



PMM Site Application and Agreement Form Congregation Teaching and Ministry Setting

We are most appreciative of your interest in supporting Wesley Seminary's preparation of ministry leaders through internships. We look forward to being colleagues with you in the formation of the next generation of ministry leaders. The Practice in Ministry and Mission (PM&M) field education office will provide the following support to your site:

1. Orientation to the relationship of PMM partnership — clergy partner, lay partner, and intern
2. Website access to the [PM&M Handbook](https://www.wesleyseminary.edu/practice-in-ministry/handbook/)
<https://www.wesleyseminary.edu/practice-in-ministry/handbook/>
3. A site status report for each person on the learning team to complete and submit, for fall/spring
4. Ongoing support which includes consultation or site visits as needed

This document is a fillable PDF form for you to download, complete, and return. It includes the following sections:

1. Requirements for teaching settings and learning partners
2. Proposal information for the site and intern (two pages)
3. Clergy learning partner profile
4. Lay learning partner profile

After saving this document, it can be shared so the site contact and learning partners can read the site requirements and complete their respective sections. Once all sections of the application-agreement form sections are complete, the site contact or the clergy learning partner must email it to Wesley's PM&M office at PMMAssistant@WesleySeminary.edu. Remember to copy the learning partners and prospective intern. By submitting this form, you are indicating the willingness of your site and the two learning partners to fulfill the requirements to be a PMM teaching site.

Minimum Requirements for Teaching Settings and Learning Partners

The learning partners will indicate they have read these requirements by checking a box on their respective profile page. The site contact, if a different person, will need to check the box on the site's proposal information page.

The prospective site must agree to the following conditions:

1. Help with the task of preparing the next generation of ministry leaders by offering a **nine-month** fall/spring or a **nine-week** summer ministry internship. Note: Summer internships are encouraged to continue for two summer terms through which this agreement will remain in effect.
2. Work with the intern in establishing learning goals, to provide the intern with opportunities to engage in ministry activities consistent with those goals, and to provide guidance to help the intern grow and succeed in learning situations.
3. Make the commitment that the clergy and lay learning partners will meet at least monthly for fall/spring internships and weekly for summer internships to reflect on the intern's progress in achieving learning goals and to engage in theological and leadership reflection on the experiences of ministry.
4. At the end of the term of internship, produce a collegial evaluation of the intern's activities and progress to be prepared separately by each learning partner and then meet as a learning partnership to discuss the evaluations together. This evaluation will automatically be sent to the PM&M office and to the email address provided.
5. Commit to participation by the clergy and lay learning partners in an entire orientation session as scheduled by Wesley Theological Seminary. (Until this requirement is met, the intern may not participate in the internship.)
6. Ensure that the clergy partner and the lay partner are not related to one another or the seminarian intern.

Site information

Name of ministry setting:

Religious affiliation, if any:

Address:

City:

State:

ZIP code:

Preferred phone number:

Site email address:

Website:

Contact information

Full name (including honorific):

Email (if different from site email)

Required for contact if a different person than the clergy learning partner

I read and will comply with the teaching settings and learning partner requirements.

Please read the statement above and check here if it is true.

When the form is complete, save it to your computer files. Please email it back to the PM&M office.

Proposed intern information

Full name of intern:

Stipends are optional. Provide stipend amount, if offered. \$

Expected internship term:

Summer (9 weeks, 25 hours weekly)

Fall/Spring (9 months, 8-9 hours weekly)

Is either learning partner of the ministry setting related to the potential intern?

Yes

No

For office use only: Clergy Partner ID:

Clergy Learning Partner Profile

Note: required for proper addressing of correspondence

Full name:

Address:

City:

State:

ZIP code:

Preferred phone number:

Email address:

Religious affiliation:

Number of years in ministry:

Year of ordination, if applicable:

Check if a Wesley graduate (for informational purposes only)

Theological education (degree, year completed):

Position (e.g., senior pastor, executive director, youth minister):

Month/Year you began in this position (approximately):

Previous ministry experience with seminary interns: (How many years and interns?)

Required for the clergy learning partner

I read and will comply with the teaching settings and learning partner requirements.

Please read the statement above and check here if it is true.

For office use only: Lay Partner ID:

Lay Learning Partner Profile

Note: required for proper addressing of correspondence

Full name:

Address:

City:

State:

Zip code:

Preferred phone number:

Email address:

Religious affiliation:

Are you in leadership position(s) at this ministry setting? If so, please list.

How long have you participated in this ministry setting?

Previous ministry experience with seminary interns: (How many years and interns?)

Required for the lay learning partner

I read and will comply with the teaching settings and learning partner requirements.

Please read the statement above and check here if it is true.