

**The Episcopal Diocese of Chicago
Formation & Field Education
Guidelines and Agreement for Postulant and Congregation / Supervisor**

This outline forms an agreement between POSTULANT and SUPERVISOR / CONGREGATION or SITE, CITY for formation and field education.

At CONGREGATION, under the supervision of SUPERVISOR, POSTULANT will participate as much as possible in the life of the congregation. This includes, but is not limited to:

- Performing liturgical roles: acolyte, LEM, subdeacon, etc.
- Preaching from time to time, as agreed upon with the rector
- Attending at least three vestry and/or staff meetings
- Meeting regularly with the supervisor, on an agreed upon schedule but no less than semi-monthly, to discuss progress and learnings, guided by their agreed upon goals for this experience.
- Learning about and experiencing pastoral care ministry, either with the rector or rector's designee
- Learning about the liturgy of the Episcopal Church, including context and practice
- Learning the role of lay and ordained Episcopalians in liturgy, including worship committees, altar guild, and so on.

In addition to the items above, POSTULANT will continue any other work noted in their formation plan developed by the Presbyterate Formation Team. This agreement is based upon the Handbook for Presbyterate Formation, the guidelines for field education in the Diocese of Chicago, and feedback from the postulant's interview with the Bishop and Commission on Ministry.

Seminarians are expected to engage at their field education site for approximately 10 hours per week for a total of 400 hours; adjustments may be made to the schedule as needed. Seminarians are not staff members; they are to try on leadership, not be responsible for parish programs or ministries. Field education is non-stipendiary.

This agreement is entered into by all parties effective DATE. The postulant's tenure at the field education site will be NUMBER OF MONTHS OR END DATE. A written report from SUPERVISOR and a self-reflection report from POSTULANT will be due upon completion of this field education.

Postulant signature & date

Supervisor signature & date

PFT liaison or staff liaison to CoM signature & date

Please return a copy of this document with goals and signed by all parties before beginning field education.

Goals for Field Education

Briefly describe the goals and ministry parameters for this field education experience.

In discussion between postulant and supervisor; including a CoM or PFT member if helpful, please identify 4-6 goals for this time. Goal should be specific and about growth in competencies required of those preparing for priesthood (see canons for areas to address), rather than a list of duties.