



**Westminster
Seminary California**

Pastoral Supervisor's Manual

FIELD EDUCATION PROGRAM

PROGRAM SUMMARY

Westminster Seminary California's Field Education program is designed to integrate on-campus studies with part-time ministry in local churches. Field education “incarnates” and concretizes theological truth in the church’s communal life and in practical service. For that purpose, field education involves supervised hands-on ministry experience and opportunities for evaluation and reflection with pastoral mentors, giving students opportunities to develop the Christ-like character, spiritual gifts, and skills necessary for effective ministry.

- ✦ **The Westminster Seminary California (WSC) Field Education (FE) program, FE691 Pastoral Internship, requires 700 hours of participation or observation in ten areas of ministry.**
- ✦ **FE691 requirements may be completed through service in a single congregation or a combination of internships in several churches.**
- ✦ **The program begins with a Field Education Agreement that gives the student-intern and his pastoral supervisor opportunity to discuss and agree upon mutual expectations for the internship. The FE Agreement is then signed by the intern and the supervisor and submitted to WSC’s Director of Field Education (DFE).**
- ✦ **Regular evaluations are completed by the intern, reviewed by the supervisor, and submitted to the DFE.**
- ✦ **Upon the completion of an internship, the pastoral supervisor completes a final evaluation, reviews it with the intern, and submits it to the DFE.**
- ✦ **Upon successful completion of all FE691 requirements, the DFE reviews the entire file and assigns a grade of “credit” or “no credit.” Successful completion is required to receive the Master of Divinity degree.**

Table of Contents

Thank You!	Pages 3—4
Field Education Philosophy and Program Design	Pages 5—15
I. The “What” of Field Education: Ministry Areas	Pages 5—6
II. Guidelines for Pastoral Supervisors	Pages 7—8
III. The “How” of Field Education: Alternative Formats	Pages 9—15
A. Ongoing, Part-Time Internships	Pages 10—12
B. Summer Internships	Pages 12—13
C. Completing and Filing Field Education Forms	Pages 14—15
Appendix: Guidelines and Forms	Pages 16—38
Field Education Checklist	Page 17
Frequently Asked Questions	Pages 18—20
Description of the Forms	Page 21

THANK YOU!

Dear Pastor,

We who serve the Lord and his Church at Westminster Seminary California are so grateful to have you as a co-laborer in the task of preparing shepherds of Christ's flock! Thank you for your willingness to invest time, attention, and effort to mentor a brother who senses God's call to pastoral ministry. Thank you for walking with a pastoral intern through the nitty-gritty of life as a servant-leader in the Church.

You have a vital role in the Lord's preparation of servants to minister his Word and to care for his church. Many important character qualifications and skills for the ministry of God's Word cannot be developed meaningfully in a classroom situation. A seminary curriculum can assist, but cannot guarantee, students' development of qualities such as compassion, humility, patience, courage, and selfless love. Nor can attending classes, reading books, writing papers, and taking examinations enable future pastors to develop the full range of ministerial abilities to preach and teach, to exhort and encourage, to counsel and lead, to pray with and for others. For the development of both the character and the competencies to shepherd God's flock, there is no substitute for living and serving in Christ's Church. Furthermore, the Church, not the seminary, has the ultimate responsibility to test, try, and recognize a man's spiritual maturity and gifts for pastoral ministry.

This Pastoral Supervisor's Manual will introduce you to the types of ministry that pastoral interns need to experience and observe (**The "What" of Field Education**). It explains your role in mentoring your intern and evaluating his growth in ministry skills and in Christ-like character (**Guidelines for Supervisors**). It describes different internship models and timeframes (**The "How of Field Education"**): fulltime internship of limited duration (typically, over a summer) and part-time internship that may extend over several years, running concurrently with the intern's seminary coursework. The Manual also includes answers to **Frequently Asked Questions** and samples of the **Agreement and Evaluation Forms** that facilitate the processes of recording, evaluating, and reporting the intern's experience and performance in ministry. (These are also available online.)

I look forward to working with you, and I am always available for consultation at fielddeduction@wscal.edu or jbarrie@wscal.edu, or (760) 480-8474, ext. 119.

