

# Supervised Ministry Orientation

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January 30, 2018

*Supervised Ministry* at **Yale Divinity School**



# Why supervised ministry?

- Apprenticeship. Contextual or experiential learning is a different way of learning. Some things can't be learned in a classroom as effectively, and classroom learning is given an added dimension.
- Professional identity. To “what we are learning” it adds “who we are becoming” and develops an essential skill for lifelong learning, which is the ability to learn from experience.
- Practical wisdom. It is the primary locus in theological education for integrating one's head, hands, and heart so that you bring your *whole self* to your ministry.

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# Supervised Ministry at YDS

## Four Essential Components

1. 370 hours of ministry practice;
2. A supervisor qualified to oversee and mentor that ministry practice;
3. Weekly theological reflection with a theologically trained mentor on that ministry practice;
4. Regular meetings with a group of peers, also doing internships, in a setting where they can safely explore their ministry and mentoring experiences as spiritual and professional formation (30 hours).

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# What are my options? (handout)

	Part-Time Internship with Practicum	Summer Ministry Intensive with Online Practicum	CPE
<b>Brief Description</b>	Students select from churches, campus ministries, non-profits, schools and other sites that meet the broad description of ministry. Interns do work at the same time as participating in traditional coursework.	A summer intensive program, usually in a nonprofit. Interns locate (with guidance) a community agency or other setting for full-time summer placement. Interns have a 2-day on-campus class in May and a virtual 2-hr weekly practicum.	A formal training program in providing pastoral care in institutional settings, typically hospitals, but also nursing homes, prisons or hospice settings. Usually 10 weeks in summer. "Extended" units are offered part-time while doing traditional coursework.
<b>Geographic Locations</b>	Most sites are in CT. A handful are in NY and MA. Commuting students often select sites close to home.	Students locate sites, which must be approved by OSM. Sites could be anywhere, but student <u>must have</u> capability for reliable weekly online video-conferencing.	Sites approved by ACPE anywhere in the US or Canada.
<b>Assignments</b>	Practicum exercises, case studies.	Minimal reading, weekly online discussions, case studies.	Verbatims; otherwise, depends on the program.
<b>Credit – 15 max of SM</b>	6 elective credits (non Area)	6 elective credits (non Area)	6 transfer credits
<b>Tuition</b>	Included in block tuition.	Summer tuition for 6 hrs; YDS scholarship may apply.	Set by site. In the neighborhood of \$700.
<b>Stipend – one SM and one CPE</b>	\$4000—paid semi-monthly from September through April.	\$4000—paid in three installments in June and July.	Work-study funds of \$4000 are available through the business office. Students must apply through OSM for funding <u>before</u> starting CPE
<b>Types of sites</b>	Parish, campus ministry & college chaplaincy, schools, non-profits, clinical, prison, etc.	Same as part-time sites, but must have active summer programs. Parish sites are unusual.	Clinical sites, hospice, a few others. See acpe.edu
<b>How are sites matched with students?</b>	<b>Method 1.</b> OSM has a pool of sites from which some apply for an intern. Students choose from those (with OSM input) where they want to interview. Sites conduct interviews and offer positions. <b>Method 2.</b> Student identifies desired site, discusses potential with person who would supervise, works with OSM to make arrangements.	Students use their contacts to identify some sites where they would like to intern. OSM can advise and has selected resources. OSM approves a site and works with student to finalize arrangements.	Sites and information are on <a href="http://www.acpe.edu">www.acpe.edu</a> . Students select their own sites, apply, interview—entirely <b>independent of YDS</b> . Director of Supervised Ministries is available for consultation. Stipend is arranged <b>after</b> student is accepted by CPE program.
<b>Hours</b>	400 hours: 30 in Practicum, 370 at site over 2 semesters (roughly 15 hrs/wk)	400 hours: 12 on campus in May, 18 online, 370 at site between June 1 and August 8	Usually 400 total. Some end up being more.
<b>Class time</b>	1.5 hours a week; total of 30 hours; Thursday 4-5:30	12 hrs at YDS in May, then 2 hours for 9 weeks	Depends on the site
<b>Offered</b>	Fall plus Spring	Summer	Summer or academic year
<b>Deadlines</b>	Apply to OSM by <b>March 31</b> . Interviews in April. Decision by May 1.	Apply to OSM by <b>March 1</b> . Arrangements worked out in April.	"Rolling" – accept until full Summer: Sep-Feb Extended: Apr-Aug



# Academic Information

- SM credits are electives and do not count toward Area IV requirements. Up to 15 credits from SM/CPE can be counted toward your degree.
- It is graded Credit/No Credit.
- REL 3990 Negotiating Boundaries is a prerequisite, no exceptions. [April 21, August 25]
- It includes a Practicum. Part-time SM meets on Thursdays from 4:00-5:30.
- Part-time SM must be taken for two consecutive semesters, Fall and Spring.
- Summer SM starts with 2 days at YDS in May.



