

Christian Theological Seminary
TEACHING CONGREGATION APPLICATION
Field Education

Your church is invited to join us as a partner in educating leaders for service in the Church. The involvement of teaching congregations in training pastors and church professionals is a critical element of CTS's mission to "form disciples of Jesus Christ for church and community leadership to serve God's transforming of the world." As you begin the process of applying to become a Teaching Congregation it is important to develop a broad commitment to this program within the lay leadership and the church's staff. We deeply appreciate your consideration and look forward to the possibilities of being in ministry together.

SUPERVISED CONCURRENT FIELD EDUCATION

SCOFÉ is an educational endeavor designed to help students grow in faithful, competent practice of ministerial leadership through a multi-faceted process of learning while serving. Students use their structured supervised internship as the venue and context for developing the perspectives and skills required to become practical theologians, that is, ministers who continuously ask themselves and their congregations, "What ministry is appropriate in this context?" Appropriate ministerial practice emerges from the interface of several factors: The giftedness, faith, and spiritual sensitivity of the persons engaged in a particular ministry situation; understanding of the wisdom of God through scripture, theology, the history of God's people, and other disciplines of learning; and keen awareness of the context. **SCOFÉ** seeks to introduce students to a lifetime of reflective ministry practice.

Masters in Educational and Arts Ministry students are required to complete one year of supervised ministry experience for credit. Decisions regarding timing for enrolling in **SCOFÉ (M-516, M-517)** and selection of the approved teaching site are made through collaboration between student, field education staff, and the advisor of their degree program.

Master of Divinity students are required to complete two years of supervised ministry experience for credit, and are expected to begin their first year of **SCOFÉ (M-516, M-517)** between the completion of 18 and 45 credit hours. The first year is taken in an approved teaching congregation. Students are strongly encouraged to seek advanced placement (**M-616, M-617**) in sites that emphasize the type of ministry that matches their long-term call. For example, a student interested in campus ministry should seek a placement in a congregation that has a significant ministry with college students. Students may also request placement in a non-congregational setting by submitting a written proposal to the field education staff. The field education staff will determine the suitability of the site for the educational objectives of **SCOFÉ**. Students who have completed field education requirements for graduation may continue in a supervised ministerial experience for additional credit or as an audit.

Teaching sites. **SCOFÉ** ministry internships for Master of Divinity students usually begin with the fall semester of the second year. Students must have their placement approved no later than July 1. Thus, during the spring of the first year's full-time studies, students work with the field education staff to secure a ministry placement. (Meetings to introduce students to field education are held each year at the beginning of the spring semester.)

One of the primary goals of the SCOFÉ program is to facilitate the development of the student's professional identity. Certain situations and/or circumstances are not conducive to this aim and therefore *will not be approved* in the SCOFÉ program.

- A site will not be approved in which the student seeking placement has been a member/attender for more than three years.
- A site will not be approved in which a family member (spouse, parent or in-law, sibling, etc.) of the student has a professional leadership position. Family members of professional staff and of the student are not to serve on the Ministry Support Committee.
- The student is not to be engaged in a dating relationship with any person within that site during the period of his/her SCOFÉ tenure there.
- Background checks are required for all SCOFÉ participants including students, SCOFÉ Supervisors, staff and Site Supervisors/Mentors. The form is enclosed and CTS assumes responsibility for this process.

Placement in a teaching congregation involves recognizing the student as a professional staff person in that congregation, developing a clear job description with specific responsibilities, and providing a stipend for the student's work. In those unusual cases where a stipend cannot be given, the student must still be recognized as professional staff and held accountable for his or her work in the congregation. Reimbursement of professional expenses incurred while performing ministry is strongly encouraged. Students work between 12 and 15 hours per week.