In Christ's service,

The Rev. Jason W. Barrie, D.Min.
Director of Field Education

I. THE “WHAT” OF FIELD EDUCATION

(Ministry Areas that Interns Need to Experience)

The pastoral intern is to observe and/or participate in ten areas of pastoral ministry, with supervision and evaluation by the pastoral supervisor and others in the church. Interns must accumulate at least 700 hours of service, in one or more local congregations. A congregation may supplement this program, but the intern’s experiences must include at least the following:

- 1. PREACHING:** The intern will preach in a congregational setting¹ at least six times, receiving at least six Intern Preaching Evaluations (Form #4). Three evaluations should be from the pastoral supervisor or another pastor/elder, and three from any congregation member.
- 2. LEADING IN WORSHIP:** The intern will lead worship one time. The intern will get understanding of and practice in the congregation's worship of God by leading the congregation through the entire order of worship (prayer, reading of scripture, singing of hymns, etc.). The Preaching Evaluation (Form #4) includes a section for evaluating how the intern conducted aspects of the worship service other than preaching.
- 3. ADMINISTRATION:** The intern will attend and observe at least four meetings of the session of elders, church council/consistory, governing board, or pastoral leadership staff. If possible, the intern will be given assignments to carry out. The goal is to enable the intern to experience how the church operates, to observe leaders’ group decision-making, and to gain experience in the congregation’s and denomination's governmental procedures. The pastor and intern should discuss the intern’s observations; and the supervisor’s section (pages 8—9) of the Intern-Supervisor Evaluation (Form #2) includes the supervisor’s evaluation of the intern’s faithfulness in carrying out assigned tasks.
- 4. CHRISTIAN EDUCATION:** The intern will participate in the church’s Christian education ministry in such as as: (a) teaching/leading a Bible study group, Sunday school class, or small group, of any age level; (b) planning/designing a curriculum; and/or (c) recruiting, training, and supervising other teachers. The intern will thus learn the congregation’s purpose in Christian education and become acquainted with curriculum resources. The intern’s teaching should be supervised and evaluated by the pastoral supervisor, another elder, or an experienced lay teacher, who can offer in-person feedback regarding strengths, weaknesses, and ways to improve.
- 5. VISITATION:** The intern will make six visits, preferably with a pastor or elder. These may include pastoral visits in members’ homes; hospital visitation; nursing home ministry; prison

¹ Some churches cannot provide six opportunities for an intern to preach to the full congregation in a worship service. When necessary, preaching in devotional services at retirement communities or to subgroups within the congregation (English Ministry youth or young adult worship services, etc.) are acceptable to fulfill this requirement.

ministry; personal ministry to the bereaved; or, where appropriate, appointments for spiritual care at a coffee house or restaurant. In congregations that have a variety of kinds of visitation, it is best to expose the intern to different kinds/purposes of visitation.

6. **EVANGELISM:** The intern will participate in the congregation's evangelism program, and/or will initiate conversations that provide at least four opportunities to present the gospel to an unbeliever. Although the pastoral supervisor may not observe these opportunities to share the good news with non-Christians, the intern and supervisor should discuss them in their regular meetings.
7. **DIACONAL MINISTRY:** The intern will attend at least one meeting of the church's deacons, observing the wisdom and compassion that the congregation's mercy ministries require. If deacons do not meet regularly, the intern should participate directly in some other form of mercy ministry.
8. **DISCIPLING:** The intern will disciple one person in his Christian life. This area envisions ongoing relationship of spiritual mentoring, support, and accountability that helps another Christian grow in faith and knowledge. (Although there is no minimum timeframe, "discipling" is an extended process that differs from a one-time "visit.") Although the pastoral supervisor may not observe directly this opportunity to nurture a fellow-believer in Christ, the intern and supervisor should discuss the intern's discipling experience in their regular meetings.
9. **COUNSELING:** The intern will observe the pastor in a counseling situation at least once. This can be in a formal or informal setting.
10. **CROSS-CULTURAL MINISTRY:** The intern will minister in some cross-cultural setting, a context different from his own ethnic or socio-economic situation. The supervisor or other mature members of the congregation should discuss with the intern his experience of interacting flexibly, humbly, and graciously with people of other cultures.

