

Student Name _____

Contextual Education II
Contract Form

Please note: In order for a student to register for Contextual Education II, she/he must complete this form, which indicates that the student has secured an ecclesial placement that satisfies the Contextual Education II criteria.

The Contract Form serves to confirm the agreement between the student and the site, represented by the site mentor and/or the church, affirming that the student will have an opportunity to meet all five (5) Areas of Ministry required for Con Ed II (see Guidelines for Ecclesial Practices).

By signing below the **site and site mentor** agree to: (please initial)

- ____ 1. provide an on site mentor who is ordained and a graduate of an accredited seminary, and who will meet with the student for mentoring sessions approximately 3 hours each month;
- ____ 2. provide the student an opportunity to experience the five (5) areas of ministry during the academic year;
- ____ 3. provide a written evaluation of the student's work at the end of the Fall and Spring semesters based on the five (5) areas of ministry;
- ____ 4. attend one of the site mentor training sessions offered by the Office of Contextual Education; and
- ____ 5. provide meeting space at the site for the student's rotating reflection group that will meet on site at least once during the academic year.
- ____ 6. conduct a criminal background check if required by the site.
- ____ 7. (optional) provide the student with a stipend of \$ _____ per week to cover travel and additional expenses.

By signing below the **student** agrees: (please initial)

- ____ 1. to complete eight (8) hours of work on site per week;
- ____ 2. to meet with the site mentor for approximately 1.5 hours every other week;
- ____ 3. that the student and site mentor are not related to (i.e. family member) or in a personal relationship with (i.e. partner or dating) one another;
- ____ 4. to participate in all five (5) areas of ministry during the academic year; and
- ____ 5. to participate in the Monday reflection group.

Printed Name of Site Mentor

Printed Name of Site

Site Mentor Signature

Date

Site Address

Site City

Site State

Site Zip

Site Mentor Phone Number

Site Mentor Email (required)

Printed Name of Student

Student Signature

Date

Student Phone Number

Student Emory Email

NOTE: Changes to the site and site mentor may be made only with prior notification of and agreement with the Office of Contextual Education at Candler. Should a change in site mentor occur during the summer or over the course of the year, the student and site mentor must notify the office and provide a new signed contract within two weeks of a site mentor replacement.

A signed copy is due April 15, 2010.

Office of Contextual Education
Candler School of Theology
CST 433B
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404.727.2494 fax

Guidelines for Ecclesial Practices – Five (5) Areas of Ministry Contextual Education II

Ecclesial Practices for Con Ed II are planned around five (5) Areas of Ministry, noted below. It is possible that each student (or cluster of students) may have a “primary” responsibility in the site. However, each student must participate in a minimum of two practices in each of the five (5) Areas of Ministry throughout the academic year. The activities listed under each Area of Ministry are suggestions, which students may revise in conversation with the Site Mentor.

Administration

- Observe and analyze the budget-making process; discuss with Site Mentor
- Analyze the financial status of the church/site, and give a report to financial committee
- Participate in stewardship activities
- Observe/participate in administrative boards and committees; create a case study based on observations
- Attend a staff meeting (preferably 2-3); write a theological analysis of relevant observations
- Plan and implement an intervention or strategy relevant to an administrative meeting
- Other _____

Liturgy

Worship

- Analyze liturgical life of church or setting
- Participate in all forms of liturgy
- Prepare worship with team
- Function in different liturgical roles (reader/presider)
- Participate in and plan wedding/funeral/baptism
- Other _____

Preaching

- Analyze several sermons, with emphasis on theological issues
- Prepare a sermon, receive mentor feedback
- Deliver a sermon; receive feedback from hearers (e.g., Pastor Relations Committee, Lay Team)
- Other _____

Mission and Outreach

- Identify the social context of the church in terms of age, class, economics, gender, race, and sexual orientation
- Identify social agencies in area and establish contact with them
- Identify and participate in the social ministries of the church
- Analyze relevant missions in the community in terms of replication, resources needed, etc.
- Other _____

Pastoral Calling and Congregational Care

- Visit house-bound, hospitalized, and institutionalized persons
- Listen to stories of parishioners
- Participate in a weekly prayer group
- Observe and analyze forms of pastoral intervention and referral (e.g., sit in on a pre-marital counseling session)
- Plan and implement a congregational program to enhance pastoral care
- Other _____

Religious Education

- Design a unit of adult education or children’s education
- Teach (implement) the units designed
- Lead a Sunday School class
- Lead a Bible study
- Collaborate with others in shaping a curriculum
- Other _____