All *SCOFÉ* students other than solo pastors are required to have a **Site Supervisor** with whom they meet for regular supervision. Student solo pastors are required to identify a mentor for regular consultation. In addition, all teaching sites are required to establish a **Ministry Support Committee (MSC)** composed of 4 -7 adults who are not professional staff. The MSC meets monthly with the student to provide support, perspective, and feedback. This committee helps students evaluate progress toward learning objectives through regular feedback and by completing two required written evaluations during the year. The Site Supervisor also provides two written evaluations during the year. Site supervisors and MSC members are required to complete training offered by CTS.

Campus component. Students enrolled in *SCOFÉ* participate in a weekly ***SCOFÉ* group** on campus. Carefully selected and trained pastors serve as supervisors for the *SCOFÉ* groups. Each student writes at least three "Issue in Ministry" reports per semester, dealing with specific issues they are facing in ministry. In the weekly *SCOFÉ* meetings, students and supervisors examine ministry issue reports in order to:

- identify and consider theological assumptions that have informed actions taken;
- assess personal calling and spiritual formation;
- recognize the presenter's interests and strengths;
- consider areas for desired growth;
- determine appropriate strategies and actions indicated as next steps.

The **learning covenant** is a central component in the *SCOFÉ* process. At the beginning of the *SCOFÉ* year each student develops a learning covenant in consultation with the *SCOFÉ* Supervisor, the *SCOFÉ* group, the Site Supervisor, and the Ministry Support Committee. The covenant articulates the major learning objectives that the student intends to address in *SCOFÉ*. It becomes the basis for supervised reflection and evaluation.

All **M.Div.** and **M.A.S.M.** students are required to complete the class, **Faithful Leadership for the Church in Changing Times**, also known as **Introduction to Christian Ministry (M-514, M-515)**, concurrently with *SCOFÉ* (**M-516, M-517**). This year-long course guides students in developing a practical theology for discernment and decision-making in ministerial leadership. It provides resources for increased self-understanding as well as analysis of the ministerial context and skills for ministerial leadership.

FOR OFFICE USE ONLY Date received _____ Date approved _____

APPLICATION FOR PARTNERSHIP
 IN
 THEOLOGICAL EDUCATION AS A TEACHING CONGREGATION
 CHRISTIAN THEOLOGICAL SEMINARY

INSTRUCTIONS: Please type or legibly print. Upon receipt of this completed application, signed covenant and a job description, the site will be assessed as to suitability for the learning of ministry. The site must be approved by the Office of Field Education before the opening will be available for student consideration.

Return all materials to:
 Office of Field Education • Christian Theological Seminary • 1000 West 42nd Street • Indianapolis, IN 46208
THIS FORM CAN BE FOUND ON THE CTS WEBSITE AT:
www.cts.edu/SCOFE/

Title of student position: _____
 Name of Congregation: _____
 Date position is available: _____ Web Address: _____
 Denomination: _____ Phone: () _____
 E-mail Address: _____
 Address: _____

Directions from CTS to church: _____

Site Supervisor: _____ Phone: () _____
 E-mail Address: _____
 Site Supervisor's Position: _____
 How long in current position? _____

Site Supervisor's Previous Ministry experience:

Date	Position	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____

Site Supervisor's ministerial education:

Diploma or Degree Earned	School	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____

Site Supervisor's experience in supervising and/or training for supervising:

The information you provide helps us get to know you better as a potential Teaching Congregation.
 You may attach answers if you need more space.
 Remember, this is a generic form. Everything may not apply to your situation.

MEMBERSHIP

1. Active Members: _____ ; Female, _____ % Male, _____ %
 2. Age of Active Members (indicate approximate percentage)
 Under 20 _____ % ; 20-35 _____ % ; 36-55 _____ % ; 56-70 _____ % ; 71+ _____ %
 3. Current Average Attendance:
 Worship: _____ ; Sunday School: _____ children ; _____ adults
 4. Average Worship Attendance 3 years ago: _____
 5. Occupations of Members (indicate approximate %)
- | | |
|--------------------------------|---------------------------|
| _____ % Self Employed | _____ % Clerical |
| _____ % Executive/Professional | _____ % Business |
| _____ % Farming/Agriculture | _____ % Migrant/Transient |
| _____ % Homemaker | _____ % Laborer |
| _____ % College Students | _____ % Retired |
| _____ % Unemployed | _____ % Other |