Further examples of participation and/or observation that fulfill these categories are described under each ministry on the Field Education Agreement (Form #1).

Interns are sometimes employed by churches for specialized ministries, such as ministries to children or youth. Such positions typically fulfill parts of the field education requirement, but not all ten ministry areas. Therefore, specialized and focused ministry positions, as valuable as they may be, typically will not in themselves fulfill the broad requirements of the WSC field education program.

II. GUIDELINES FOR PASTORAL SUPERVISORS

Please use these suggestions as guides to help you plan for significant training experiences for the intern under your care.

- ✧ You are the intern's mentor, model, and coach for the time he is under your supervision. Consider yourself as contributing to the training of the seminarian for pastoral ministry.
- ✧ Your intern will learn not only from watching how you carry out ministry tasks, but also from observing how you relate to your family, to other leaders, to church members, and to the intern himself.
- ✧ As his shepherd, both encourage and challenge the intern, admonishing him faithfully and compassionately and providing correction (where needed) with gentleness as well as clarity. Your aim is to promote his spiritual maturity both in your words and your personal interaction with him, as well as to train him with a view toward enhancing his ministerial gifts and skills.
- ✧ Meet with your intern at the beginning of the internship to discuss what will be expected of him and the oversight and mentoring he will receive. As an outcome of this conversation, the intern will complete the Field Education Agreement (Form #1), sign it, and give it to you to review and sign. The intern will then file a copy of the Agreement with the director of field education.
- ✧ Familiarize your intern with your congregation's organization and program, and outline his assigned responsibilities. Describe the areas of his freedom and creativity, and where he may obtain counsel and support.
- ✧ Help the intern to set reasonable goals for himself, to plan skillfully. Help him arrange a schedule for his time.
- ✧ Meet with your intern on a regular basis to monitor his planning and progress, to provide pastoral care and encouragement, to share your perspectives on the goals of ministry and the issues and challenges of church life, to offer guidance on ministry situations and issues he has encountered, and to help him evaluate his own gifts and spiritual life.
- ✧ Give him exposure to all the age levels in the congregation.
- ✧ Provide him the opportunity to observe Christian family life in the congregation by having him and his family in your home and the homes of other leaders and members.

- ✧ Help your intern develop an appropriate confidence in the gifts and graces that God’s Spirit has given him. Allow him to think for himself and ask his opinion on problems that arise.
- ✧ Although your intern has much to learn, view and treat him as a junior “partner” in pastoral ministry. Thrust responsibility on him gradually, but build his acceptance of responsibility.
- ✧ Hold him accountable for his responsibilities. When the intern is given assignments to work independently of your immediate supervision, require some form of accountability, perhaps a written report or a conference. When appropriate, engage others in the congregation in mentoring the intern and monitoring his ministry activities.
- ✧ Help your intern think through the context of his ministry. Discuss with him the ways in which the demographics, geography and culture of the congregation and community affect the shape of faithful ministry in this particular congregation.
- ✧ Give him a taste of all the work you do as a pastor, including pastoral counseling, as well as different types of pastoral calls such as hospital, shut-ins, new visitors, church families and evangelistic interactions with non-Christians.
- ✧ Invite him to observe board and committee meetings. Guide him afterwards in processing what he has observed. If possible, assign some official responsibilities to your intern and evaluate his faithfulness and competence in fulfilling those tasks.
- ✧ When he preaches and participates in leading worship services, provide your own evaluation and suggestions in person afterwards. Arrange for members of the congregation to evaluate his sermons as well. (He is required to submit at least six sermon evaluations, three from you and three from other congregation members.)
- ✧ Be sensitive to his individual needs. Show him, in the way you shepherd him, the type of pastoral care, speaking truth in love, that you hope for him to extend to others. Help him to determine the context in which his gifts can be used well in the kingdom.
- ✧ Cooperate with him in meeting the field education requirements of the seminary. The intern is required to submit all relevant documents and evaluations. The intent of these evaluations will help to track the progress of the intern for himself, the congregation, the seminary and the presbytery, classis, or other ordaining body.
- ✧ Feel free to confer at any time with the seminary’s director of field education to seek clarification or counsel and to express questions or concerns. Contact may be by email: fieldeducation@wscal.edu; or by phoning Dr. Jason Barrie at 760-480-8474 (extension 119).

