

Appendix 5 - Field Education Application and Skills Evaluation Form

The Presbytery of Detroit Committee on Preparation for Ministry Policy on Field Education for Commissioned Ruling Elder Candidates GUIDELINES

The Committee on Preparation for Ministry (CPM) requires that each Commissioned Ruling Elder Trainee demonstrate their ability in skills and areas critical to pastoral leadership. The Field Education requirement provides an opportunity for a candidate to develop pastoral skills, demonstrate ability in areas essential to the, work with a supervisor to set goal and priorities,

The process has the following requirements:

- Using this form, the CRE Trainee shall submit a written Field Education Proposal to the CPM's subcommittee for Commissioned Ruling Elder Preparation which contains:
 1. **the anticipated time period of the assignment,**
 2. **the details of the assignment,**
 3. **the fourteen focus areas required the CPM requires a trainee to demonstrate a minimum level of competency**
- The Field Education must be completed under the guidance of a supervisor who has been selected by the Presbytery of Detroit as a CRE Teaching Congregation.
- The Field Education must not be in the CRE candidate's home church.
- The Field Education experience shall be in a formal Presbyterian or Reformed church or parish-like setting with supervision and evaluations as made available and approved beforehand by the subcommittee for Commissioned Ruling Elder Preparation and CPM.
- This field education will be completed when the CPM receives and approves a Standards Evaluation Form that demonstrates basic competence in the focus areas. A Trainee and Supervisor may set a schedule that requires specific hours of the CRE Trainee, the CPM does not mandate a minimum hours requirement.
- The CPM recommends that Sessions compensate CRE candidates for their time serving in ministry at this site. At a minimum, CPM recommends that the mileage driven by the candidate be covered by the Session for work done as part of this Field Education.

Evaluations by supervisors and candidates will be shared with the CPM via the CRE candidate's liaison. **Please use this sheet as the cover page of the written Field Ed Proposal.**

Candidate:		CPM Liaison:	
Proposed Field Ed Site:			
Proposed Supervisor:			
Date:			

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Goals of Field Education program

- Develop a more robust sense of identity and call as a pastor and/or ministry leader
- Develop new skills and abilities that are necessary to serve ministries and congregations.
- If a CRE Trainee has prior experience and skills, demonstrate those abilities in a structured setting so the supervisor (and the CPM) have a sense of the CRE Trainee's gifts for ministry. The CPM requires basic competence in 14 areas (defined in greater detail on Pages 6-8 below):

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|----------------------------|------------------------|---------------------------|
| 1. Preaching | 6. Worship planning | 11. Running meetings |
| 2. Teaching | 7. Sacraments | 12. Volunteer management |
| 3. Church Administration | 8. Weddings & funerals | 13. Program evaluation |
| 4. Budgeting & Stewardship | 9. Pastoral care | 14. Transitional Ministry |
| 5. Facility management | 10. Pastoral calling | |
| | 11. Leadership | |

- Work with supervisor to identify areas of improvement, receive honest and helpful feedback, and continue to build confidence in the practice of ministry and leadership.

Minimum Field Education Expectations

The CRE Trainee will:

- Attend worship regularly and participate in worship planning. The period of the field placement must include at least one of the high Christian seasons of the calendar (i.e. Advent-Christmas and Lent-Easter.)
- Have experience in leading worship at least once in each of these worship functions: lector, liturgist, children's message, preaching, assist in sacraments
- Design and lead at least one Bible Study.
- Attend/participate in Session and Deacons meetings.
- Attend various standing committee meetings of Session and ad hoc committee meetings. Prepare an agenda and moderate at least one committee meeting.
- Observe and assist in Confirmation and New Member instruction classes
- Attend Presbytery meetings
- Participate and assist in congregational social activities whenever possible
- Participate in youth group meetings and activities where appropriate (not all small churches have youth groups)
- Gain experience in pastoral care/visitation under the supervision of the pastor

Supervisor Commitments

The supervisor must:

- Be approved and designated a “CRE Teaching Congregation” in good standing with the CPM of the Presbytery of Detroit
- Be serving in an ordained (or validated) capacity within the Presbytery of Detroit
- Meet regularly with the CRE Trainee for pastoral and theological reflection about ministry experiences, and provide the student with honest, constructive, and timely feedback.
- Be able to tailor pastoral activities appropriate to the student’s learning goals,
- Assess the CRE Trainee’s mastery of the skills required of CRE Trainees as demonstrated in their work in the Teaching Congregation and/or prior experience.

CRE Trainee Name

CRE Trainee Signature

Date

Supervisor Name

Supervisor Signature

Date

CPM Liaison Name

CPM Liaison Signature

Date