

Serving Learning Covenant Palmer Theological Seminary

A. Seminarian

Name: _____

Address: _____

Phone: (Circle: home/cell): _____

Seminary Email: _____ @eastern.edu

B. Theological Field Education Site

Church/Agency: _____

Street Address: _____

Mailing Address/ P.O. Box: _____

Ministry Site Phone: _____

Web Address: _____

C. Pastor/Mentor

Name: _____

Address: _____

Phone: [Circle: home/cell] _____

Office Phone: _____

Email: _____

D. Site Team Chair

Name: _____

Address: _____

Phone: _____ Email: _____

E. Seminarian Learning Goals

Palmer Theological Seminary expects that the seminarian will engage in a broad range of ministry experience with quality supervision, integrity of feedback and assessment in an atmosphere that fosters growth for **all** persons involved. On a **separate page**, list very specific learning goals that the seminarian commits to working toward during the year. There should be at least three and no more than four. (See Smart Goals in TFE Handbook following this Covenant w/ Sample or the section on goal setting in *Experiencing Ministry Supervision* (pp. 60-62). A typed copy of the goals should be given to the Pastor/Mentor and the TFE Seminar Leader for consideration prior to submitting the Covenant. A job description does not constitute goals. **Initial all additional pages.**

F. Serving Commitments (10-12 hours per week)

Attach Position/Job Description, if applicable

Responsibilities	Hours per Week
_____	_____
_____	_____
_____	_____
_____	_____

Do not include travel time when calculating “Hours Per Week”; do include preparation time.

G. Terms of Covenant

1. Begin _____ Terminate _____
2. Mentoring Conferences: (once per week for one hour)
Day _____ Time _____
3. Site Team Conferences: (monthly or at least 3 per semester)
Day _____ Time _____
4. Remuneration:
Salary \$ _____ per year to be paid weekly? _____ monthly? _____
other? _____
Travel allowance: _____
Other (meals, housing, etc.): _____
5. Scheduled Time Away– Be sure to list the dates and “paid” or “unpaid” for each
(i.e. vacation, holidays, and/or school breaks, etc.)
Dates _____

You may attach additional pages. Initial all additional pages.

H. Assessment

Assessment takes place through your supervisory conferences (informally) and through comprehensive mid-year and end-of-the-year reviews by all parties. The purpose is to provide feedback regarding the seminarian's development in light of stated learning goals. Seminarian, Pastor/Mentor, Seminar Leader, and Site Team are all involved in the process of completing the mid and end-of-year assessments. Please note that all forms for these assessments are available online.

I. Covenant Agreement

I commit myself to the terms of the Covenant:

Seminarian _____ Date _____
 Pastor/Mentor _____ Date _____
 Site Team Chair _____ Date _____
 Seminar Leader _____ Date _____
 Judicatory Official _____ Date _____

(Judicatory/Denominational approval, if required)

The Serving Learning Covenant serves as the guideline for the educational direction and growth of the pastoral intern. Therefore, failure to submit the Covenant by the Oct. 7 deadline (and required revisions by Oct. 25) in most cases will result in postponement of TFE for the seminarian for the year. This covenant must not be terminated prior to a

meeting of the seminarian, the Pastor/Mentor, the Director of Supervised Ministries (ALT) and, when possible the Site Team Chair.