

MACC Field Education

This document contains all the information necessary to get an internship started and make sure your internship will meet the requirements for Field Education. This is a requirement to graduate from RTS-Charlotte with the MACC degree.

Overview - What is the Field Education Program? What are its goals? This page will answer these questions and give you a picture of what the Field Education program is.

Process - Click on this page to learn how to get your internship set up for the Field Education program and the requirements.

Mentors - Who can be a mentor? What must they do? These questions and more are answered on this page.

Paperwork - All the forms that you and your mentor are required to fill out to get your internship started and completed can be found here.**

Counseling Philosophy – MACC students will complete a counseling philosophy paper to be reviewed by the Counseling Coordinator.*

*Counseling Coordinator: Dr. Keith Evans (kevans@rts.edu)

****All forms** must be sent to the Counseling Office Administrator (counseling.charlotte@rts.edu) who will pass them on to the Counseling Coordinator once all the proper documentation has been received.

Overview

MACC Curriculum

All MACC students at RTS are required to have **100 hours** of Field Education during their time in seminary. Many students have had very valuable previous ministry experience before beginning their studies. Nevertheless, the seminary expects students to have ministry internships under the oversight of the Counseling Coordinator as a part of the seminary curriculum. This experiential education in the ministry context is an essential component of the seminarian's personal growth and preparation for ministry. The 100-hour requirement may be met through a 6-12 month part-time internship (8-12 hours per week), a summer intensive (10-20 hours per week), or other possible arrangements negotiated between the student, church or ministry organization, and Counseling Coordinator.

Ministry Internships

Field education at RTS includes both parish-based and specialized ministry internships for students in the MACC program. These internships are under the direct oversight of both local church pastors/mentors and the Counseling Coordinator. Students are responsible for initiating contact with potential field education sites and mentors according to their own denominational background and future goals for ministry. **The Counseling Coordinator must approve all internship sites and mentors.** RTS guidelines for Field Education must be adhered to closely in order to meet the MACC degree requirement.

Seminary Partnership with the Local Church or Ministry Organization

Local Church and specialized ministry internships enable students to integrate classroom theory with practical hands-on experience through the pairing of experienced Christian pastors/mentors with seminary students in ministry-based education. During field education, students learn about themselves and ministry praxis under the supervision of trained pastors/mentors. Supervision by mentors provides the platform for students to receive candid feedback on personal development, spiritual growth, and ministry skills. Through this partnership with the local church or other ministry organization, a triadic relationship of learning emerges in which student, mentor, and coordinator together do theological reflection on the practice of ministry.

Goals of the RTS Field Education Requirement

Encouraging and helping the student:

1. To demonstrate knowledge of counseling theories and modern anthropology
2. To apply biblical truths and insights in church-based counseling settings
3. To articulate a theology of ministry
4. To grow in interpersonal skills
5. To enhance professional ministry skills
6. To deepen the practice of the spiritual disciplines
7. To expand the vision for Kingdom work in the world

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Process

Field Education Orientation

All new MACC students will receive introductory information about Field Education at the new student orientation at the beginning of each fall. Students will receive the Field Education Guidelines and may speak personally with the Counseling Coordinator about his or her situation and interests. Students who miss the new student orientation will receive a copy of the guidelines by mail or e-mail and be expected to take initiative in contacting the Counseling Coordinator. Students are encouraged to secure a field education site within 6 months of enrolling in the MACC program.

Locating a Ministry Internship and Mentor

The initiative for securing an appropriate ministry site is the responsibility of the student. This search should be carried out in consultation with the Counseling Coordinator. Students should network with seminary faculty, friends, denominational contacts, and others to assist them in locating a ministry site. Once a preliminary agreement has been negotiated between a church/ ministry organization, mentor, and an RTS student, the Counseling Coordinator's final approval of the ministry site and mentor is required. Students should have a potential mentor complete a Mentor Information form.

***MDiv/MACC Dual Degree Students:** Your MDiv Internship may overlap with your MACC Field Ed internship as long as there is a counseling, mentoring, or discipleship aspect of it. The hours, however, are counted separately. You will need a total of 500 hours to meet both MDiv (400hrs.) and MACC (100hrs.) internship requirements.

