

Bay of Quinte Conference of The United Church of Canada



Candidacy Pathways Pilot Process

Information for Supervised Ministry (SME) Sites

The Teaching/Learning Community

Supervised Ministry Education is an opportunity for the people of God to form a teaching/learning community where all members can grow together in faith, theological understanding and the practice of ministry. When people are open and willing to risk learning and growing together, surprising things can occur. We discern God's Spirit, we gain new insights, new vistas of ministry open up, and we recommit ourselves to a ministry of service, justice and evangelism.

Supervised Ministry Education provides an opportunity for candidates for Ordered Ministry ... to practice ministry and reflect on their experience. In doing so, they learn and grow in their pastoral identity, self-knowledge, and understanding of their response to God's call to ministry. Congregations have valuable resources to nurture individuals preparing for ministry leadership:

- *a particular context for ministry*
- *pastoral needs*
- *people of faith open to teaching and learning*
- *a commitment to future leadership for the church*
- *a willingness to participate in the formation of leaders of the church.*

(Reference – Booklet “Supervised Ministry Education, An Overview,” p.12)

How does a Pastoral Charge become a Supervised Ministry Education site (SME)?

Through the Joint Needs Assessment Committee work for the Pastoral Charge, the Committee attaches a completed JNA-ESA form as part of the Joint Needs Assessment report and recommends that the Pastoral Charge be a **SME** site. It is the Pastoral Charge that approves this at a congregational meeting. The Pastoral Relations Committee of Presbytery approves the Pastoral Charge as a suitable SME site that is ratified when presbytery approves the joint needs assessment.

Presbytery then recommends that site to Conference Assessment Board (CAB). The designation occurs at time of matching site, supervisor, and student minister

When is a candidate ready to look for a site?

When the CAB interviews a candidate who is eligible for their Testamur from a theological school, and the CAB recommends that the candidate is ready to proceed to SME, then the Candidate contacts the Conference Personnel Minister (CPM). The Candidate and CPM work together to find an appropriate site and Educational Supervisor to recommend to CAB.

How is the SME set up?

Prior to the appointment being made, the Bay of Quinte CPM initiates a Letter of Agreement detailing the agreements to which all parties of the SME agree and are held accountable. The Presbytery makes the appointment and appoints a Pastoral Charge Supervisor when there is no ministry personnel settled at the Charge. The SME is set up to be a two-year commitment with an annual appointment required. The SME site must be a minimum of 60% time to a maximum of full time.

How does the SME site work?

1. The Pastoral Charge

- (a) The Pastoral Charge Supervisor helps and supports the congregation while the Charge has a Student Minister (as per The Manual Section I.2.5.2a.) The Supervisor attends Session meetings, Board meetings, trustee meetings and congregational meetings and does the usual work of a Supervisor. Pastoral Charge Supervisors are required to report to the Presbytery on the state of the Pastoral Charge and are requested to submit a report semi-annually to Pastoral Relations, copied to the Educational Supervisor. Regular communication between the Pastoral Charge Supervisor and the Educational Supervisor benefits the SME experience for both the Pastoral Charge and the Student Minister.
- (b) The roles of the Ministry and Personnel Committee, the Session(s), the Official Board, all the committees of the Charge do not change.
- (c) The Ministry Reflection Group (MRG) provides a safe, confidential venue for the Student Minister to reflect, learn, and grow related

to the Student Minister's effectiveness and experience of ministry. The MRG also provides site feedback to the Student Minister and CAB at approximate 6-month intervals with the goal of assisting the Student Minister's learning and development.

2. Role of Presbytery

- (a) The Pastoral Relations Committee of Presbytery oversees the work of the Pastoral Charge and the pastoral relationship throughout the SME.
- (b) The Circles of Accompaniment of the Student Minister's home presbytery continues throughout the SME.
- (c) The Presbytery of appointment has the same oversight over the Student Minister as it does for other Minister Personnel serving within its bounds.

3. Role of Conference

- (a) Letter of Agreement.
 - Prior to the beginning of a SME, CAB and 4C prepare a Letter of Agreement clearly providing in some detail the requirements and responsibilities of all parties of the SME.
 - All parties of the SME sign the Letter of Agreement, indicating their agreement, their understanding of the requirements, and their understanding of possible consequences of not fulfilling the requirements to which they have agreed.
 - CAB defines the criteria by which the SME will be declared successful. These criteria are included in the Letter of Agreement.
- (b) Site Visits
 - **Orientation Visit.** Once the Letter of Agreement has been signed by all parties, Presbytery has made the appointment, and the SME site is starting up, two people from the Conference Candidacy Coordinating Committee (4C) meet with the Pastoral Charge and the key people involved in the SME site to conduct an orientation. The purpose is to explain and clarify roles, responsibilities and expectations and to answer questions.
 - **Other On-Site Visits.** Conference Assessment Board (CAB) conducts an on-site visit within the first year of the SME and at other times if there is a need. (Any party to the agreement can request additional visits.)

4. The Student Minister and the Educational Supervisor

Most of the Educational Supervisors will be off-site. The Student Minister and the Educational Supervisor will work out how often they will be meeting face to face (at least every two-to-four weeks). They may choose to make use of any number of forms of electronic and digital communication at other times. It is the responsibility of the SME site to cover the Educational Supervisor's incidental and travel costs, at the General Council rate.

5. Reporting Requirements

Evaluation reports from the Educational Supervisor, the Student Minister, and the MRG are requirements of the SME. Delay or failure on the part of any party to submit them by the required will adversely impact the candidacy of the Student Minister and delay next steps leading to ordination.