GENERAL FIELD EDUCATION PROGRAM & SITE REQUIREMENTS
OFFICE OF VOCATIONAL PLACEMENT AND FIELD EDUCATION
Rev. Dr. Catherine Cook Davis, Director
Rev. Jennie Salas, Associate Director
Office Phone: 609.497.7970
General E-Mail: field-ed@ptsem.edu

SITE AND SUPERVISOR REQUIREMENTS
Field Education is an academic course, thus all sites and supervisors must meet certain criteria to be approved by the Office of Vocational Placement and Field Education.

Sites Must:

• Provide a context for learning and serving that meets the student’s educational and professional development needs in addition to the ministerial needs of the site.
• Provide a theologically trained and qualified supervisor OR a qualified supervisor AND a theologically trained conversation partner to conduct theological reflection with the student.
• Submit an update to their site profile annually, which includes a description of all available placements with educational objectives and criteria for evaluation.

Supervisors Must:

• Possess an MDiv or equivalent degree; in the case of specialized ministries, supervisors must possess appropriate professional certification.
• Have been in ministry for three (3) years and on-site for one (1) year.
• Participate in New Site Supervisor Training provided by PTS staff.
• Agree to comply with all PTS policies, including those related to Title IX and Title VI.
• Comply with a background check through PTS every three (3) years.
• Complete all required documentation and evaluations in a timely manner.

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. Vocational Discernment
   (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)

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.
## Academic Year Placement

**Minimum Hours:**
Students must complete **300 on-site hours (10-12 hours/week for a minimum of 30 weeks)** of practical ministry experience between the start of the fall and end of the spring semesters.

**Course Documents 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.
- Financial assistance through PTS is very limited and is distributed through an application process at the beginning of the fall semester.
- Sites should reimburse students for the following: Mileage for private vehicle use while on official business at the current IRS rate; any pre-approved, out-of-pocket expenses such as supplies, trips, meals, or overnight lodging necessitated by the field education work.
- Note: Stipends and mileage reimbursements are considered taxable income.

## Summer Placement

**Minimum Hours:**
Students must complete **350 on-site hours (35 hours minimum per week over 10-12 consecutive weeks)** with up to 5 hours of off-site preparation work, for a maximum of 40 hours/week.

**Course Documents During Placement:**
- Learning/Serving Covenant due in June
- Final Appraisal due in August

**Financial Considerations:**
- The recommended minimum stipend is $3150.
- Financial assistance through PTS is very limited and is distributed through an application process at the beginning of the fall semester.
- Sites should reimburse students for the following: Mileage for private vehicle use while on official business at the current IRS rate; any pre-approved, out-of-pocket expenses such as supplies, trips, meals, or overnight lodging necessitated by the field education work.
- Note: Stipends and mileage reimbursements are considered taxable income.

## Year-Long Intensive Placement

**Minimum Hours:**
Students must complete **35 on-site hours per week over 9-12 consecutive months for a total of 1260 hours minimum.**

**Course Documents 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 $1200/month. The site is also expected to provide housing, utilities, and funding for the basic student insurance policy at the rate specified in the current PTS Catalogue.
- Sites should reimburse students for the following: Mileage for private vehicle use while on official business at the current IRS rate; any pre-approved, out-of-pocket expenses such as supplies, trips, meals, or overnight lodging necessitated by the field education work.
- Note: Stipends and mileage reimbursements are considered taxable income.

---

### HOW TO APPLY

The potential site supervisor should contact our office to make an appointment with one of our field education advisors in order to determine whether a partnership between PTS and your site is a good match for both organizations.

After this conversation, if preceding with the site approval process, we will ask for the following steps to be completed:

1. Complete a [New Site Information Form](#) online.
2. All supervisors seeking approval will **provide their full legal names to our office for a background check**, which will in turn be submitted to the secure service used by PTS. You will be prompted by email to submit the rest of your pertinent information directly to this service.
3. Complete an **online profile for your site in our database**, which will include site and supervisor information, job descriptions for student placements, and financial commitments. (This profile will need to be updated annually, and it is the means by which students are able to find your site in our database once approved.)
4. Once the online profile is reviewed, you will be enrolled in an **online training module** and receive log-in and completion instructions.
5. Students will not be permitted to begin a placement at any site until the above steps have been completed and a **Partnership in Ministry Agreement** has been issued to supervisor and student, signed by all parties, and returned to our office.