III. THE “HOW” OF FIELD EDUCATION (Alternative Internship Formats)

The requirement of 700 hours of supervised and evaluated field education experience can be fulfilled in a variety of ways: ongoing, part-time internship; fulltime summer internship; or a combination of internship formats.

The field education program has sufficient flexibility to meet the needs of the intern and the congregation or congregations he serves. In general, WSC encourages two kinds of internship experience:

- a) *Ongoing, part-time ministry responsibilities* in the life of a local congregation. Such internships can be over extended time periods (several years) and run concurrently with the intern’s on-campus studies during the academic year.
- b) *A summer internship involving up to three months of full-time ministry experience* under a mentor-pastor. This format typically involves the intern in the wider range of the pastorate’s daily activities and responsibilities. The intern may fulfill a summer internship program as early as the summer following his first academic year of M.Div. studies.

Interns often fulfill the 700 hours and ten ministry areas required in FE691 Pastoral Internship through **a combination** of these internship formats, such as:

- Ongoing, part-time internship during the academic year in a nearby congregation, along with a full-time summer internship, either in the same congregation or in a different church.
- Two summer internships in different congregations, or in the same congregation.

Financial Arrangements: Due to differences in cost-of-living across various regions, in congregations’ size and resources, and in interns’ needs, Westminster Seminary California does not recommend a specific amount of financial compensation for pastoral interns. However, WSC *strongly encourages* churches to *remunerate interns as adequately as possible*, using these guidelines when possible:

- The congregation should reimburse the intern for all or a portion of his field education fee. (The field education fee can be found in the academic catalogue, in financial information section of the appendices.) This fee is charged to the student/intern only once in his M.Div. program, so a congregation in which an intern fulfills only part of his pastoral internship (for example, in one summer internship) may “pro-rate” the amount it provides for the FE fee.

- In addition, the seminary encourages the congregation to compensate the intern equitably for services rendered.
- Compensation of interns is especially important for *full-time summer internships* that preclude other gainful employment over the months when seminary courses are not in session.
- For *summer internships at a distance* from WSC’s campus in Escondido, churches are strongly encouraged to provide—in addition to equitable compensation—resources for temporary housing and ground transportation during the internship, and reimbursement for two-way travel expenses between WSC and the church’s location.

A. ONGOING, PART-TIME INTERNSHIPS

Ongoing, part-time internships in churches located within commuting distance of the seminary campus give interns the opportunity to get to know and be known by their pastoral supervisors and the members of the congregation over an extended period of time. Interns experience the rhythms of the church’s life throughout the seasons of the year. Their ministry experience in the church enriches the seminary studies that they are pursuing concurrently with the internship, and vice versa.

IN THE BEGINNING

Position description and search: Churches seeking part-time, year-round interns should submit a position description to the director of field education (fieldeducation@wscal.edu). The DFE will publicize the opening to the seminary intern body. The position description should include:

- a profile of the congregation and its denomination;
- expectations such as denominational affiliation, licensure, etc.;
- anticipated responsibilities of the pastoral intern;
- provisions for pastoral supervision and evaluation;
- compensation (if any); and
- contact information for the supervisor. Potential interns will be encouraged to contact the church/supervisor directly to explore the “fit” between intern and congregation.

Field Education Agreement: A Field Education Agreement is drawn up and signed by the pastoral supervisor and the intern, and then filed with the Director of Field Education. The completion of this form at the outset of an internship gives the intern and his pastoral supervisor opportunity to discuss and clarify expectations on both sides as they begin to minister together. This agreement should be as specific as possible, with measurable goals and procedures. At the same time, as the internship unfolds some specifics of the Agreement will often undergo change.

