Student Name ________________________________

CONTEXTUAL EDUCATION II CONTRACT
2021-2022

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 12, 2021 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 2021 and Spring 2022 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, 2021
_____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 23, 2021;
_____7. to review all policy and procedural documents provided by the Site, including but not limited to the Site’s Safe Sanctuaries or equivalent policy;
_____8. to review Emory University’s Mandated Child Abuse Reporting policy (see attached Stewards of Children Policy).
_____9. to review all policy and procedural documents provided by the site, including but not limited to the site’s Safe Sanctuaries or equivalent policy.
_____10. to adhere to the attendance policy: only one absence from the Con Ed II Reflection Group is permitted per semester.
_____11. 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

Candler CEII Contract Updated December 2020
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 29, 2021 Noon to 1:30, or Tuesday, August 3, 2021 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: $ __________________