

Goals of Field Education

It is expected that a graduate of SFTS who successfully completes the requirements for the Master of Divinity (MDiv) degree will be able to serve as an effective church leader. They will be able to:

- Lead and order services of Christian worship.
- Reflect theologically on Christian faith, the Church, and the world.
- Provide pastoral care and spiritual formation for individuals and communities.
- Equip churches and communities for mission and ministry.

SFTS's field education program is one of the many ways the Seminary supports well-rounded preparation for ministry. All MDiv candidates, regardless of their previous experience or their status in an ordination process or prior ministry experience, are required to participate in some form of supervised practice of ministry as part of their degree program. The purpose of field education is to foster growth in the understanding and practice of ministry.

To achieve this growth, students, in consultation with the SFTS staff and their ordaining body, students may complete a nine-month, part-time internship that runs concurrently with seminary coursework. Students must spend a minimum of 10 hours a week for a total of 400 hours at their internship site, working under the guidance of an approved internship supervisor. Alternatively, students may complete a three-month, full-time internship (40 hours a week) for a total of 400 hours that does not overlap with coursework.

Field Education is also an opportunity for students to continue their discernment about God's call toward a vocation of professional ministry. Three focal questions to be addressed during the internship are:

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

Director of Field Education:

The Rev. Linda Lane-Bortell

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Process for Starting an Internship

The following are the sequential steps you should take to secure an internship.

1. Complete the Internship Questionnaire
(go to Field Education tab on SFTS website to access the questionnaire)
2. Schedule a meeting with the Rev. Linda Lane-Bortell, Director of Field Education to discuss internship possibilities
3. Secure a ministry site and Supervisor
4. Write Internship Job Description in partnership with Supervisor and Ministry Site
5. Register for FE-4011
6. Complete Supervised Practice of Ministry Agreement (SFTS Website)
7. Submit to Rev. Linda the Job Description and Supervised Practice of Ministry Agreement
8. Complete University of Redlands Employee Sexual Harassment Training
9. Refer to the FE-4011 Syllabus for requirements to be completed during the internship.
(The current syllabus is available on the SFTS website)

Finding a Ministry Site and Supervisor

The Rev. Linda Lane-Bortell, Director of Field Education, would like to assist you in finding a ministry site with a qualified supervisor, however it is helpful for the intern to also seek potential ministry sites, particularly if the intern has very specific goals for the experience. Please contact Rev. Linda as soon as you know your internship timeline to better able her to assist you.

Supervisor Requirements:

1. A Master of Divinity degree (or its equivalent) from an accredited Theological Seminary (or Graduate School program).
2. Have shown mature leadership in his/her place of call over the course of their ministry experience.
3. Have a minimum of 3-5 years' experience in a ministry setting (congregational setting, not for profit, community organizing...) following graduation.
4. Have been in a leadership role for at least two (2) years in their present call.
5. Have completed and submitted to the SFTS Field Education Director a copy of his/her Sexual Harassment Prevention Training Certificate from a recent training.
6. In addition, will complete the online prevention training required by San Francisco Theological Seminary faculty, staff, and students.
7. Have time for a weekly meeting for theological reflection and for completion of the 3 intern evaluations and 1 sermon evaluation with the intern.

Intern Stipend Guidelines

Recommended Compensation Guidelines

- A. The teaching site, whether a church or an agency, is responsible for providing adequate and legal compensation to the intern. Please note that under the law student interns are considered employees and the church or agency is considered an employer.
 - 1. As the employer the teaching site is responsible for reporting earnings, withholding income tax as appropriate, withholding, and paying social security and Medicare, providing a W-2 to the intern, and complying with all other employment and wage laws.
 - 2. SFTS recommends compensation of \$12 per hour for work. Churches or agencies may choose a higher compensation rate, but compensation should never be below the minimum wage.
 - 3. Reimbursement of Expenses: In addition, SFTS recommends that the teaching site budget for and reimburse certain agreed upon expenses that may be incurred by the intern. Such expenses may include supplies, meal/coffee costs for meetings with congregants/constituents, or mileage for required meetings or pastoral care visits, but not for travel to and from the internship location itself.

- B. The reality of the present-day church includes a decreasing budget for many of the sites SFTS has enjoyed a Teaching Church relationship with over the years.

It is possible to have an All-Volunteer Internship site, but we ask each church/agency board pursuing this to consider the justice issues that arise.

If this is the direction you choose in open conversation with potential interns and SFTS we would encourage reimbursement for certain agreed upon expenses that may be incurred by the intern.

If you plan on offering an All-Volunteer Internship, it is incumbent for your leadership body to check on any tax implications with the IRS along with any other possible legal implications.

The Intern Job Description

The first task of the internship is the creation of an intern job description by the supervisor, ministry site, and the intern. This job description will establish that the intern is part of the staff and is responsible to the supervisor. This job description is written prior to the start of the internship and submitted to FE-4011 Moodle Site at the start of the semester.

All congregational internships should normally include:

Worship Leadership: The intern should lead public worship at least monthly, but weekly is preferable, and occasionally be responsible for planning the content of the service.

Preaching: The intern must preach at least three times during the internship. The supervisor should be present to provide sermon feedback at least one time. 3-5 church members will be asked to give feedback for each of sermon.

Teaching: The intern should have regular teaching opportunities.

Program Planning: The intern should have at least one opportunity to plan, organize, conduct, and evaluate a particular program, project, or event.

Governing Body: The intern should regularly attend the congregation's administrative meetings (i.e. Session). In addition, they should also provide leadership to or resource another committee such as Christian Education Committee, Worship, Stewardship, Deacons, etc.

Reflective Practice: The intern job description should include time to reflect on the practice of ministry. A regular meeting (at least monthly if not weekly) with the Internship Supervisor should be scheduled as part of the intern's job duties for this purpose.

Additional duties that *may* be included as time and opportunity allow:

Pastoral Calling: Pastoral care visitation.

Recruitment/Resourcing: Recruiting and supporting church volunteers.

Community Service: Providing leadership for a community service project.

Local governing body: Attend meetings or events of Presbytery (or other governing body)