THROUGHOUT THE YEAR(S)

Pastoral supervisors and their interns should meet on a regular basis throughout the internship for mentoring, advice on ministry issues that arise, and interactive evaluation of the intern's growth in maturity in Christ and development of abilities to minister God's Word and care for people. Although the seminary requests submission of an Intern-Supervisor Evaluation only once a year, regular interaction is crucial, both for the intern's guidance and for the supervisor's observation of the intern's growth.

ONCE A YEAR

M.Div. students are required to submit Field Education *Intern-Supervisor Evaluation* forms **at least once annually**, by **September 30**. Each form should record all internship hours and ministry activities completed over the previous academic year and summer (September through August), and should include the intern's self-evaluation and the supervisor's comment on the intern's ministry, character, and self-evaluation over the last year.

The majority of the *Intern-Supervisor's Evaluation* concerns the intern's report of his ministry activities, analysis of the congregation and its community context, and self-evaluation. On the last two pages the Supervisor certifies the intern's completion of the activities reported and evaluates the intern's character as a follower of Christ and competencies for ministry to the church.

This annual deadline (**September 30**) serves several purposes:

- The intern and his pastoral supervisor have opportunity to review the intern's progress on a regular basis, when memories are fresh.
- Successive Intern-Supervisor Evaluations can track the intern's growth in maturity and ministry skills.
- The DFE can monitor the intern's progress toward completion of Field Education requirements, to ensure that this M.Div. requirement is completed timely.

PREACHING EVALUATIONS

Intern Preaching Evaluation forms may be submitted to the DFE at any time. They are most effective when they are **completed soon after the intern has preached, and submitted promptly**. At least, Preaching Evaluations received over the previous academic year should be submitted to the DFE by the September 30 deadline for the Intern-Supervisor Evaluation. Preaching Evaluations may be submitted to the DFE, either by the *evaluator* or by the *intern*, either via *email* (fieldeducation@wscal.edu) or by *regular mail* (Field Education, Westminster Seminary California, 1725 Bear Valley Pkwy., Escondido, CA 92027).

IN CONCLUSION

The Supervisor's Final Evaluation should be submitted only at the conclusion of an internship. The focus of this Final Evaluation is on the pastoral supervisor's summative assessment of the intern's character and competencies for aspects of pastoral ministry. We recommend that the completion of this form be the occasion for a thorough conversation between the supervisor and the intern regarding the intern's spiritual fitness and gifting for pastoral ministry.

IN THE SENIOR YEAR

Pastoral supervisors of interns engaged in ongoing, part-time internships are asked to ***remind their interns of the deadlines*** for submitting of ***all*** field education materials in the final year of their M.Div. studies:

- **Desirable:** By ***JANUARY 31*** of the academic year in which the intern expects to graduate, he submits all Agreements, Intern-Supervisor Evaluations, Supervisor’s Final Evaluation(s), and Preaching Evaluations.
- **Mandatory:** By ***APRIL 30*** of the academic year in which the intern expects to graduate, he ***must*** submit all Agreements, Intern-Supervisor Evaluations, Supervisor’s Final Evaluation(s), and Preaching Evaluations.

B. SUMMER INTERNSHIPS

A summer internship enables an intern to experience the demands of *fulltime* pastoral ministry for a brief period (2 to 3 months), often in a congregational context other than the church in which he ordinarily worships. Summer internships also enable congregations at a distance from the seminary campus to participate in the nurture of candidates for pastoral ministry.

IN THE BEGINNING

Position description and search: Churches seeking summer interns should submit a position description to the director of field education, who will publicize the opening to the M.Div. student body. The position description should include:

- a profile of the congregation and its denomination;
- expectations such as denominational affiliation, licensure;
- anticipated responsibilities of the pastoral intern;
- provisions for pastoral supervision and evaluation; compensation; and
- the supervisor’s contact information. Potential interns will be encouraged to contact the church/supervisor directly to explore the “fit” between intern and congregation.

Field Education Agreement: A Field Education Agreement is drawn up and signed by the pastoral supervisor and the intern at the beginning of the summer, and then filed with the Director of Field Education. The completion of this form at the outset of an internship gives the intern and his pastoral supervisor opportunity to discuss and clarify expectations on both sides as they begin to minister together. This agreement should be as specific as possible, with measurable goals and procedures. At the same time, as the internship unfolds some specifics of the Agreement will often undergo change.

