

**Ministry Based Learning Proposal and Covenantal Agreement  
For Theological Field Placement**

**Name of Student/Pastoral Intern:** \_\_\_\_\_

**Name of Placement Site:** \_\_\_\_\_

**Address:**

\_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

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**Name & Title of On-Site Supervisor:** \_\_\_\_\_

**Address:**

\_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

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**Name of Director of Field Education:** Sr. Maureen Baldwin, CND

**Address:** Regis College, University of Toronto,

100 Wellesley St. W. M5S 2Z5

**Email:** [maureen.baldwin@utoronto.ca](mailto:maureen.baldwin@utoronto.ca) **Telephone:** (416) 922-5474, x252

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**Dates and Duration of Placement:**

\_\_\_\_\_  
\_\_\_\_\_

The ministry-based learning proposal and covenantal agreement is set up at the beginning of your ministry and is an essential part of field education. Its purpose is to clarify for all concerned: student, director and site supervisor. Central to this task is the statement of the student's learning goals since these provide the main focus for the work. It is in light of these goals that the mid-term and final evaluations are compiled. The ministry-based learning proposal is to be discussed and approved by the all three parties, and everyone is asked to sign the master copy. Once all the signatures have been obtained, a copy will be sent to you.

### ***A - Rationale***

In one or two paragraphs summarize the why behind your choice of this particular placement:

- In doing this, carefully consider your past experiences (as they have affected your personal and ministerial development) as well as your future ministry (to the degree to which this is clear to you).
- Identify your present ministerial and theological convictions, which led to your choice of this ministerial placement.
- Briefly identify where your main strengths lie and indicate the major areas in which you perceive need for development and growth.

*BEGIN YOUR RESPONSE HERE:*

### ***B - Statement of Operative Theology of Ministry***

In a brief paragraph state your current “working definition” of ministry, particularly as you perceive it in relation to this placement.

*BEGIN YOUR RESPONSE HERE:*

### ***C - Goals and Objectives***

Indicate clearly the areas on which you will focus, and how you hope to do this. (Be aware that this may need to be modified as the placement progresses and that the mid-term evaluation allows for this).

Some areas to consider are:

- Integration of theory and practice
- Theological reflection
- Developing certain pastoral/ministerial skills
- Attention to personal development
- Contextual/social analysis
- Other

*BEGIN YOUR RESPONSE HERE:*

### ***D - Description of Placement***

1. Give a brief description of the site itself. Is there any other major information that is needed to understand the nature of the site?
2. In point form, outline what you understand as your involvements and responsibilities during this placement, include if possible, the approximate amount of time/breakdown in a given week/month for the major involvements, and the dates and duration of the placement.
3. Please consult pages 5-6 for the **Theological Filed Education Manual** for further information about the **Ministry Placement/Role** of the Site Supervisor and **Goals of the Process**. The expectation is a minimum of 250 on-site hours of service, which can arranged over a summer, semester or year. The preference is for the majority of these hours is face-to-face, relational

work/service. Individual supervision, weekly or bi-weekly supervision of 1 hour per-week is the norm. Hours may also include group work, preparation and documentation time.

*BEGIN YOUR RESPONSE HERE:*

***E - Supervision and Evaluation***

1. How do you hope to reflect on and obtain feedback during this placement?
2. Indicate the nature of your supervision
  - Frequency of your supervisory conferences? Who will be involved?
  - How will you bring your experiences to the supervisory conferences?
  - When do you expect to have your theological reflection sessions? Who do you hope to be present in them?
  - When will you meet to discuss your mid-term and final evaluations?

*BEGIN YOUR RESPONSE HERE:*

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**Consent to Ministry-Based Learning Proposal:**

**Student/Intern:**

_____	_____	_____
printed name	signature	date

**Site Supervisor:**

_____	_____	_____
printed name	signature	date

**Director of Field Education:**

_____	_____	_____
printed name	signature	date

**Note to Students:**

Please submit your first draft as soon as your placement begins to take shape (several months ahead of proposed starting date) so that it may be reviewed before approval. Kindly submit your **final draft** to the Director of Field Education **at least 1 month before your placement** is set to begin. Please leave all descriptions in place for everyone to read try to keep your responses concise (about one paragraph each). Please remove excess lines from the form when done. No signatures are required at the beginning. Once the document has been approved by the Director of Field Education then copies will be made and distributed to all parties for their signatures of consent.

## **Instructions to Onsite Supervisor:**

**If this description meets with your approval for the above named student, please sign and return the original copy by regular mail to:**

**Sr. Maureen Baldwin, CND  
Director of Field Education  
Regis College, University of Toronto  
100 Wellesley St. W.  
Toronto, Ontario.  
M5S 2Z5  
[maureen.baldwin@utoronto.ca](mailto:maureen.baldwin@utoronto.ca)  
(416) 922-5474 x252**

**A copy of the completed document will be sent to you after all the signatures have been received. If you have any questions regarding this agreement, please feel free to contact me at by phone or email.**

**Thank-you.**