**DUE DATES: Fall – September 19, 2018; Spring – January 16, 2019; Summer – June 3, 2019**

**Student’s Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period covered by this agreement:

*(click boxes or print to check)*

[ ]  Sep. to Dec., 20\_\_

[ ]  Jan. to May, 20\_\_

[ ]  Summer, 20\_\_

Academic hours taken for credit this term: \_\_\_

Beginning Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Termination Date:\_\_\_\_\_\_\_\_\_\_\_\_

**\*THIS AGREEMENT MAY NOT BE TERMINATED BY EITHER PARTY WITHOUT JOINT CONSULTATION BETWEEN THE DIRECTOR OF FIELD EDUCATION, THE STUDENT, AND THE SUPERVISOR.**

**Supervisor’s Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Church or Agency** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** (street) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (city, zip) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty** **Advisor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person to whom a copy of this report should be forwarded
(**Committee on Preparation for Ministry or other church official**)**

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vacation Periods** From \_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (if agreed upon) From \_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluations will be submitted by [ ] Fall – December 5, 2018; [ ] Spring – May 15, 2019; [ ] Summer – August 31, 2019.

Remuneration (please see Field Education Stipend Guidelines to calculate the appropriate amount):

 Churches: $\_\_\_\_\_\_\_\_\_\_\_ per month and travel expenses at current IRS rate up to $60.00 per month.

 Agencies: $8.25 per hour for \_\_\_\_\_\_\_\_\_\_\_ months.

Please attach to this form:

1. A position description, listing regular responsibilities
2. An approximate weekly schedule listing tasks, supervisory times, any required meetings, preparation and travel times, and total calculated hours per week (NOTE: ordinarily Church Staff - 16 hrs/wk, but 14 for students in *PTC* | Agency - 16 hrs/wk | Church Supply - 20 hrs/wk | Internship - 35-40 hrs/wk).
3. A set of learning goals, one personal and one professional (see “Format and Example for Learning Goals” on the back of this sheet and “Areas for Developing Learning Goals” on the next page for help in developing and articulating your learning goals).

**NOTE:** PCUSA Candidates or Inquirers must complete one additional form, called the “Presbytery Notification Letter.” You will receive this letter (in blank format) directly from the Field Education Office. Please complete it and return it with your other paperwork to the Field Education Office. The Field Education Office will then send this letter, along with a copy of your Administrative Agreement and Learning Covenant, to your presbytery’s Committee or Commission on Preparation for Ministry.

|  |  |  |  |
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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Signature of Student | Date | Signature of Supervisor | Date |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_** |  |  |
| Signature of Field Education Director | Date Received |  |  |

Format and Example of Learning Goals

for the

Field Education Learning Covenant

**Example of a Professional Learning Goal**

Professional Learning Goal:

To identify my strengths and weaknesses for visiting with people in a variety of pastoral situations, and to gain greater comfort and effectiveness in pastoral care situations.

Pastoral Activities/Strategies for reaching the goal:

* Shadow the pastor in making three visits.
* Discuss what I learned and observed in these visits during supervision.
* Make weekly hospital visits.
* Visit shut-ins every other Thursday.
* Be on call for any emergencies the week my supervisor is on study leave.

Plan for Supervision:

Review my hospital visits with my supervisor; present a case study of one visit to my supervisor to reflect on my strengths and weaknesses.

**Example of a Personal Learning Goal**

Personal Learning Goal:

 To lessen my defensiveness to persons who criticize me personally or who have been critical of my work.

Pastoral Activity/Strategies for reaching the goal:

* Talk about these experiences with my supervisor.
* Explore the feelings evoked and their source(s).
* Intentionally go to the person who criticized me and enter into open conversation about his/her perceptions.

Plan for Supervision:

 Reflect on these feelings and their sources with my supervisor.

Write up a verbatim of the conversation with the person who criticized me and discuss the verbatim with my supervisor.