THROUGHOUT THE SUMMER

Pastoral supervisors and their interns should meet on a regular basis throughout the summer for mentoring, advice on ministry issues that arise, and interactive evaluation of the intern's growth in maturity in Christ and development of abilities to minister God's Word and care for people. Although the seminary requests submission of an Intern-Supervisor Evaluation only at the conclusion of the summer internship, more frequent interaction is crucial, both for the intern's guidance and for the supervisor's observation of the intern's growth.

If the intern exhibits sufficient maturity, the pastor may be free during the summer to attend a church assembly or synod, or to take vacation. If the supervisor expects to be absent, he should ensure that elders, other church leaders, or a neighboring pastor is available to the intern for consultation.

PREACHING EVALUATIONS

Intern Preaching Evaluation forms may be submitted to the DFE at any time. They are most effective when they are completed **soon after the intern has preached**, and submitted promptly. At least, Preaching Evaluations received over the summer should be submitted to the DFE by the **September 30** deadline (below) for the Intern-Supervisor Evaluation and Supervisor's Final Evaluation. Preaching Evaluations may be submitted to the DFE, either by the *evaluator* or by the *intern*, either via *email* (fieldeducation@wscal.edu) or by *regular mail* (Field Education, Westminster Seminary California, 1725 Bear Valley Pkwy., Escondido, CA 92027).

IN CONCLUSION

The *Intern-Supervisor's Evaluation* and *Supervisor's Final Evaluation* should be completed and submitted by:

September 30 immediately following the summer.

The majority of the *Intern-Supervisor's Evaluation* concerns the intern's report of his ministry activities, analysis of the congregation and its community context, and self-evaluation. On the last two pages the supervisor certifies the intern's completion of the activities reported and evaluates the intern's character as a follower of Christ and competencies for ministry to the church.

The focus of the *Supervisor's Final Evaluation* is on the pastoral supervisor's summative assessment of the intern's character and competencies for aspects of pastoral ministry.

Completion of these forms at the end of the summer presents a great opportunity for a **thorough conversation** between the supervisor and the intern regarding the intern's spiritual fitness and gifting for pastoral ministry, up to that point in his preparation.

C. FILING FIELD EDUCATION FORMS

Evaluation forms (as well as the intern's and supervisor's *Field Education Manuals*) are accessible online and can be downloaded from the seminary's website (www.wscal.edu):

- From the www.wscal.edu homepage, click the “Academics” tab.
 - From the drop-down menu, select “FIELD EDUCATION & PLACEMENT.”
 - From the “Field Education & Placement” page, click the link to “FIELD EDUCATION PROGRAM (MDIV).”
- Or enter:

<http://www.wscal.edu/wsc-gateway/current-students/field-education-and-placement/field-education-program-mdiv/>

At the bottom of the “FIELD EDUCATION PROGRAM (MDIV)” page are links to the manuals, the FE Agreement, and the three Evaluation forms.

The FE Agreement and Evaluations are in “fillable” .pdf-format. Interns and supervisors may complete them:

- In **hard copy** by **downloading** them using **Adobe Acrobat** and printing them, completing and signing them. Then the intern submits photocopies or scans to the DFE.
- **Electronically** using the .pdf templates at the address above. The intern and the supervisor should:
 1. **Download** the file from the seminary website using **Adobe Acrobat**.
 2. **Complete** the Evaluation form by computer.
 3. **Save** it (following filename guidelines below).
 4. If it is the FE Agreement (Form #1) or the Intern-Supervisor Evaluation (Form #2), the intern and his supervisor should **share the file with each other**, and **each should “sign” it electronically**.
 5. The pastoral supervisor can submit the file to the DFE as a pdf attachment emailed to fieldeducation@wscal.edu. Or the intern can submit the file through the student information system, Populi, in the Field Education assignments.

Filename Guidelines

Please identify each form submitted electronically with a filename as follows:

FE Agreement Form: Intern's last name, then (without space) first name, then (without space) form 1, then (without space) month (two digits) and year (two digits).

