>Ability</i>	<i>Student rating</i>	<i>Supervisor rating</i>
<b>Involving learners</b> in the educational process		
Setting clear <b>goals and objectives</b>		
Selecting concepts appropriate for <b>learners' ages and needs</b>		
<b>Sequencing</b> teaching activities in a logical order		
<b>Communicating</b> Christian beliefs to persons of various age levels		
Using appropriate variety of <b>teaching methods</b>		
Using well-stated <b>questions</b> to stimulate learning		
Leading <b>group discussions</b> in a purposeful way		
Creating an appropriate <b>physical environment</b> for teaching		

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

**D. Role in the World**

<i>Ability</i>	<i>Student rating</i>	<i>Supervisor rating</i>
<b>Identifying and analyzing</b> social or community issues		
<b>Relating biblical and theological insights</b> to community/world issues		
<b>Developing</b> strategies for social change		
<b>Enabling members</b> to become aware of and participate in the ministry of the congregation to the community and world		
<b>Integrating concern</b> for personal faith/ethics with concern for social justice		
<b>Identifying</b> with and caring for needy persons in the community		
Relating the Christian faith to <b>persons outside the church</b>		
<b>Utilizing the resources</b> of the church to deal with social issues or community problems		

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

**E. Role as Leader and Administrator**

<i>Ability</i>	<i>Student rating</i>	<i>Supervisor rating</i>
<b>Supporting</b> the total ministry of the congregation with enthusiasm and a cooperative spirit		
Communicating in an <b>open, honest, and straightforward</b> manner		
<b>Analyzing</b> the congregation's formal and informal <b>decision-making</b> processes		
Exercising <b>authority</b> in appropriate ways		
Accepting and learning from <b>critique</b>		
Dealing constructively with <b>conflict</b>		
Empowering <b>lay leadership</b>		
Making <b>positive contributions</b> in working with groups and committees		
<b>Planning</b> and <b>developing</b> programs		
<b>Implementing</b> programs		
<b>Evaluating</b> programs		
Demonstrating a positive, constructive attitude about the <b>denomination</b>		

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

**F. Personal Work Habits**

<i>Ability</i>	<i>Student rating</i>	<i>Supervisor rating</i>
Developing disciplines for <b>spiritual growth</b>		
<b>Managing time</b> for study, work, family/friends, and self		
Being <b>dependable</b>		
Being <b>prepared</b>		
Setting realistic <b>work objectives</b>		
<b>Completing</b> tasks		
Working under <b>pressure</b>		
Being <b>punctual</b> and keeping appointments		
<b>Dressing appropriately</b> and neatly		
Observing <b>etiquette</b> appropriate to the setting		

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

**General Assessment**

- A. How would you describe your general **temperament/disposition** as you have interacted with your internship site (e.g., angry, nervous, confident, casual, careless, serious, joyful, warm, etc.)?

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

B. How would you describe your level of **psychological and spiritual maturity**?

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

C. Please assess your **leadership style** by circling the words below that best describe you.

- |             |                |            |                   |
|-------------|----------------|------------|-------------------|
| thoughtful  | directing      | reserved   | adapting          |
| modest      | quick to act   | economical | flexible          |
| trusting    | self confident | practical  | socially skillful |
| cooperative | seeks change   | factual    | tactful           |
| idealistic  | persuasive     | tenacious  | enthusiastic      |
| helpful     | forceful       | steadfast  | dealing           |
| receptive   | competitive    | thorough   | inspiring         |
| responsive  | risking        | methodical | animated          |
| loyal       | persistent     | detailed   | negotiating       |
| urgent      | analytical     | fun        | appropriate       |

D. How do you evaluate your sense of "**call to ministry**" at this point in your pilgrimage?

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

E. Please summarize what you perceive to be your greatest **strengths** for ministry?

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

F. Please identify and comment on any area in which you need further **growth**. What new insights, knowledge, or skills do you need to develop before ordination?

<i>Student's comments on this area of ministry</i>	<i>Supervisor's comments on this area of ministry</i>

We have discussed this evaluation and submit it to the SFTS Office of Field Education.

