**PITTSBURGH THEOLOGICAL SEMINARY**

**FIELD EDUCATION INFORMATION FOR THE 2020-2021 ACADEMIC YEAR**

One of the requirements for students pursuing the MAPS and M.Div. degrees at Pittsburgh Theological Seminary is a year of supervised ministry in a congregation or other approved setting. Through this experience in Field Education, students are expected to gain acquaintance with a wide variety of ministerial activities, skill in selected tasks, sensitivity to the dynamics of pastoral relationships, awareness of the social context of ministry, and theological perspective upon the various aspects of the practice of ministry.

The attached form, therefore, requests brief descriptions of the setting, the range of opportunities available, and the supervision that will be provided for employment/education of a student during the 2020-2021 academic year. If possible, please return Position Descriptions to the Field Education office no later than March 2, 2020. (Please note, this information can be submitted electronically through the PTS website: [www.pts.edu/field-education](http://www.pts.edu/field-education)).

**General instructions for completing the attached Position Description form**

The cover sheet will be filed separately so that access to the information can be controlled. The last two pages will be copied and posted, both on our bulletin board and online, and the original will be kept on file in the Field Education Office. Additional information such as more detailed job descriptions, brochures, or reports from the church or agency may be supplied and will be kept on file also. Please supply enough information on the form so that the field education office and the inquiring student may have the distinctive details that show this place as a quality opportunity. **The information should be typed.**

**Position title:** Most students in the field education program are designated as "student assistant" or "student assistant pastor (or minister)” or "chaplain intern”. More limited titles such as "youth director" or "Christian Education assistant" should be used if that is an honest representation of the student’s responsibilities.

"Student pastor" describes a person who is primarily responsible for the ministerial leadership of a church or churches; such positions normally require the student to reduce the academic load to nine credit hours.

The term "intern" might best be reserved for those half-time to full-time positions which preclude students from devoting their primary attention to classroom study.

**Description of the Field Placement Setting:** Describe the church or organization, its community, constituency, size, programs of note, including other details that would help a student understand the situation. Attach supplementary information, if necessary. It is helpful to include details that distinguish your church or organization from others with similar characteristics.

**Description of the opportunities and responsibilities intended for the student:** Specify whether or not the student will have full access to the program and experience of the church/agency or will be limited to certain work responsibilities. List what opportunities there will be for supervised experience in specific areas such as education, visitation, meeting planning/leadership, pastoral care, community interaction, worship leadership, and preaching/presenting. If the position is for a student pastor, indicate the nature of those duties so that a student can anticipate the required reduction in course load.

**Description of supervisory arrangements:** Give brief information about the education, experience, and further credentials of the principal supervisor. Indicate what other elements of supervision will be available, such as task supervisors, local training programs, resource persons, a local support committee, etc.

**Practical arrangements:** The Seminary recommends a minimum stipend of $350.00 a month and travel reimbursement at the current IRS rate for travel related to field education positions (not travel to and from the site). **The stipend is considered taxable income and is subject to social security**. Students are expected to give approximately ten (10) hours of service on the field each week for this compensation. Travel to and from the field is not to be counted, but time spent in supervisory conferences and preparations directly relating to the tasks to be performed should be included when calculating the total hours per week.