Example FE Agreement form for Dennis Johnson to serve as a pastoral intern beginning in September 2013: johnsondennisform10913.

Intern-Supervisor Evaluation Form: Intern's last name, then (without space) first name, then (without space) form 2, then (without space) month (two digits) and year (two digits).

Example Intern-Supervisor Evaluation form after his first internship year (September 2014) would be entitled: johnsondennisform20914

Supervisor's Final Evaluation Form: Intern's last name, then (without space) first name, then (without space) form 3, then (without space) month (two digits) and year (two digits).

Example Final Evaluation submitted September 2015: johnsondennisform30915

Sermon Evaluation Form: Intern's last name, then (without space) first name, then (without space) form 4, then (without space) month (two digits) and year (two digits).

Example for a sermon preached in March 2013: johnsondennisform40313

The intern can upload any completed forms through the student information system, Populi. Supervisors can email completed .pdf documents to: fielddeduction@wscal.edu



**Westminster
Seminary California**

Appendix: Guidelines & Forms

Field Education Checklist*

- Accumulated at least **700** intern hours.
- Preached at least **six** times.
- Led worship at least **one** time.
- Attended at least **four** elder meetings.
- Taught at least **one** Christian Education class or Bible study.
- Made at least **six** visitations.
- Had at least **four** evangelistic opportunities.
- Attended at least **one** deacons' meeting.
- Discipled at least **one** person.
- Observed at least **one** pastoral counseling.
- Ministered in at least **one** cross-cultural setting.

*More detailed description of requirements in each of the ten ministry areas is on pages 4—5 above. Note also the sample activities listed for each category on the Field Education Agreement form.

FREQUENTLY ASKED QUESTIONS

When should students get started with the field education program?

EARLY! The seminary requires students to begin the program early in their seminary careers, preferably in the first academic year or the summer that follows it.

A student is already in charge of the youth group in his local church and serves every weekend. Will that count for the field education requirement?

YES, FOR SOME FIELD EDUCATION REQUIREMENTS, BUT NOT ALL. The field education requirement can be met only by being involved in the broad experiences of the pastoral ministry. For that reason, specialized ministries will be credited toward a *part* of the requirement, but not for all of it.

In some churches, interns are not permitted to attend the meetings of the elders. How can an intern in such a congregation meet the “Administration” requirement?

CONSULT THE DIRECTOR OF FIELD EDUCATION FOR A SOLUTION. The seminary understands that some internships encounter difficulties because of different cultures and congregational practices. In some circumstances and with approval from the Director of Field Education, another church may be contacted to enable an intern to fulfill this requirement.

In churches that are not led by a body of elders, how can an intern fulfill the “Administration” requirement?

IDENTIFY THE GROUP WITHIN THE CONGREGATION THAT PROVIDES LEADERSHIP AND OVERSIGHT. In some congregations, administrative leadership and pastoral oversight are provided through a structure different from a body of elders (session, council/consistory). The purpose of the “administration” requirement is to allow the intern to observe how church leaders interact and make decisions for the welfare of the flock. The DFE can be consulted about the leadership structure of a particular congregation, to determine an appropriate way for an intern to fulfill this requirement.

Some students have served in various capacities in their home churches before coming to WSC, or even as pastors. Can ministry experience prior to enrollment at WSC be credited toward fulfillment of the FE691 Pastoral Internship requirements?

NO, PREVIOUS MINISTRY EXPERIENCE DOESN'T "COUNT"—HERE'S WHY:

- (1) Students' ministry experience needs to be both supervised and evaluated. Frequently there is no adequate way of getting thoughtful and accurate evaluations after-the-fact, for work done prior to enrollment at WSC.
- (2) Internship in the local church is an integral part of the student's over-all M.Div. learning experience, providing opportunity to *integrate* what a student is learning in seminary coursework with the experiences and challenges encountered through congregational ministry.

As a pastoral supervisor, am I expected to be present to observe every aspect of an intern's service in the church and beyond?

