Process of Being Approved for and Planning Supervised Ministry

1. Academic Pre-requisites to Be Met Prior to Beginning Supervised Ministry

A minimum of 27 semester hours is required before Supervised Ministry, including:

FC 101 Spiritual Formation and Personal Practice

FC 102 Spiritual Formation and Public Ministry

FC 339 Discernment of Calling and Gifts for Ministry

For residential students, 2 additional courses in the student's emphasis; for Access students, 2 ministry courses

The four introductory disciplinary courses (*TS 101 Theological Reflection*, *BS 101 Old Testament*, *B 102 New Testament*, and one of the introductory *Church History* courses, *H 101, 102, or HS 103*)

Note: Some emphases specify additional work to be completed before Supervised Ministry.

2. Faculty Approval of Readiness for Supervised Ministry

***a*) Students who wish to do Supervised Ministry the following academic year submit the *Application to Be Considered for Readiness for Supervised Ministry* by mid-November.** The Supervised Ministry Committee reads the applications and prepares recommendations to the faculty regarding the applying students' readiness for supervised ministry. The committee may request a letter of reference if a student is not well known to the faculty, and, if the committee has questions about a student's readiness, the student may be asked to meet with the committee.

b) In December, the faculty acts on the recommendations from the Supervised Ministry Committee. Following this meeting Stephanie will notify each student of the faculty's decision. If the faculty has questions about a student, s/he may be asked to meet with the committee or with other faculty. If the questions are satisfactorily addressed in such a meeting, the faculty can reconsider in spring semester the student's readiness.

3. Residential Students – Declaring an Emphasis – Residential students are to declare an emphasis by the end of the first semester of the year before they plan to do Supervised Ministry. The Dean assigns each student a faculty mentor in the emphasis in place of his/her faculty advisor.

4. Site/Project Approval

a) Early in the second semester, students who have been approved by the faculty as ready for supervised ministry complete the *Preparation Form* and meet with their faculty mentor and then with Stephanie, working in consultation with her to arrange a site/project and supervisor (and an internship liaison if necessary), and to prepare their *Proposal for Supervised Ministry* by mid-March.

b) In late March, the faculty considers sites/projects and supervisors for the following year. Students whose sites/projects and supervisors are approved by the faculty are given a formal agreement which is signed by the student, the supervisor, (if applicable) the site liaison, and the Supervised Ministry Director, and returned by mid-April.

c) Exception for a student taking Discernment in May and wanting to do Supervised Ministry the next school year:

The student applies for readiness consideration and, if tentatively approved by the faculty, works with Stephanie during spring semester on plans for a site/project and supervisor; the *Proposal for Supervised Ministry* is due by late March for faculty consideration in early April – approval will be conditional upon the outcome of the *Discernment* class and mid-August faculty approval of the student's readiness for Supervised Ministry.

Note: A student's supervised ministry internship will be in or involve the area of ministry for which s/he is preparing. Credit for Supervised Ministry is granted in conjunction with the yearlong course, *SC 370 Supervised Ministry Seminar,* for which students earn 9 credit hours for the year. In addition to class meetings and assignments, each student completes 30 hours of skill-building workshops related to his/her ministry, including a required workshop on boundaries for ministers; up to 10 hours of workshops can be done the prior summer. Residential students who have sites/projects within commuting distance of Richmond usually take the residential seminar; Access students as well as residential students with a site/project beyond commuting distance of Richmond take the on-line seminar.