

## Opportunities to Serve

### Hamilton Conference - The United Church of Canada

#### CONFERENCE INTERNSHIP AND EDUCATIONAL SUPERVISION COMMITTEE

##### Committee Mandate

To oversee the formation of Ordained and Designated Lay Ministers (DLMs) through internships and ministry-based experiences with an Educational Supervisor.

- to recruit and encourage internship sites and supervisors and to assess and to approve applications from them (including sites for alternate internships)
- to provide educational events for Interns and DLMs (not yet recognized by Conference), and support and training for Supervisors and Lay Supervision Teams
- to oversee internships and educational supervision for DLMs through liaising, site visits, and review of evaluations

##### Reporting Relationship

The Chairperson will report on behalf of the Committee to the Division of Ministry Personnel and Education meetings and write a report for the Annual Meeting of Hamilton Conference to be included in the Record of Proceedings.

##### Gifts, Skills and Experience Needed:

Committee members will have knowledge of the different ministry streams, an awareness of “Ethical Standards and Standards of Practice for Ministry Personnel”, and some familiarity with the Pastoral Charges within the bounds of their Presbytery and suitability of potential learning sites. The ability to analyse and reflect, good interpersonal and interviewing skills, computer literacy, the ability to maintain confidentiality, a commitment to the work, regular attendance at meetings, a sense of humour, sensitivity, and patience will be assets.

Committee members will be open to the leading of the Spirit, active participants in a local pastoral charge or ministry, familiar with the polity of The United Church of Canada, predisposed to collaboration and teamwork, sensitive to diversity issues and differences in learning styles and passionate about the mission and ministry of The United Church of Canada.

##### Orientation and Training Available:

Sharing the duties of Conference Internship and Educational Supervision Committee. Participation in CIES orientation event in fall provides an introduction to the scope of the work.

##### Membership:

This committee will usually consist of fourteen member, including **Chairperson, Vice-chairperson, and two representatives from each Presbytery** one of whom is to be a member of that Presbytery’s Education and Students Committee or its equivalent. The Secretary will be appointed from the Committee. Staff Support will be provided by the **Personnel Minister**.

##### Expectations and Terms:

Committee members will serve a three year term, which may be renewed once. The committee will normally meet five times per year: for educational gatherings with Interns, DLMs (not yet recognized) and their supervisors in September (with Lay Supervision teams), November and March, and for meetings in January and May at the Conference Office, by conference call and email exchange. Each member is assigned to act as a liaison for a site which requires at least monthly phone calls and perhaps a visit annually; will read and comment on evaluations for Interns and DLMs; may be asked to participate in site assessments and interviewing of potential supervisors; will participate in decision-making regarding the termination of an internship if deemed necessary.