

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, as follows, is required for Supervised Ministry, including:

Spiritual Preparation for Ministry

Discernment of Calling and Gifts for Ministry

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

The 4 introductory core courses (Theological Reflection, Old Testament, New Testament, and one of the introductory Church History courses)

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

2. *Timing*

a. Declaring an Emphasis

Residential students in the Masters of Divinity/Masters of Ministry Program are to declare an emphasis by the end of the first semester in 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.

b. Faculty Approval of Readiness for Supervised Ministry

1) **Near the end of ATST 339, Discernment of Calling and Gifts for Ministry**, students meet individually with Stephanie Crumley-Effinger to debrief their clearness committee experience and reflect on their discernment process. **At the end of the fall semester**, Stephanie brings the students' names to the Supervised Ministry Committee appointed by the faculty for consideration of their readiness for supervised ministry. If the committee has questions about a student's readiness, that student may be asked to meet with the committee. Students about whom the committee feels clear will be recommended to the faculty for certification of readiness for supervised ministry.

2) **In December**, the faculty acts on recommendations from the Supervised Ministry Committee concerning students' readiness for supervised ministry. 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 other faculty. If the questions are satisfactorily addressed in such a meeting, the faculty can reconsider in spring semester the student's readiness.

3. *Site Approval*

A student's supervised ministry will be in the area of ministry for which s/he is preparing. Students may have sites/projects within commuting distance of Richmond and take the residential seminar; Access students as well as residential students who have a site/project beyond commuting distance of Richmond take the on-line seminar.

a) Early in the second semester, students who have been approved by the faculty as ready for supervised ministry meet with their faculty mentor and then with Stephanie, working in consultation with them to arrange a site/project and supervisor (and a site/project 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.

Note: Credit for Supervised Ministry is granted in conjunction with the yearlong course, *ATST 380/380EA 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.