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.

10/31/12 SC-E