PROGRAM & SITE REQUIREMENTS
OFFICE OF FIELD EDUCATION
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PROGRAM REQUIREMENTS
All Princeton Seminary students entering into the MDiv, MACEF, and Dual programs are required to take and pass two Field Education courses in order to graduate. Ordinarily one placement is done full-time during the summer and the other part-time during the academic year. A full-time year-long intensive ministry can replace one of the required summer or academic year placements. Details for each placement period can be found on the back of this sheet. MA(TS) students are required to do only one placement (either summer, academic year, or year-long intensive) in a church or specialized ministry. All placements must be completed during the degree timeframe.

SITE & SUPERVISOR REQUIREMENTS
Because academic credit is awarded, every site and supervisor must be approved and certified.

To become an accredited site it is required that:
- the site provide a theologically trained and accredited supervisor or an accredited supervisor supplemented by a person to complete theological reflection with the student
- the site provide a context for learning and serving that meets the student’s educational and professional development needs as well as the ministerial needs of the site
- the site annually provide a description of the student’s ministry as well as educational objectives and criteria for evaluation

To be accredited it is required that the supervisor:
- possess an MDiv or equivalent degree, or, in the case of specialized ministries, appropriate professional certification.
- have been in ministry for three years and on-site for one year
- be trained and certified in supervision by PTS, and to maintain that certification through on-going programs of education
- complete Title IX & Title VI training provided by PTS
- be background checked by PTS every 3 years
- complete all required ministry reports on-time
- participate in periodic programs to enhance skills.

The seminary will provide the training opportunities necessary for the supervisor to fulfill the contract, offer counsel to supervisors and governing bodies to interpret the program, and work to see that the program runs smoothly.

What will the student learn in a Church Placement?
The local church is a laboratory for learning. The student should have regular opportunities to lead and assist with worship, to preach a minimum of two times, to provide pastoral care, to teach, to explore the congregation’s organization and polity, and to discover how the congregation relates to its community.

What will the student learn in a Specialized Ministry Placement?
The purpose of a specialized ministry placement is to help students acquire a general understanding of the nature of a particular institution, its governance, and the needs it addresses, as well as to help prepare students for leadership roles and responsibilities that use their theological education in the broader public context.

The Five Goals of Field Education
1. Self-Awareness (e.g. time management, controlling behavior, acceptance of responsibility, projection of self-worth, sense of limits, boundary issues and dependability).
2. Relationship Development (e.g. being part of a team, ease with pastoral care/visitation, working under supervision, dealing with diverse people, conflict).
3. Skill Acquisition (e.g. how to structure worship, plan lessons, manage a group, planning work for others, visit a new member).
4. Test/Affirm/Discern Vocational Call (e.g. ease with pastoral role, denominational identity, able to articulate call clearly, exercise authority with compassion and confidence).
5. Integration (e.g. ability to think theologically regarding specific acts of ministry)
### Academic Year Placement

Minimum 300 on-site hours of practical ministry experience between the start of the fall and end of the spring semesters. Complete a minimum of 10 hours on-site each week, and a maximum of 15. Serve a minimum of 30 weeks on-site. Overall, the academic year runs for 33 weeks.

**Paperwork during placement:**
- Learning/Serving Covenant due in September
- Mid-Year Appraisal due in January
- Final Appraisal due in April

**Financial Considerations:**
- The recommended minimum stipend is $2700
- Reimburse the student for mileage for private vehicle use while on official business. PTS recommends using the IRS rate. Any reimbursement to the student for expenses commuting to and from the site is considered earned income and is therefore taxable.
- The site should also reimburse the student for pre-approved, out-of-pocket expenses like supplies, trips, meals, or overnight lodging necessitated by the field education work.

### Summer Placement

Minimum 350 on-site hours of practical ministry experience over 10-12 consecutive weeks (minimum of 35 on-site hours each week, with up to 5 additional hours of off-site preparation; maximum 40 total hours). It is understood that a student may occasionally work longer hours some weeks and shorter hours other weeks.

**Paperwork during placement:**
- Learning/Serving Covenant due in June
- Final Appraisal due in August

**Financial Considerations:**
- The recommended minimum stipend is $3150
- Reimburse the student for mileage for private vehicle use while on official business. PTS recommends using the IRS rate. Any reimbursement to the student for expenses commuting to and from the site is considered earned income and is therefore taxable.
- The site should also reimburse the student for pre-approved, out-of-pocket expenses like supplies, trips, meals, or overnight lodging necessitated by the field education work.

### Year-Long Intensive Placement

Minimum 35 on-site hours weekly of practical ministry experience (full-time, nine to twelve months a minimum of 1,260 hours).

**Paperwork during placement:**
- Learning/Serving Covenant due in September
- Mid-Year Appraisal due in January
- Final Appraisal due in August

**Financial Considerations:**
- The recommended minimum stipend is $1200/month
- Reimburse the student for mileage for private vehicle use while on official business. PTS recommends using the IRS rate. Any reimbursement to the student for expenses commuting to and from the site is considered earned income and is therefore taxable.
- The site should also reimburse the student for pre-approved, out-of-pocket expenses like supplies, trips, meals, or overnight lodging necessitated by the field education work.
- The site is expected to provide housing and utilities for the intern.
- The site is expected to provide funding for the basic student insurance policy at the rate specified in the current PTS Catalogue. Please speak with the Office of Admissions and Financial Aid regarding current rates. (609) 497-7805.

### How to Apply

1. There needs to be a preliminary conversation with the Director or Associate Director of Field Education to determine if your site matches the mission of the program. If there is a match and a need for additional sites, you will be asked to submit a written application to the program. **Contact our office staff at 609-497-7970 to schedule the initial conversation.**
2. Complete a Site Profile, Supervisor Profile(s), and Job Profile(s) online. We look for each site to fulfill the financial considerations listed above. Limited financial assistance is available from PTS for stipends.
3. After you have completed the written application, the Director or Associate Director will review the application and contact you with questions.
4. Once all questions are answered, the site is reviewed for final approval. You will be notified of the result.
5. Students will be able to search and find the profiles of approved sites in our database. Other recruitment opportunities will also be made available, including Recruitment Fairs held in November and February.
6. Before supervising a student, the supervisor will need to be fully accredited including completion of our training process held in May and a background check.