



WAKE FOREST
UNIVERSITY

SCHOOL of DIVINITY

Art of Ministry Program

Art of Ministry Covenant of Shared Wisdom

Directions: Internship mentor/supervisors should complete this form, which is a formal acknowledgment that an internship setting plans to host a student intern. Once submitted, the student intern and the Director of the Art of Ministry program will add their signatures. Signed copies of the Covenant of Shared Wisdom will be return electronically to the mentor/supervisor and the student.

For summer internship placements (May-August), the completed Covenant of Shared Wisdom needs to be completed by **April 15** of each year. For academic year internship placements (August-May), the Covenant of Shared Wisdom needs to be completed by **April 30** of each year.

I. Internship Setting Application

If your ministry context has not participated in the Art of Ministry program previously, please complete the Internship Setting Application here. If your ministry context has participated in the internship program previously, skip to the next section.

II. Internship Program Requirements

-Grant the student identity as a ministering person as outlined in section III below and allow her/him to explore a broad range of ministerial experiences under our guidance, for a minimum of 200 hours (ca. 40 hours per week in the summer internship format or ca. 8-10 hours per week in the academic year format);

- Develop and use a Learning/Ministering Covenant to establish clear goals for the student, the mentor, and the setting;

- Participate in weekly one hour mentoring dialogues with the student and provide fair and constructive mid-term and final year evaluations;

- For new site mentors, meet individually with the Director of the Art of Ministry before the beginning of the summer or fall semester to determine interest in and suitability for an internship placement;

- Participate in a training event provided by the Art of Ministry Program in the first year of a internship site's participation in the internship program, and once every three years an internship site hosts a student intern. The training event for summer internship placements will be completed in an online learning module. For academic year internship placements, mentor/supervisors will complete one, three-hour training program offered on-campus at Wake Forest, usually in May and August.

- Comply with the legal requirements set out in this covenant.

II. Legal Covenants

The organization named in the attached covenant will provide the program described in the covenant in return for Wake Forest University's permitting students to participate in the organization's activities.

The program provided for the students will in all respects treat the students as the Organization's own and not as agents of or acting on behalf of Wake Forest University. The named organization will comply with all laws and regulations relating to the activities of the students participating in the program. It will ensure that the students are covered by motor vehicle insurance and any other applicable insurance programs. The Organization will indemnify and hold Wake Forest University harmless from any liability or claim, including defense costs, relating to activities of the students undertaken in connection with programs of the named organization.

III. Mentor Orientation

Check one:

- As a new setting mentor/supervisor, I agree to participate in one, three-hour training session. I understand that I am required to participate in only one of these trainings, not both. New supervisor/mentors who do not complete one training session cannot host a WFUSD ministry intern. Training sessions are ordinarily offered in late May and early August for academic year internship placements, and in online learning modules for summer internship placements. The Director of the Art of Ministry will be in touch with you about exact training dates for the current year.

- As a veteran supervisor/mentor, I understand that I must participate in one of these trainings every four years.

IV. Legal Covenants*

- The organization named in the attached covenant will provide the program described in the covenant in return for Wake Forest University's permitting students to participate in the organization's activities.

- The program provided for the students will in all respects treat the students as the Organization's own and not as agents of or acting on behalf of Wake Forest University. The named organization will comply with all laws and regulations relating to the activities of the students participating in the program. It will ensure that the students are covered by motor vehicle insurance and any other applicable insurance programs. The Organization will indemnify and hold Wake Forest University harmless from any liability or claim, including defense costs, relating to activities of the students undertaken in connection with programs of the named organization.

V. Covenant Agreement*

This covenant seals our commitment to engaging in this internship through the summer or academic year (fall and spring semesters). We will make every effort to resolve any conflicts that might arise in relation to the internship. The Art of Ministry Program reserves the right

to determine, in dialogue with the student and the mentor, when circumstances require a change in this covenant.

We agree to work with the Wake Forest University School of Divinity in the theological education of *student intern named above* by providing opportunities for reflective ministry leadership in our ministry setting during the *academic year selected above*, according to the arrangements described above.

By typing his/her name below, the internship supervisor/mentor indicates the ministry setting's willingness to serve as an internship placement according to the policies and requirements described above and to provide opportunities for ministry leadership training described in part III above.

Once the supervisor/mentor has completed and submitted this form electronically, the student intern and the Director of the Art of Ministry Program will add their signatures in hard copy.

Electronic copies of the completed Covenant of Shared Wisdom will then be emailed to both the supervisor/mentor and the student, and the completed copy will be kept on file in the Art of Ministry program office.

Revised 04/2017