

Moravian Theological Seminary Supervised Ministry

Instructions for Completing this Form

For Students:

1. Click on each blue field and complete by typing in requested information (the blue box will disappear when you type).
2. Please try to tailor your information to fit the field available. But, if your response is slightly longer than the available space, the font size will automatically adjust to fill the field.
3. When all the information is recorded, attach your electronic signature (see below for setting up your digital signature) and save to your computer with your last name and “SM Learning Covenant.Fall.09” (ex: Jones.Learning Covenant.Fall.09).
4. Send as an attachment to your Supervisor for his/her review, discussion and electronic signature; send also to the Director of Supervised Ministry (gstoudt@moravian.edu).

For Supervisors:

1. Your Student has completed this Learning Covenant as a PDF. After you review the information and discuss it together, attach your electronic signature (see below for setting up your digital signature) and save the changes to your computer with your Student’s last name and “signed.Learning Covenant.Fall.09” (ex: Jones.signed.Learning Covenant.Fall.09).
2. Send the signed document to the Director of Supervised Ministry (gstoudt@moravian.edu).

Instructions for setting up a digital signature:

1. Click on the Digital Signature field
2. Select “I want to sign this document using: A new digital ID I want to create now”
3. Choose PKCS#12 digital ID file
4. Enter your information (name, organization, email and country)
5. Choose a password and confirm
6. Sign document by entering your password and clicking “Sign”

THE SUPERVISED MINISTRY COVENANT

STUDENT _____ SUPERVISOR _____

CHURCH _____ SM DATES (Sem/Year - Sem/Year) _____ DATE CREATED/REVISED _____

A. Supervisory Sessions

Day _____ Time _____ Hours/week _____ (1-2 hours/week)

B. Sessions with Supervised Ministry Lay Committee

Day of the month _____ Time _____ (1 hour/month minimum)

C. Calendar Information

Specific Weeks the Student will serve [Include beginning and ending dates, times at the church, and times when not available]

D. Financial Arrangements

The Student will be paid \$ _____ per semester, for a total of \$ _____ per year for 10-12 hours/week during semester.

The Student will receive payments on the _____ of each of the following months/weeks _____

Additional remuneration may be given as follows:

\$ _____ per mile for documented transportation costs

\$ _____ per hour for additional ministry responsibilities beyond 12 hours per week

E. Signatures

By signing this Covenant you agree to the commitments therein for the dates given above, or until the Covenant is renegotiated.

Student _____

Supervisor _____

F. Roles and Responsibilities

<i>A. Student's Personal Learning Goals</i>	<i>B. Competency Being Addressed and How</i>	<i>C. Ministry Task to be Undertaken</i>	<i>D. Hrs/wk</i>

G. Ministry Tasks Specifically Excluded