

Student Name _____

CONTEXTUAL EDUCATION II CONTRACT 2019-2020

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, 2019 to The Contextual Education office, Candler School of Theology, room RARB 433B

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 2019 and Spring 2020 semesters;
- ____ 2. to upload the resume of your Site Mentor for approval;
- ____ 3. to meet with the Site Mentor 1.5 hours every other week; complete and submit your Learning Covenant by September 18, 2019
- ____ 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 26, 2019**;
- ____ 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

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 ordained and a graduate of an accredited seminary, 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: Administration, Liturgy, Pastoral Care (Visitation and Congregational Ministry), Mission and Outreach, and Religious Education; Work with the student to complete Learning Covenant (due Sept 18)
- _____ 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: July 25, 2019 Noon to 1:30, or August 6, 2019 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: \$ _____