



## *Lay Ecclesial Formation*

### **Notes for the Field Education Supervisor**

*Mount St. Mary's School of Theology is grateful for your willingness to serve as a field education supervisor for one or more of our participants. As a field education supervisor for our program, you should be aware of the following.*

The goal of the Lay Ecclesial Formation program is to form participants to minister effectively as a representative of the Church. Skill development is essential for this formation. The field education component of the program is a supervised ministry experience that provides an opportunity for participants to focus on building particular skills for ministry under the guidance of a skilled and experienced minister. The supervisor provides the possibility for immediate feedback as the participant practices ministerial skills.

The field education component is designed to aid the participant in (a) developing a new ministry skill, or (b) practicing a skill in a new environment.

Field education may differ somewhat from a standard volunteer commitment in that the purpose includes both the good accomplished in and for the ministry site AND the development and formation of the student as a skilled pastoral minister. This formation occurs most effectively when the supervisor and student communicate fully and clearly about goals, expectations, barriers, insights, challenges, and growth during the process. To this end, all participants are required to undertake field education outside of the parish setting and their ministerial "comfort zone."

The field education experience includes 100 hours of skill learning and practice for Masters of Arts in Pastoral Ministry (MAPM) and Graduate Certificate in Pastoral Ministry (GCPM) students and 75 hours for non-graduate-level Certificate in Pastoral Ministry (CPM) students. Up to 20 percent of those hours may be spent in orientation, training, reading, etc. The participant is expected to keep a log of hours spent in the ministry setting and skills practiced during that time. The participant is also encouraged to keep a field education journal noting reflections, questions, and concerns.

You have been chosen in consultation with the participant's formation advisor to serve as a field education supervisor. As such, you have been recognized by the participant and by the program as one who is skilled and experienced in one or more of the areas that the participant wishes to develop.

**As supervisor, your role is to provide adequate supervision for the participant in the following ways:**

- a) Hold one initial meeting at the start of the participant's experience to agree on the participant's goals. It is suggested that this meeting occur during the development of the participant's proposal and prior to the beginning of the experience itself.
- b) Hold three subsequent meetings with the participant for the purpose of evaluating the skill development of the participant, preferably one after about 30 hours, one after about 60 hours, and one at the end of the experience.
  - The third meeting should be devoted to a final evaluation of the experience, based upon the participant's goals as stated in the proposal, as well as other criteria specified in this

guide (*the requisite forms – **Field Ed Evaluation Criteria and Supervisor’s Field Ed Evaluation Form** – will be provided by the participant and only need to be filled out at the end of the experience*).

- c) Inform the participant of health protocols required by the ministry site and determine any of the PPE equipment needed to undertake this experience safely for the participant and the client population. This information would ideally be included in the participant’s orientation to your ministry site, as well as reinforced periodically in follow up meetings with the participant.
- d) Have ongoing communication between participant and supervisor as needed for the purpose of giving and receiving feedback and dealing with questions and concerns that arise during the experience.

### **Participant Evaluation:**

- a) Both the participant and the supervisor should fill out the provided evaluation form separately.
- b) The participant and the supervisor should meet to compare ratings and discuss areas of similarity and difference. This is a learning experience for the participant, not an exercise in self-justification.
- c) The participant asks the supervisor to sign his or her time log.
- d) As soon as possible after this meeting, the supervisor can mail the completed Field Education Evaluation Form to Mount St. Mary’s School of Theology, Attn: Dean of the School of Theology, 6616 Beechmont Avenue, Cincinnati, OH 45230. Alternatively, the supervisor can email a scanned copy to the dean, Fr. Ryan Ruiz ([r Ruiz@athenaeum.edu](mailto:r Ruiz@athenaeum.edu)). A third option is that the supervisor can entrust the task of delivering the signed form to the participant him or herself.

Any fees for training are the responsibility of the participant, and the method of payment is negotiated between the participant and the on-site supervisor or other relevant competent administrator.

The field education experience does not officially begin until the participant and the on-site supervisor have received a signed approval form.

It is not officially complete until the participant and the on-site supervisor have received a signed completion form.