



The Learning Contract

This field placement learning contract is to be completed and signed by the student, the student's director of pastoral studies, the field site supervisor, and a representative of the lay committee of the field site.

1. Contact Information

	Name	Email	Phone
Student			
Supervisor			
Member of Lay Committee			
Member of Lay Committee			
Member of Lay Committee			
Member of Lay Committee			
Member of Lay Committee			

2. Plan for Field Placement Learning

A. Learning goals

Goals should be stated in clear, direct language (see Learning Goals, page **Error! Bookmark not defined.**)

B. Activities and Timeline

Note: some activities will be ongoing, others will be specific projects or tasks. Use extra pages as necessary.

Goals	Activities	Timeline	With whom

3. Lay Committee

The lay committee will meet monthly with the student to give feedback on the student’s progress in relation to the identified learning goals and on the student’s practice of ministry. The lay committee agrees to provide written feedback and evaluation of the student’s progress, in December and April, to the student’s college, using the lay committee evaluation form provided.

4. Supervisor

The supervisor will spend at least 90 minutes per week in supervision with the student. The primary focus of supervisory sessions will be disciplined theological reflection on the ministry and pastoral identity of the student. Guidelines are included in Section IV of the Handbook. (This is in addition to time spent together on worship planning, administration and regular parish/congregational work). The supervisor agrees to provide a written evaluation in December and April of the student’s progress in relation to his or her learning goals and ministry in the field placement setting, using the evaluation forms provided.

Supervisory sessions will be held as follows:

Day _____ Time _____ Location _____

5. Director of Pastoral Studies

The Director of Pastoral Studies agrees to provide overall direction and supervision of the relationship between student and supervisor, and will meet regularly throughout the academic year with both in a supervisory conference. The Director of Pastoral Studies agrees to be available to address concerns the lay committee may have concerning its work with the student. The Director will be available to all parties in the contract for consultation.

6. Resources for Student

List below specific arrangements for keys, office space/access, and other local arrangements. Normally the student will have access to administrative support, telephone, computer, office space, etc.

7. Limitations and Conditions

The Director of Studies is available for consultation and renegotiation of this contract should the need arise. The learning contract may be terminated by any of the participants should any party fail to fulfill the agreements, or in the event of unforeseen circumstances which prevent the field placement continuing as planned.

SIGNED BY

Director of Pastoral Studies: _____

Student: _____

Supervisor: _____

Lay Committee Representative: _____

Date: _____

Signed copies of this contract are to be provided to the Montreal School of Theology administration office, the director of studies, the supervisor, the lay committee, and the student. If the contract is modified, copies of the revisions should also be circulated.