SIGNATURES:

Intern \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Send a copy of this form to:

Office of Field Education  
San Francisco Theological Seminary  
105 Seminary Road  
San Anselmo, CA 94960  
**FAX (415) 451-2851**

# Year-end Assessment by Interns: Appendix to Final Evaluation

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At key points throughout their movement through the Integrative Studies program, interns are asked to refer to the document, "Assessment at SFTS." In accordance with the policy and guidelines stated in this document, interns are asked to review their original expectations of and objectives for their internship experience based upon the habits, virtues, and skills the seminary seeks to cultivate and practice.

The review can then guide the tailoring of one's final year or semester of M.Div. coursework, as well as post-seminary continuing education, to one's needs and interests in further formation and preparation for ministry. It is also

- a key element in the intern's Senior Assessment interview
- placed in the intern's assessment file.

## **Interns are asked to use this form**

- 1) following their final evaluation discussion(s) with the internship supervising pastor, to briefly assess their internship-year experience
- 2) to draft a statement of habits, virtues, and skills-related goals and objectives for the senior year or final semester or post-seminary continuing education
- 3) to attach this form as an appendix to their internship final evaluation.

## **I. REVIEW:**

As you look back on your internship, indicate below the habits, virtues, and skills which you feel have been cultivated to some degree:

### **Habits and Virtues**

- \_\_\_\_\_ knowledge of and respect for the Church and its mission; knowledge of, respect for, and intelligent use of its manifold tradition; a sense of how and why theological reasoning has been done in earlier times
- \_\_\_\_\_ personal integrity, reflecting a healthy sense of self, healthy relations with other persons in which ethically appropriate behavior is enacted, boundaries respected, and compassion exercised, and a well nurtured relationship with God
- \_\_\_\_\_ a sense of the impact of cultural and political situations on life and thought; critical awareness in the interpretation of evidence on which historical knowledge is founded
- \_\_\_\_\_ a sense for grounding theology in practical reality; awareness that theoretical reflection builds on practical wisdom and theological propositions must be tested by their consequences for the persons or congregations that hold them
- \_\_\_\_\_ sensitivity to contrasting experiences and cultures and respect for otherness in the faith
- \_\_\_\_\_ hermeneutical responsibility in the interpretation of Scripture and all communication; ability to represent accurately the words and meanings of others and to account for one's interpretation.

## **Skills**

- \_\_\_\_\_ lead a congregation in reformed worship
- \_\_\_\_\_ preach literate, thoughtful, scripture-based sermons
- \_\_\_\_\_ provide pastoral care and counseling
- \_\_\_\_\_ educate a congregation in the faith
- \_\_\_\_\_ manage the practical affairs of a congregation
- \_\_\_\_\_ articulate the global witness and mission of the church and foster participation in its evangelistic task
- \_\_\_\_\_ lead in ethical witness to society challenging public evil and cultivating the common good
- \_\_\_\_\_ apply their M.Div. training in non-congregational ministries.

## **II. REVIEW:**

Describe how your internship ( and coursework, if you engaged in any concurrent with the internship) and other experiences enabled your cultivation of the habits, virtues, and skills you originally identified for this period (you may need to refer to your Internship Resume and Internship Final Evaluation). Please specify which courses, activities, or experiences you have addressed particular habits, etc.

## **III. ASSESSMENT GOALS & OBJECTIVES:**

As you look toward the rest of your education at SFTS,

- (a) What goal(s) and objectives do you wish to set for yourself in course selection, coursework, internship and other integrative studies requirements, and/or other experiences in further cultivation of these habits, virtues, and skills?
- (b) What goal(s) and objectives do you wish to set for the seminary—faculty advisor, faculty of the courses you select, and other appropriate staff, in service to such cultivation?

# Assessment of Intern Supervisor

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San Francisco Theological Seminary  
Office of Field Education Studies

**NAME OF SUPERVISOR** \_\_\_\_\_

If this person were your pastor, what gifts does he / she have that you would turn to and count on?

Can you see yourself working as a colleague with this pastor if you were called by the congregation? Why or why not?

In what ways was the pastor most effective as a supervisor.....and least effective?

If I were to do this internship again.....

Intern \_\_\_\_\_

Date \_\_\_\_\_