STAFF and FINANCES

1. List presently employed staff as "F" for full-time and "P" for part-time:

_____ Pastor	_____ Financial Secretary	_____ Youth Minister
_____ Associate/Assistant Minister	_____ Minister of Music	_____ Custodian(s)
_____ Minister of Christian Ed.	_____ Secretary(s)	_____ Other
_____	_____	
2. Total Church Budget \$ _____ ; Local Expenses: \$ _____ ; Outreach: \$ _____
3. Budget for Student Minister:

September through May: \$ _____ (total)
June through August: \$ _____ (total)
4. This is equivalent to: \$ _____ /hour, or, \$ _____ /week for _____ /hrs./week
5. Benefit Package includes:

<input type="checkbox"/> Permanent housing	<input type="checkbox"/> Weekend housing	<input type="checkbox"/> Utilities
<input type="checkbox"/> Mileage	<input type="checkbox"/> Pension	<input type="checkbox"/> Health Insurance
<input type="checkbox"/> Vacation	<input type="checkbox"/> Sick/Personal Days	<input type="checkbox"/> Continuing Education/Books
<input type="checkbox"/> Other _____		

COMMUNITY

1. Location: Inner City Open Country/Rural Small town
 Urban/City Large Town
 Suburban Residential/Neighborhood

2. Population: Approximate total _____
 Growing Static Declining Marked fluctuation

3. Briefly describe the type of community served by the church _____

SEARCH COMMITTEE / MINISTRY SUPPORT COMMITTEE

We ask that the Search Committee that interviews the student also commit to being the Ministry Support Committee for the duration of the internship of the student. The committee is to be 4-7 adult members of the church, no youth, no professional staff or their relatives.

*Chairperson _____
*E-mail Address _____ and/or *Phone _____
*Address _____

_____ City _____ State _____ Zip _____

Committee Members:

1. _____ 2. _____
3. _____ 4. (optional) _____
5. (optional) _____ 6. (optional) _____

*** This person must be named for application to be considered**

CONGREGATIONAL LIFE

1. List several ways that persons are involved in ministry.

2. What is your congregation enthusiastic about? Where is the energy focused? _____

3. What are the strengths and weaknesses of your congregation's organizational structure?

4. How would you describe the character of your congregation's worship? _____

5. In addition to worship, list ways people become a part of the fellowship, share life and grow in faith and service. _____

6. In what ways does your congregation minister with the poor, with those who have the least advantages, with those who suffer, with those who are oppressed? _____

7. What difference are you trying to make in the neighborhood surrounding your church building?

8. What is your congregation's way of addressing conflict?

COVENANT OF PARTNERSHIP

**A TEACHING CONGREGATION AND
CHRISTIAN THEOLOGICAL SEMINARY**

CONTRIBUTIONS OF THE TEACHING CONGREGATION

- A) The congregation will approve annually, a state of intention to provide opportunities for a seminary student to practice ministry within the congregation under supervision.
- B) The congregation will employ the student an average of 12-15 hours per week (including preparation time), from at least the beginning of the fall semester through the end of the spring semester, which is typically September through early May, will pay \$12-15 per hour, and will develop a job description with clearly defined expectations. An employment contract will be completed by July 1.
- C) The student will be introduced to the congregation as part of the professional ministerial staff. The congregation will provide for supervision of student ministry in a weekly one-on-one session with a qualified site supervisor. The Site Supervisor will receive training from CTS. The site supervisor will provide an evaluative report of the student's progress to CTS each semester.
- D) The congregation will establish a search committee of 4-7 persons to interview student candidates and extend an offer. After the student is employed, a Ministry Support Committee of 4-7 members will be formed to meet monthly with the student. It is beneficial if at least one of the members of the search committee also serves on the MSC. The MSC will provide an evaluative report of the student's progress to CTS each semester.
- E) The congregation will provide office space for the student, including telephone and other equipment necessary for the practice of student ministry.
- F) In consultation with the field education staff, the congregation will participate in assessing the level of ministry competence the student attains during the student's tenure with the congregation.
- G) On occasion, the congregation may be asked to sponsor the student as a candidate for ordination by the student's denominational body. This should be discussed and/or negotiated in the initial conversations. Congregations may also be asked for a reference for students who have served with them.

