

**BECOMING A TEACHING  
CONGREGATION**  
(Pastoral Internships in the Master of Divinity Program)

In Columbia's Master of Divinity curriculum, Supervised Ministry serves an integrative function, helping students explore relationships between theology and experience, between private convictions and public actions. These understandings are vital for those seeking to provide pastoral leadership in the church and community.

**QUALIFICATIONS FOR  
TEACHING CONGREGATIONS**

- ◆ **Must have a competent, on-site pastor** with a M.Div. degree (or equivalent), who has served as a pastor for at least three years, who has a positive relationship with the congregation and its denomination, and who is committed to the educational process of supervision.
- ◆ **Must have a serious commitment to theological education**, not just seeking to fill a temporary staff vacancy. This commitment requires supervision by the pastor and a team of lay persons, as well as openness to looking critically and theologically at its own practices and commitments.
- ◆ **Must offer a constructive context for learning** which will involve students in diverse experiences of ministry, is in a healthy relationship with its denomination, is receptive to having an intern of any gender, race or age, and is engaged in mission beyond its own membership.

**FORMATS FOR PASTORAL INTERNSHIPS**

There are three basic options:

- ◆ **Summer Internships**—the intern works full time for a minimum of 10 weeks (minimum of 400 hours). This is the option historically chosen by most CTS students.
- ◆ **Concurrent Internships**—the intern works approximately 15 hours per week over a two- semester period (minimum of 400 hours) concurrent with 2-3 other M.Div. courses.
- ◆ **Yearlong Internships**—the intern works full-time for 12 months.

**OPTIONS FOR CONGREGATION-BASED INTERNSHIPS.**

<b>INTERNSHIP</b>	<b>TYPE COURSE</b>	<b>FORM OF PASTORAL MINISTRY</b>	<b>SUGGESTED MINIMUM PAYMENT</b>
<b>Basic Pastoral Internship</b> (SM210)	<i>Required Course</i> (Student must have completed <i>one</i> year of study)	Broad-based pastoral ministry	\$2,500 stipend Housing FICA
<b>Advanced Pastoral Internship</b> (SM620)	<i>Elective Course</i> (Student normally has completed <i>two</i> years of study)	Broad-based or specialized ministry	\$2,500 stipend Housing FICA
<b>Year-long Pastoral Internship</b> (SM414)	<i>Elective Course</i> (Student must have completed <i>two</i> years of study)	Broad-based or specialized ministry	\$1,200/month Housing with utilities \$2,000 educational grant FICA

## PLACEMENT PROCESS

**Step 1—Application.** Congregations submit a brief “Church Information Form” to the Office of Supervised Ministry by January 15 for internships that begin in June or September. (Forms may be downloaded at this web page, or are available, upon request, from the Office of Supervised Ministry.)

**Step 2—Approval.** The Office of Supervised Ministry acts on the application and advises the congregation of its status.

**Step 3—Interviews Scheduled.** Approved “Church Information Forms” are posted for intern candidates to review. Candidates register through the Office of Supervised Ministry for an appointment to interview with the congregation, according to the following schedule:

- ◆ For *summer internships*, interviews are on campus held in late February-early March.
- ◆ For *concurrent internships*, interviews are held on campus in March-April
- ◆ For *yearlong internships*, interviews are held in late February through April and are normally conducted at the church site.

**Step 4—Interviews.** The Supervising Pastor interviews intern candidates who have expressed interest in the internship. Other representatives of the congregation may also participate in the interview process.

**Step 5—Invitation Extended.** Following interviews, the congregation extends an invitation to the student of their choice. The student is free to accept or decline the invitation.

**Step 6--Covenanting.** The intern and congregation submit an “Administrative Covenant” which outlines the terms and responsibilities of the internship. This must be approved by the Office of Supervised Ministry before the internship is finalized.

## THE CONGREGATION’S SUPERVISED MINISTRY COMMITTEE

**Purposes.** All teaching congregations are expected to name a small team of laypersons to work with a pastoral intern during any certified internship. The committee has three basic purposes:

- ◆ To provide support to the intern and help interpret the intern’s work to the whole congregation.
- ◆ To offer feedback to the intern about his or her service with the congregation.
- ◆ To engage the intern in depth conversations about the congregation’s history, mission, and practices.

**Preparation of the Committee.** The supervising pastor is expected to meet with the committee prior to the internship to equip this team for its work. *A Manual for the Committee on Supervised Ministry*, available from the Office of Supervised Ministry, offers detailed information about the composition and agenda of this committee.

## INCENTIVE.

For a 15-month period from the beginning date of supervision, a supervising pastor who has participated in the Supervised Ministry Conference is entitled to a 50% reduction in tuition fees for all graduate credit courses, and may take one non-credit continuing education at Columbia tuition-free.

## FOR FURTHER INFORMATION

For further information, please contact:

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