

Supervised practice of ministry must be undertaken in an approved setting. An approved setting includes a qualified site supervisor, an established guidance committee of 3-8 members, and opportunities for supervised ministry within a pre-determined position description. Students should complete the form below including collecting approval signatures from the proposed site supervisor and guidance committee chairperson. Upon completion, submit the form to the SPM Approval assignment dropbox in the course Moodle page.

**STUDENT INFORMATION**

Student Name:   
Student ID Number:   
Email:   
Phone:   
SPM Term/Year/Number of Credits:   
Judicatory Contact (Name, Title, Email address – required for those pursuing ordination):

**PROPOSED SITE AND POSITION DESCRIPTION**

Site Name:   
Site Affiliation/Denomination/Presbytery:   
Site Address:

For a site to be approved, a brief internship position description should be provided below along with any tentative terms including but not limited to:

* Proposed tasks or skills to be developed
* Proposed weekly hours, meetings, or other recurring responsibilities
* Proposed or agreed upon terms for remuneration

After a site is approved, a Learning Covenant will be established for the internship which will include detailed learning goals, resources, methodology, and feedback. These do not need to be included for the purpose of site approval.

Proposed Position Description/Terms:

**SUPERVISOR INFORMATION**

A qualified supervisor will meet the following requirements:

* At least three years of prior ministry or relevant experience
* Currently serving in active ministry or relevant professional role
* A completed MDiv degree or equivalent education for their role
* Available on-site or extremely familiar with the student’s proposed site

Supervisor Name:   
Supervisor Title:   
Supervisor Email:   
Supervisor Address (street, city, state, zip code):   
Phone (office or cell):   
Denomination/Affiliation:   
Number of years of ordained ministry or equivalent experience:   
Theological education/relevant training (Institution, degree earned, relevant experience):

**GUIDANCE COMMITTEE INFORMATION**

Each SPM experience requires a guidance committee. The guidance committee will be primarily responsible for providing formative and evaluative feedback. Site supervisors are encouraged to initiate or assist in the selection and formation of the group. The group must meet the following requirements:

* 3-8 members of the congregation/institution who are familiar with the history, traditions, and expectations of the site
* Individuals can be selected from setting leadership including existing committees, session members, educators, etc. or from the general membership
* If an intern is serving as an employed full-time or student pastor of the site, it is recommended to include at least some of the guidance committee from outside of the immediate setting being served. Leadership of nearby churches/institutions can be called upon to serve in this case.
* The guidance committee should appoint a chairperson. The chairperson’s duties include:
  + Convene regular committee meetings (minimum of two per term)
  + Consult with the site supervisor about duties and expectations
  + Coordinate opportunities for formative feedback and the summative final evaluation

Chair Name/Email:

Member Names/Emails:

**SIGNATURES**

By signing and dating below, you indicate that the information in this form is accurate and that you are willing to serve in the capacity noted in this form. Once approved, all parties will receive notice of approval.

Student signature and date:

Proposed Supervisor signature and date:

Comments:

Proposed Guidance Committee Chairperson signature and date:

Comments: