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## SFTS Field Education (FE 4011) Learning Service Agreement Form

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

**Address during Internship:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Field Internship site:** \_\_\_\_\_

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

**Internship Supervisor:** \_\_\_\_\_

**Chair, Shepherding Committee:** \_\_\_\_\_

**Period of Internship:** from (m/d/y) \_\_\_\_\_ to (m/d/y) \_\_\_\_\_

**(Requirement of all Internships is minimum 400 hours)**

**Full-time hours:** \_\_\_\_\_ **Part-time hours:** \_\_\_\_\_ **Combination FT / PT hours** \_\_\_\_\_

*(40 hrs/wk)*

*(10-12 hrs/wk)*

Other (pls. specify): \_\_\_\_\_

**Approved Absences from Internship** (holidays & other times such as Ordination Exams, January intersession, etc.):

\_\_\_\_\_  
**The Church / Agency:** Describe what the Internship 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 Internship.

\_\_\_\_\_  
**Signatures:** Please return this completed and signed form to the University of Redlands, Graduate School of Theology, Dean's Office (105 Seminary Road, San Anselmo, CA 94960) | [renee\\_hassle@redlands.edu](mailto:renee_hassle@redlands.edu)

*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 (pg. 19 outline for Part II).*

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

A reminder:

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: \_\_\_\_\_  
\_\_\_\_\_

Be specific with each of these areas Habit or Skill, Learning Objective, and Responsibility!  
The Habit or Skill reflects SFTS commitment to a breadth and depth to theological study and practice, that witnesses to God's diverse world.

- Learning Objective – what program/study/experience will you develop to give learners a chance to engage with learning about that Habit or Skill?
- Responsibility – ensure there are measurable and accountable ways to show how the objective has been accomplished.

# 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. The intern will also complete four quarterly theological reflection papers submitted to both internship supervisor and the Dean of 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 and the regular Sunday worship services.

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 a 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.