CONTRIBUTIONS OF CHRISTIAN THEOLOGICAL SEMINARY

- A) The CTS office of field education will administer the process of connecting the student with the congregation, providing information and assistance during the entire process. Copies of your application will be available for students' perusal. At student's request, a copy of their profile, resume and ministry statement will be forwarded to specific congregations.

B) CTS will provide training for the Site Supervisor and Ministry Support Committee that will assist in providing the best possible environment and opportunities for a beneficial learning experience for both the student and the congregation.

C) As a part of the SCOFE program during the academic year, CTS will provide for the student ninety (90) minutes per week of “educative supervision” with a supervised SCOFE Supervisor and a student peer group. The SCOFE Supervisor will serve as a consultant to the congregation and to the student and will make a site visit.

D) The field education staff will provide consultation concerning any aspect of student learning or any problems with student work that may arise during the course of the student’s practice of ministry with the teaching congregation.

E) Congregations will have borrowing privileges from the CTS library and the Congregational Resource Center as well as a standing invitation to all special lectures and programs.

F) Site supervisors are eligible to audit one CTS course per year at no cost.

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Indianapolis IN 46208

Phone: (317) 931-2330

Internet: www.cts.edu

Field Education Staff

Bill Kincaid, Director of Field Education

Richard Moman, Associate Director of Field Education

Mary Brooks, Administrative Secretary, Field Education

FAIR CREDIT REPORTING ACT DISCLOSURE SELECTION.COM EMPLOYMENT INQUIRY RELEASE

In conjunction with my application for employment, continued employment, SCOFÉ, Practicum or Residency Program, I understand that a company will be hired (currently Selection.com) to obtain Investigative Consumer Reports (hereinafter called “Reports”) about me as defined in the Fair Credit Reporting Act (FCRA). These “Reports may include information concerning my character, academic background and credentials. You also may seek information concerning my employment history, workers’ compensation history, motor vehicle record, educational background, civil litigation history and/or criminal record.

I understand that you may rely on any or all of the above referenced information in determining whether to hire, admit me or continue me as an employee of CTS. If you contemplate making an adverse decision that will affect me based, in whole or in part, upon a “Report” obtained from Selection.com, I will be provided with a copy of the “Report” and a written summary of my Rights under the FCRA before you finalize that decision.

I have read the above disclosure and I hereby authorize you, Selection.com or its authorized agents to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information service organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. This authorization shall remain on file and shall serve as an ongoing authorization for you to obtain “Reports” about me from Selection.com at any time during my employment or enrollment at CTS. A photocopy or facsimile of this authorization shall be as valid as the original. I agree that any and all disputes arising from this “Report” shall be brought only in state or federal court in the State of Indiana and shall be governed by, and construed in accordance with, the laws of the State of Indiana.

AUTHORIZATION

I understand that CTS may not obtain investigative consumer reports about me unless I authorize CTS to do so.

I understand that authorizing CTS to obtain reports about me is a condition of my continued employment or matriculation in a degree program.

Instructions: Check one box below

- I authorize CTS to obtain investigative reports about me.
- I *do not* authorize CTS to obtain investigative reports about me.

Print Name _____ Date _____

Print Church Name _____

Signature _____

THIS FORM IS FOR PERMANENT RETENTION IN EMPLOYEE/STUDENT FILE

Return Form to Human Resources (Kate Bell) in the President’s Office
Christian Theological Seminary 317-931-2303

PLEASE RETURN THIS SIGNED COPY WITH
APPLICATION

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