

Supervised Ministry
Supervisor's Addendum
Fall, 2008

Moravian Theological Seminary
Bethlehem, Pennsylvania 18018

Further Qualifications for Approved Supervisors [see page 5, SIP]

- It is recommended that prior training include Clinical Pastoral Education [CPE] or an equivalent supervised learning program.
- It is preferred that Supervisors will have served at least 3 years in full-time pastoral ministry prior to participating in this program.
- Exceptions must be approved by the Director and Advisory Committee

The Supervised Ministry Convocation

All approved Supervisors will meet together as a group six times during the academic year. This SM Convocation, meeting at the Seminary, will be scheduled monthly for the following months: September, October, November, February, March, and April. A mutually satisfactory meeting day will be sought each year. Supervisors are encouraged to attend, whether or not they have students currently under Supervision. Three attendances throughout the year are expected of all approved Supervisors, especially when a Supervisor has a student in Supervision.

The purpose of the Convocation is to introduce and discuss field education issues, to offer professional growth opportunities and resources to Supervisors, and to share professional concerns, insights and methodologies. The programming varies from broad theological and social foundations on the one hand, to particular current problems of Supervision on the other. Major programming emphases will focus on areas relating directly to the nature and practice of Supervision. Program planning is done by the DSM and the Assistant in Supervised Ministry, in consultation with Supervisors, Students, and the Advisory Committee.

The Supervised Ministry Advisory Committee

The purpose of the Advisory Committee is to provide an avenue for the development and oversight of the whole SM program. Final decisions regarding the SM program rest in this Committee. The responsibilities of the Committee are:

- to provide guidance in the ongoing development and operation of the SM program,
- to plan special activities,
- to handle complaints arising within the program. All complaints which cannot be handled appropriately by the DSM may be submitted to the Chairperson for discussion at a regular or special meeting of the Advisory Committee.
- to conduct an annual evaluation of the whole SM program.
- to suggest revisions of and additions to the program as seems desirable.

The Committee consists of the following:

- the DSM,
- the Chairperson of the Pastoral Theology Development,
- the Assistant in SM,
- 1 Supervisor,
- 1 Student,
- 1 SM Lay Committee person.

The chairperson for the Advisory Committee is the Assistant in Supervised Ministry. The Advisory Committee meets normally 2 times per year, and is available for additional meetings, as needed.

Multiple Students in One Teaching Church

In most instances only one student will be assigned to a Teaching Church and Supervisor. However when deemed appropriate or necessary by the DSM, multiple students may be placed in the same Teaching Church. The decision to have multiple students is a decision of the Teaching Church, the Supervisor, and the DSM. A current student shall be informed of a decision to place another student alongside him/her and be given the opportunity to change placements. When more than one student is serving in a placement the following guidelines shall apply.

1. Each student will have a separate SM Covenant, Lay Committee, and weekly Supervisory Session in order to provide each student with equal learning opportunities. The respective Covenants will be shared with all students in the setting so as to clarify varying roles and responsibilities.
2. It will be the responsibility of the Supervisor and the Lay Committee to communicate to the congregation the different responsibilities of each student.
3. A monthly meeting between the Supervisor and all Students will be held to provide a forum for mutual concerns.
4. The Supervisor and one member of each student's Lay Committee will serve as a mediation team in cases where concerns can not be resolved by the Supervisor and the students involved. (If mediation becomes necessary, the DSM shall be informed.)
5. It is recommended that multiple students in the same placement should not be fulfilling the same course requirements at the same time.

Exceptions to Typical Supervised Ministry Placement

1. Students who are Pastors, or Regular Staff Persons of Churches.

The requirements of SM must be fulfilled by all M.Div. candidates. These Students, however, may require off-site Supervision. This will be arranged in consultation with denominational officials as follows:

- The Supervisor will normally be assigned by appropriate denominational officials rather than by the DSM. It is understood that this Supervisor will normally be an active Pastor of the Student's denomination.
- The Supervisor will be asked to provide Supervision for the Student twice/month, rather than weekly. The Student will be asked to provide tapes of sermons and of worship leadership, as required, to be reviewed during Supervisory sessions.
- The DSM and denominational officials will make certain to visit some services of the church which the Student is leading and will provide reflection and critique to the Student.
- The Supervisor will be invited to attend the SM Orientation. The Supervisor is asked to attend at least one SM Convocation per semester.
- The Student will be expected to form a SM Lay Committee, which may be an already-existing "Pastor-Parish Relations Committee" in her/his congregation(s).
- The Student will meet at least annually for a major review session with the appropriate denominational official and the DSM.
- The dates of the Student's appointment; the allotment of work hours; the scale of remuneration; the Student's title; and the nature of the installation ceremony (if any) will be left entirely to the joint consultation of the Student and her/his denomination.

2. Students Preferring Supervision in Their Home Congregations

Normally, Students will not be allowed to fulfill their SM requirements in their home congregations. Any Student wishing an exception must consult with the DSM. The final decision will rest with the DSM in consultation with the Student's judicatory and the Advisory Committee.

3. Students Who Need to Earn More Than The Standard Remuneration

Students needing additional income to meet expenses are advised to seek those resources beyond his/her primary SM setting. Note that Teaching Churches are limited to offering the standard remuneration. However, a Teaching Church may contract a student beyond the standard SM hours and compensate them accordingly.

4. Circumstances Where The Standard Remuneration Cannot Be Offered

The Seminary endorses and encourages a remuneration policy [see page 6] that would have all student ministers compensated appropriately. In certain placements the standard remuneration cannot be offered because of denominational or congregational limitations. In those circumstances, candid discussion with all parties [DSM, Student, Supervisor, and Judicatory representative] shall precede appointment, and a description of this exception shall be noted in the SM Covenant.

5. Internships

Some Students will choose to interrupt Seminary education in order to respond to opportunities for full-time ministry in settings where they will serve Internships. An Internship may extend for the summer, for one semester, or for a full year. Internship experiences are highly recommended as strong avenues for Christian service and for learning the practice of full-time ministry. In general, however, Internships lie outside of the guidelines for and requirements of the SM program. Occasionally, however, some of the specific requirements can be fulfilled during an Internship. Students should consult with the DSM before beginning Internships in order to determine their relationship to the SM program. If there is a relationship, the DSM will require the Supervisors of Interns to provide written evaluations of the Internships.

6. Complaints and Appeals

Any complaints, appeals, or suggestions regarding the SM program or regarding an individual's situation should be brought to the attention of the DSM. If that channel seems inappropriate, the issues may be submitted directly to the Advisory Committee which will make the final judgment on all matters pertaining to the program.