# Financial Aid

- \$4,000 for first SM, paid as graduate student stipend - every 2 weeks, no taxes withheld.
- Part-time internship - \$2,000 each semester; Summer \$4,000,
- CPE - \$4,000, but as work-study funds (employment taxes are withheld)
- *Students can receive funding for both: CPE and one SM.*

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# Site Selection Process

Standard:

Sites are in DivLink

New Site:

Student requests a new site

Summer:

Student applies for one of the  
summer slots – limit 20



# Standard Process

JANUARY 30 ORIENTATION	
STUDENTS	Attend Supervised Ministry Orientation
JANUARY 30 – MARCH RESEARCH	
STUDENTS	Research potential sites by talking with current students, visiting churches or other sites, meeting with the Director of the Office of Supervised Ministries (OSM), and researching your interests and possible sites on DivLink and the internet.
SUPERVISORS	Update internship “jobs” on DivLink by MARCH 1.
MARCH 1-31 EXPLORE	
STUDENTS	<ul style="list-style-type: none"> <li>• Complete and upload the “Student Application” to DivLink, with your resume.</li> <li>• Explore internships in DivLink and apply to those you are interested in through DivLink by APRIL 1. You should interview with more than one site.</li> <li>• Meet with OSM Director to discuss your site interests sometime before MARCH 31.</li> </ul>
OSM	Forwards their group of student applications to potential site supervisors on APRIL 1.



APRIL 1-23 INTERVIEW	
STUDENTS	<u>Contact</u> your selected sites and arrange interviews. Be mindful that Easter is April 1. Clergy might be on vacation the week after Easter.
SUPERVISORS	Review applications sent to you. Work with students to arrange and conduct interviews.

APRIL 23-May 1 MATCH	
STUDENTS	<ul style="list-style-type: none"> <li>• Determine your preferences for an internship.</li> <li>• After receiving offers, determine whether to accept the position and do so through DivLink. Follow up with personal contact. Respond to <u>every</u> offer promptly.</li> <li>• If you have not accepted a site by APRIL 29, contact the OSM Director to consider additional sites. Selections should be completed by MAY 1.</li> </ul>
SUPERVISORS	Determine your preference and make an offer through DivLink. OSM Director will approve the offer and forward to student. Wait for student response, or contact them after Director has approved your offer and sent it to student.

May 1-31 COVENANT	
STUDENTS	<ul style="list-style-type: none"> <li>• Meet with supervisor to discuss the reading, “What Are the Ingredients of a Healthy Internship?” (on OSM website and in DivLink Documents) and to go over your Learning Covenant.</li> <li>• Complete and submit the Learning Covenant in DivLink by MAY 31.</li> </ul>
SUPERVISORS	<ul style="list-style-type: none"> <li>• Meet with student to discuss the reading, “What Are the Ingredients of a Healthy Internship?” and to go over the Learning Covenant.</li> <li>• Approve the Learning Covenant, which will include the Supervisor’s Agreement, in DivLink by May 31.</li> </ul>



# Alternative Placement Process

## New Site or Summer (limit 20)

1. Communicate with site about potential internship. Involve Director as needed.
2. Secure site's commitment to host you.
3. Complete and upload the "Student Application" to DivLink, with your resume.
4. Complete Learning Covenant, entering "New Site" information, and "SUBMIT." Deadline **MARCH 1**.
5. OSM approves. Summer students announced.
6. Meet with supervisor to discuss the reading, "What Are the Ingredients of a Healthy Internship?" (on OSM website and in DivLink Documents) and to go over your Learning Covenant.
7. Complete and SUBMIT Learning Covenant in DivLink by **MAY 1** for summer and **MAY 31** for new part-time sites.



DivLink

OSM Website

[divinity.yale.edu/academics/office-supervised-ministries](http://divinity.yale.edu/academics/office-supervised-ministries)