NO. Pastoral supervisors typically cannot personally observe all aspects of their interns' activity and experience. It is likely that you will not be on hand to observe the intern's sharing of the gospel with a non-Christian neighbor or coworker, or in conversation at a coffee house. The intern may accompany you in pastoral visitation, but he may also visit individuals or families on his own. Ongoing person-to-person discipling is another ministry area in which you as pastoral mentor may not be present. In such aspects of ministry, your oversight will take place as you and the intern discuss his experiences, giving you opportunity to answer his questions and offer counsel regarding ministry issues that he has encountered.

As I complete the Supervisor's Final Evaluation, how should I indicate areas in which I believe the intern needs significant growth in spiritual maturity or ministry gifts before entering pastoral ministry?

EVALUATE WHAT YOU HAVE OBSERVED. The Supervisor's Final Evaluation (Form 3) asks you to evaluate your intern according to biblical criteria of qualifications for pastoral ministry with respect to Christ-like character (based on criteria for elders/overseers 1 Timothy 3:1—7) and gifts for ministry (based on Romans 12:6—8). The form also asks your assessment whether "this intern is a good candidate for pastoral ministry." The seminary and the intern understand that a pastoral supervisor can only evaluate the intern in light of his observation over a limited period of time. Nevertheless, your wise observation and frank evaluation are invaluable for the intern's growth in self-perception and for the counsel he receives from the DFE. If your interaction with the intern leaves you uncertain whether he has the gifting or can acquire the spiritual maturity required of pastors, please do not feel compelled to check "Yes" or "No" to the "good candidate for pastoral ministry" question. Rather, use the next box to express your concerns about the intern's qualifications for the pastorate, as you observed his attitudes, relationships, and actions.

Are my evaluations of an intern confidential?

NOT COMPLETELY. WSC's field education evaluation forms are to facilitate person-to-person interaction between pastoral supervisors and their interns, and to provide a record of this interpersonal communication. Therefore, we intentionally *omitted* from these forms the standard wording by which student-interns could waive their right to review responses from pastoral supervisors and those who have heard their preaching. You should communicate directly to your intern any evaluative comments that you enter on the evaluation forms. **Interns have access to their entire Field Education files and may authorize the DFE to send copies of their evaluations** to ecclesiastical bodies and to other theological seminaries.

FORMS

The forms on the following pages are required for completion of the Field Education program. They are also available online in .pdf format at:

<https://wscal.edu/academics/current-students/field-education-and-placement/field-education-program-mdiv>

Form 1: Field Education Agreement Form

This form is to be filled out by the intern and his pastoral supervisor at the beginning of every internship at a different church. Accessible at:

https://wscal.edu/media/docs/CurrentStudents_FE1_Intern_Supervisor_Agreement.pdf

Form 2: Intern-Supervisor Evaluation Form

This form is typically submitted annually throughout an ongoing internship. The majority of the form (pp. 1—7) should be completed by the intern. The supervisor should review the form and fill out the supervisor's section on pp. 8—9. Accessible at:

https://wscal.edu/media/docs/CurrentStudents_FE2_Intern_Supervisor_Evaluation.pdf

Form 3: Supervisor's Final Evaluation Form

This form is filled out completely by the pastor who supervised the Field Education program. It is to be submitted at the end of the agreed period of internship. The Pastoral Supervisor should discuss his evaluation with the intern in person whenever possible. The Supervisor may submit his Final Evaluation directly via mail (Field Education, WSC, 1724 Bear Valley Pkwy., Escondido, CA 92027) or email (fielddeduction@wscal.edu), or he may give it to the intern to submit with other FE materials. Accessible at:

https://wscal.edu/media/docs/CurrentStudents_FE3_Final_Supervisor_Evaluation.pdf

Form 4: Intern Preaching Evaluation Form

Throughout their internships, pastoral interns are required to preach at least six times and to receive at least six preaching evaluations (three from pastor and three from any member), preferably evaluating different sermons. These Preaching Evaluations should be completed *as soon as possible* after evaluators hear the intern. They may be given to the intern or submitted directly to the DFE via mail or email (fielddeduction@wscal.edu). Accessible at:

https://wscal.edu/media/docs/CurrentStudents_FE4_InternPreachingEvaluation.pdf