

Student Name _____

CONTEXTUAL EDUCATION II CONTRACT 2023-2024

The Contextual Education II Contract serves to confirm the agreement between the Student and the Contextual Education II Site, represented by the Site Mentor affirming that the student has secured an ecclesial placement that satisfies the Contextual Education II criteria and that provides the opportunity to meet all the Five Areas of Ministry required (see the Five Areas of Ministry/Guidelines for Ecclesial Practices handout).

Part I of this contract is to be completed by the Student and Part II is to be completed by the Site Mentor.

A signed copy of this contract is due April 14, 2023 to The Contextual Education office at candlerconed@emory.edu

PART I: Student Intern

By signing this contract, the **Student Intern** agrees: (please initial)

- _____ 1. to complete eight (8) hours of work on Site per week during the Fall 2023 and Spring 2024 semesters;
- _____ 2. to submit the resume of your Site Mentor for approval with contract;
- _____ 3. to meet with the Site Mentor 1.5 hours every other week; complete and submit your Learning Covenant by September 15, 2023
- _____ 4. 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;
- _____ 5. to participate in all the Five Areas of Ministry during the academic year;
- _____ 6. to participate in the **Monday** reflection group and attend the **CEII Introduction-August 21, 2023**;
- _____ 7. to review Emory University's Mandated Child Abuse Reporting policy (see attached Stewards of Children Policy).
- _____ 8. to review all policy and procedural documents provided by the site, including but not limited to the site's Safe Sanctuaries or equivalent policy.
- _____ 9. to adhere to the attendance policy: only one absence from the Con Ed II Reflection Group is permitted per semester.
- _____ 10. to complete both a Con Ed II Self Evaluation and a Con Ed II Course Evaluation at the end of the Fall and Spring semester.

Printed Name of Student

Student Signature

Date

Student Phone Number

Student Emory Email

PART II: Site Mentor

By signing this contract, the **Contextual Education II Site and Site Mentor** agree to: (please initial)

- _____ 1. provide an on-Site Mentor who is a ministry leader, typically a fulltime employed, ordained pastor or person with comparable ministry experience and a graduate of an accredited seminary or possessing comparable education, and who will meet with the Student 1.5 hours every other week
- _____ 2. provide the student an opportunity to experience the Five Areas of Ministry during the academic year. Work with the student to complete Learning Covenant (due Sept 15)
- _____ 3. Offer Bi-weekly supervision (1.5 hours every other week)
- _____ 4. Complete an online evaluation of the Student’s work at the end of the Fall and Spring semesters based on the Five Areas of Ministry;
- _____ 5. attend one of the Site Mentor Training Sessions offered by the Office of Contextual Education: Thursday, July 27, 2023 Noon to 1:30, or Tuesday, August 1, 2023 Noon to 1:30.
(This applies to both new and experienced Site Mentors);
- _____ 6. provide meeting space at the Site for the Student’s rotating reflection group at least once during the academic year;
- _____ 7. conduct a **criminal background check** if required by the Site of all other employees and volunteers.

Please note: Master of Divinity degree program Students at Candler School of Theology complete a national criminal background check through a vendor designated by the school before they enroll. In the case of Students with criminal history, both the Contextual Education II Teaching Supervisor and Site Mentor will be notified of the CBC report by the Contextual Education II Director and must approve the placement of that Student at that Site. If the Student is not approved, the Student will have an opportunity to select another Site for Contextual Education II. By signing this contract, you understand that Candler School of Theology assumes no liability beyond the terms stated above for the criminal background of the intern serving in your ecclesial setting.

- _____ 8. review Emory University’s Mandated Child Abuse Reporting policy (see the *Stewards of Children* policy, attached here) and discuss with the Contextual Education II Director concerns regarding this policy;
- _____ 9. review and discuss with the Student all policy and procedural documents of the Site including, but not limited to, the Site’s Safe Sanctuaries or equivalent policy.

NOTE: Changes to the Site and Site Mentor may be made only with prior notification to and agreement with the Director of Contextual Education II. 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 Director and provide a new signed contract within two weeks of the Site Mentor replacement.

Printed Name of Site Mentor

Date

Site Mentor Signature

Name of Site

Denomination

Site Address

Site City

Site State

Site Zip

Site Mentor Phone Number

Site Mentor Email (*required*)

(Optional) Some Sites provide Students with a stipend to cover travel and additional expenses. If so, please enter the amount this Site will provide to Candler’s Contextual Education II intern: \$ _____

STEWARDS OF CHILDREN

Adults protecting children from sexual abuse

Emory's Office of Legal Counsel has clarified a number of matters regarding Contextual Education interns as mandatory reporters of suspicions of child abuse. Your responsibility and response for reporting suspicions of child abuse are stated below in the "reporting tree".

Georgia House Bill 1176 (Title 19-7-5) requires that persons working in ministries with children and youth (Child service organization personnel) having reasonable cause to believe that a child has been abused report that abuse within 24 hours.

Emory University's Policy 4.119 (<http://policies.emory.edu/4.119>) Mandate Child Abuse Reporting requires all Emory University faculty, staff, volunteers, students and Third-Parties to report suspected child abuse of which they are made aware in their employment or other duties, on or off-campus. Any Emory University faculty, staff, or students who fail to report a case of suspected child abuse is subject to disciplinary action, which could include termination (if a faculty or staff member) or expulsion (if a student.)

The United Methodist Discipline (2012, p 341.5) requires clergy of The United Methodist Church—including Student Local Pastors—to report cases of suspected child abuse or neglect, regardless of confessional confidences.

Given these three policies, a "reporting tree" for use by Candler student interns has been established:

1. Report suspicions of child abuse immediately to the site mentor and/or an individual designated by the site and articulated through a "Safe Sanctuaries" or other policy regarding the mandatory reporting of suspicions of child abuse. If the site is in Georgia, the site's designated authority is required to report suspicions within 24 hours with a law enforcement agency or Division of Family and Children Services. Reporting to the appropriate site authority immediately ensures the student has satisfied Georgia law.
2. Report suspicions of child abuse to the teaching supervisor AND the Director of Contextual Education I (if enrolled in Con Ed I) or Director of Contextual Education II (if enrolled in Con Ed II, Teaching Parish, Contextual Education for Anglican Students, or an internship.) Reporting to the teaching supervisor AND a Director of Contextual Education satisfies Emory University's expectation for reporting suspicions of child abuse.
3. The Directors of Contextual Education I and II, as required by Emory University, will inform the Emory Police Department of this report and will tell the student when the report has been passed to the Emory Police Department. Reporting to the Emory Police Department satisfies Emory University's expectation for reporting suspicions of child abuse.
4. The Emory Police Department will report suspected child abuse to the Division of Family and Children Services in the county where the child lives or where the abuse was witnessed within 24 hours of receiving the report. Reporting to the Emory Police Department satisfies Emory University's expectation for reporting suspicions of child abuse. Reporting to the Division of Family and Children Services satisfies Emory University's expectation for reporting suspicions of child abuse.

It is Emory's policy that no faculty, staff, or student member of the Emory Community making a good-faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational program