

Student Name _____ Phone _____ Email _____

CONTEXTUAL EDUCATION EASP CONTRACT 2020-2021

The Contextual Education Contract serves to confirm the Agreement between the Student and the Contextual Education Site, represented by the Parish/Site Mentor affirming that the Student has secured an ecclesial placement that satisfies the Contextual Education 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 Handbook).

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 Sept.15 2021 (along with the semester's Learning Covenant) to Lang Lowry, The Director of Episcopal and Anglican Studies Program (EASP), The Candler School of Theology, email: plangiii@msn.com

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 (including Sunday worship and Holy Days) as required during the Fall 2020 and Spring 2021 semesters.
- _____ 2. To meet with the Site Mentor 1.5 hours every other week (document that meeting).
- _____ 3. 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.
- _____ 4. To participate in all the Five Areas of Ministry during the academic year.
- _____ 5. To attend and participate in the Anglican/ Episcopal Studies Con-ed Wednesday 2:30 pm reflection group and attend Episcopal and Anglican weekly worship at 5 pm.
- _____ 6. To attend the Con Ed Orientation meeting and review all policy and procedural documents, abide by these policies including but not limited to the Site placement policies and attend Safe Church and other training required by the local Diocese.
- _____ 7. That before and after the Semester Term (and during holidays) that the student may work at the Site but that is not required nor compensated hereunder.
- _____ 8. To adhere to the attendance policy: only one excused absence from the Con Ed Reflection Group is permitted per semester and only one absence for worship.
- _____ 9. Complete Learning Covenant with Site Mentor within 2 weeks of semester beginning
- _____ 10. To complete all required evaluations at semester end: Con Ed Self Evaluation, a placement evaluation, and a Con Ed Course Evaluation at the end of the fall and spring semester. Your Site Supervisor will be sent an evaluation form at the end of the Term and grading cannot occur until this is completed and returned. Getting all evaluations completed on time is student responsibility.

Agreed:

Printed Name of Student

Student Signature

Date

PART II: Parish Site Mentor

By signing this contract, the **Contextual Education Contract** the Parish/ **Site Mentor** agrees to: (please initial)

- _____ 1. Provide an on-Site Mentor who is ordained and a graduate of an accredited seminary, and who will meet with the Student 1.5 hours every other week (please document meetings);
- _____ 2. Provide the student an opportunity to experience the Five Areas of Ministry during the academic year: Administration, Liturgy, Pastoral Care (Visitation and Congregational Ministry), Mission and Outreach, and Religious Education. This includes preaching two times per semester.
- _____ 3. Complete with the student the semester Learning Covenant . .
- _____ 4. Complete an evaluation of the Student's work at the end of the fall and spring semesters based on the Five Areas of Ministry, and The Learning Covenant for the semester, by the deadline required.
- _____ 5. Attend the Site Mentor Training Sessions as requested : (This applies to both new and experienced Site Mentors);
- _____ 6. Form a Parishioner Reflection Group ("PRG") and provide space for the Student's group to meet at least once during each Semester to give the student feedback on preaching.
- _____ 7. Conduct a **criminal or background check** as required for any employee of the Site, and if required by the Site let The Director of Episcopal Studies know in writing of any specific training is required by the parish or diocese.

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 and discuss with the Contextual Education Director concerns regarding this policy.
- _____ 9. Review and discuss with the Student, any and all policy and procedures of the Site including, but not limited to, making sure the student has taken the Site's Safe Church or equivalent policies.
- _____ 10. Prayerfully consider the stipend. Compensate students on time and per Agreement.
- _____ 11. Review the Site mentor manual , and if at any time during the semester , if issues arise please immediately report in writing any concerns.

NOTE: Changes to the Site and/or Site Mentor may be made only with prior notification to and in agreement with the Director of the Episcopal and Anglican Studies Program. 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.

Agreed:

Rector Name

Rector Signature/date

Site Mentor (printed name)

Site Mentor signature/date

Name of Parish

Denomination

Site Address

Site City

Site State

Site Zip

Site Mentor Phone Number

Site Mentor Email (required)

Episcopal Sites provide Students with a stipend to cover travel and additional expenses. Please enter the amount this Site will provide to Candler's Contextual Education intern: \$ _____/semester.