

Supervised Ministry Site Application

 **Charlotte Campus** 5141 Sharon Road Charlotte NC 28210

schang@upsem.edu 980.636.1681

**Richmond Campus** 3401 Brook Rd. Richmond VA 23227

dtripodi@upsem.edu 804.278.4220

**Supervisor’s Last Name**:   \_\_\_\_\_ **First Name:**  \_\_\_\_\_\_\_

**Intern’s Last Name**:  \_\_\_\_\_\_\_\_\_    **First Name:**   \_\_\_\_\_\_\_

**Congregation/Agency Site Name:**\_\_\_\_\_\_\_

**Supervisor’s Title**: (e.g., Pastor, Program Director, DCE, Associate Pastor)  \_\_\_\_\_\_\_

**Supervisor’s Email:** (Program information will be sent to this address.)**:** \_\_\_\_\_\_\_

**Street:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City/State/Zip:**  \_\_\_\_\_\_\_

**Phone:**  \_\_\_\_\_\_\_

**Denomination:**    \_\_\_\_\_\_\_

**Please check all internship options you will offer:**

Academic Year Parish/Non-Parish Internship [ ] Fall 3 credit hours [ ]  Spring 3 credit hours

Academic Year Christian Education Internship [ ] Fall 3 credit hours [ ]  Spring 3 credit hours

Summer Intensive Parish/Non-Parish Internship [ ] Richmond Summer 6 credit hours

Summer Intensive Christian Education Internship [ ] Richmond Summer 6 credit hours

Spring II Intensive Parish/Non-Parish Internship [ ] Charlotte Spring II 6 credit hours

Spring II Intensive Christian Education Internship [ ] Charlotte Spring II 6 credit hours

Student-In-Ministry Year (SIM) [ ] SIM 12 months 12 credit hours

Church in the World 3 credit hours [ ] CITW199 Community Engagement

[ ] CITW199 Evangelism [ ] CITW199 Interfaith

**Site Description** (up to 300 words)

(Include a brief understanding of mission, number of staff, and description of the local community).

Click or tap here to enter text.

**Supervisor Information** (up to 400 words)

Include educational background; length of time served in ministry (congregational or agency work), any special interests or training you bring to your work, plans to go on sabbatical, retirement, or other absences that might occur during the internship.

Click or tap here to enter text.

**Description of Proposed Student Involvement** (up to 400 words)

Describe the breadth and depth of ministry available for the intern’s participation. A student is expected to start and end the internship based on the academic term. The student in collaboration with the supervisor will develop learning goals at the beginning of the internship. These learning goals are subject to approval by the instructor. A student cannot serve internships at their home congregation unless they serve on staff.

Click or tap here to enter text.

**Time Requirements**

The student is expected to serve:

* Fall/Spring term (200 hours/12 weeks): a minimum of 11 hours per week on-site
* Charlotte Spring II and Richmond Summer (400 hours/10 weeks): a minimum of 35 hours per week on-site
* Academic year internships begin in September and conclude in April
* Charlotte Spring II internships begin in late April and conclude in late June (10 weeks)
* Richmond summer internships begin in early June and conclude in mid-August (10 weeks)

**Description of the Congregation’s/Site's Commitment to educating church and agency leaders**

(up to 300 words)

Click or tap here to enter text.

**Stipend Information**

UPSem suggests (but does not require) a stipend of $3500 for 400 hours/six credit-hours of internship except the SIM internship. If a stipend is available, please describe it below.

Click or tap here to enter text.

**Other Considerations**

(e.g., transportation, off-site supervisor, student’s denominational requirements, housing)

Click or tap here to enter text.

**Supervisor Orientation**

Each supervisor will complete a supervisor orientation as a prerequisite for supervising and mentoring a student. Orientations are held before the start of the term and are available online or on campus. The supervisor is required to attend an orientation for each internship.

**Supervision**

The supervisor and student will meet weekly for theological reflection, guidance, consultation, and support. These meetings are separate from staff meetings. In this relationship of teaching and learning, both supervisor and student engage in mutual learning and growth.

**Mentoring Team**

The supervisor assists the student in selecting a mentoring team consisting of a minimum of three mentors from the congregation. The supervisor does not serve as part of the mentoring team. The student sets and communicates the agenda for each mentoring team meeting.

**Academics**

Supervised Ministry is a required course at UPSem that receives academic credit. Students are required to attend classes as part of the internship process. The supervisor is required to submit the Learning Covenant, the In-Process-Assessment, and the Final Assessment on behalf of the student as part of the academic process.

**Ethical Standards and Expectations**

It is expected that all the participants in Supervised Ministry courses (student, supervisor, mentoring team, instructor) are committed to the standards of ethics of UPSem, which promote the dignity of all persons. The Code of Ethics includes policies related to professional conduct, plagiarism, sexual misconduct, discrimination, and confidentiality.