Field Education Registration

Upon enrolling in the MACC, the student must register for Field Education by filling out the Field Education Registration Form (under "Paperwork"). If the student begins seminary with a church or organization and mentor intact, he or she can immediately register for Field Education and begin accumulating hours early in the MACC program. The registration forms include information on the ministry site, nature of the student's work, information about the pastor/mentor, the manner of supervision and the time frame of the internship. A student may only account for hours served after their Field Ed registration has been approved. The registration form should be emailed to the Counseling Office Administrator (counseling.charlotte@rts.edu) who will begin a field education file for the student. If the internship is approved, the Office Administrator will contact the Registrar and the student to approve the addition of the class onto the student's transcript.

Learning Covenant

Within the first month of beginning the internship, students must submit a learning covenant outlining his/her objectives for the internship. Learning covenants will include the necessary integration of intellectual development, ministry skill objectives, personal growth, and spiritual maturity. See the Learning Covenant Worksheet.

Supervisory Conferences

A student will meet with the pastor/mentor in supervisory sessions for no fewer than 6 contact hours during the internship. Students will come prepared each session with a report on their counseling experiences and questions that have arisen from the ministry context. Students will keep a record of these conferences in Reflection Notes, which will be turned in with evaluations at the conclusion of the internship. Mentors are expected to give candid feedback to students in areas of progress and further growth both personally and professionally.

Evaluations

At the conclusion of the internship, evaluation forms will be completed by the student and mentor (found on the Paperwork page). Each student fills out the STUDENT REPORT, which reviews the internship in the light of the original learning covenant; the report also evaluates the mentor and ministry site, which gives the seminary feedback on the value of this site for future students. Mentors are asked to write a brief EVALUATION OF THE STUDENT to be returned to the Counseling Office Administrator.

Counseling Philosophy

After students have finished the 100-hour internship requirement, they are ready to formulate a counseling philosophy. The student will write a 4-page paper detailing their personal philosophy of counseling and their view of integrating biblical and theological studies in counseling ministry.

Submission of Forms and Documents

All forms and documents must be emailed to the Counseling Office Administrator at counseling.charlotte@rts.edu. Once all the necessary forms have been received, they will be passed along to the Counseling Coordinator for evaluation. Students are responsible to see that all paperwork is turned in at the end of their internship. Failure to do so will prevent the completion of the course.

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Mentors

Qualifications for a Pastor/Mentor

1. The mentor has demonstrated Christian maturity and competence in ministry, possessing the necessary knowledge and practical abilities to do contemporary Christian ministry.
2. The mentor is actively engaged in full-time parish ministry/specialized ministry and has at least three years of experience as a pastor or full-time Christian ministry.
3. For a church site: the mentor must have theological training (usually a seminary degree) or its equivalent. For non-church/ministry organization: the mentor must have adequate counseling and/ or ministry experience.
4. A mentor has the necessary supervisor skills to direct and evaluate a student.

Pastor/Mentor Responsibilities

1. Meet with the student in supervisory sessions for review of the student's progress in ministry practice. (3 contact hour minimum)
2. Provide ministry opportunities for the student.
3. Complete a final evaluation on the student.

Approval Process for Pastor/Mentor

1. A mentor is nominated by the student.
2. The student secures a Mentor Information form for the potential supervisor. The student returns this information form to the Counseling Office Administrator.
3. After the Mentor Information form has been reviewed by the Counseling Coordinator, the student will be notified if approval is granted.
4. *We encourage students to seek mentorship from those to whom they are not related. However, if the pastor/mentor best suited for the role is a spouse or another close relative of the student, please contact the Counseling Coordinator for approval.

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Paperwork

- **Field Education Registration** - This form must be filled out and submitted to the Counseling Coordinator.
- **Mentor Information** - This form should be filled out by your mentor and given back to you so you may submit it to the Counseling Coordinator.
- **Learning Covenant Worksheet** - This form will give you the guidelines and what must be covered in a 2-page paper submitted as part of starting your internship.
- **Supervision Reflection Notes** - This form is to be filled out after having contact hours with your mentor.
- **Student Self-Evaluation Form**
- **Mentor Evaluation Form**
- **Complete Field Education Guidelines**

Word and PDF versions of all these forms can be found [here](#) (You must login with your RTS email to access).

When Are These Forms Due?

1. Due prior to Course Registration
 - Field Education Registration
 - Mentor Information
 - Learning Covenant
2. Due after completion of 100 hours
 - Student Self-Evaluation Form
 - Mentor Evaluation Form
 - Counseling Philosophy
 - Supervision Reflection Notes

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