Supervisor/Mentor Job Description for Ministry-Related Sites

The Supervisor-Mentor oversees all aspects of a site-based student internship and engages the student in critical, integrative, and formative reflection on the internship experience. In cases where the Supervisor-Mentor is theologically trained, this position includes guided theological reflection with the student. In cases where the Supervisor-Mentor is not theologically trained, a student will be assigned a Theological Mentor to provide ongoing theological reflection. The purpose of the internship is for students to gain firsthand experience in the nature, practice and context of ministry while serving in approved internship sites under the guidance of a qualified Supervisor-Mentor.

The internship is guided by a Learning Covenant that the student creates in collaboration with the Supervisor-Mentor. The internship undergoes a collaborative assessment twice a year, once at the end of the first semester and once at the end of the year. Summer internships have a single assessment at the end of the summer. This collaborative assessment is guided by the Learning Covenant and includes the student’s written self-assessment as well as written observations from the Supervisor-Mentor and/or Theological Mentor, with input from any co-supervisors or internship committees that might be contributing to the internship.

*Note about theological reflection:*

Supervisor-Mentors with theological training equivalent to an M.Div. or more will meet weekly with the student for a time devoted to critical theological reflection on the practice of ministry. Theological reflection is exploring ministry experience in dialogue with the wisdom of the Christian heritage for the purpose of living into an integration of new truth and meaning in one’s emerging (professional) identity. It is an aspect of formation aimed to produce a reflective practitioner of ministry in a variety of settings.

**Responsibilities**

* Welcome and orient the student intern to the internship site and expectations;
* Provide the student intern with meaningful opportunities to gain experience and education at the placement site;
* Coordinate with the student intern in the development of and ongoing reflection on the Learning Covenant;
* During the course of the internship, meet with student intern on a regular weekly basis to review and discuss the intern’s performance, to provide insight about the character of the work at the site, and, where applicable, to guide and engage the intern in critical theological reflection (the latter would be fulfilled by a Theological Mentor, if different from the supervisor).
* In conversation with the student intern, prepare and submit to the Director of Supervised Ministries, a brief written collaborative assessment at the end of each semester addressing: core themes from weekly meetings; the intern’s capacity to reflect theologically on the nature, practice and context of ministry; and any other observations pertaining to the intern’s competencies and readiness for ministry. Summer internships undergo only one assessment at the end of the summer. Guidelines for this process will be provided by the Office of Supervised Ministries.
* Communicate as needed with the Director of Supervised Ministries regarding the student intern’s performance.
* Participate in supervisor orientation

**Benefits**

* Free auditing of YDS courses
* Reduced tuition for YDS Summer Study
* Yale library privileges
* Membership in the Ministry Resource Center
* Faculty rate for Payne Whitney Gym membership
* Regular communication about continuing education opportunities and other special events on campus.
* 10% discount at YDS bookstore

**Required Education and Experience:**

* Minimum three years’ experience in your current or a related profession
* Minimum one year in current position
* Demonstrated experience teaching, supervising, or working with graduate-level students
* No history of professional misconduct
* For Supervisor-Mentors who will provide theological reflection, a graduate degree equivalent to an M.Div. in theological or ministerial studies is also required.

**Core Values of Supervised Ministry**

* + Student-Centered Learning
  + Contextual Education
  + Theological Reflection/Imagination
  + Competency Development
  + Mentorship/Apprenticeship
  + Peer Learning and Support