

VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY

Contextual Ministry Manual

For Seminarians, Supervisors, and Lay Support Teams

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VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY
CONTACT INFORMATION

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VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY

FREQUENTLY ASKED QUESTIONS

Q. What is Contextual Ministry's purpose?

- A. The VTS Contextual Ministry Department (CXM) offers Seminarians opportunities to develop skills and practices for experiential, contextual ministry.

Q. Who is required to take CXM?

- A. CXM is required for all M.A. Seminarians in Christian Formation and M.Div. Seminarians, including non-ordination track.

Q. Can other degree programs participate?

- A. **Yes.** Anglican Studies (A.S.), Diploma in Theology (Theo.), and Master of Arts (M.A.) Seminarians may participate in CXM with permission from the CXM Director.

Q. When does CXM begin?

- A. CXM generally begins in the first semester of the Middler or Second year, with all required credits completed in that year.

Q. How many required credit hours is CXM?

- A. Middler M.Div. students must complete nine (9) credit hours of CXM. Master of Arts Students in Christian Formation must complete six (6) credit hours of CXM. Anglican Studies, Master of Arts and Diploma in Theology students may complete 3 or more credits.

Q. What is the time commitment?

- A. Please see page 15 for a full description of the time commitment.

Q. What is a CXM Intensive?

- A. Developed with input from Supervisors and Seminarians, January Term and Summer Term Intensives provide additional focus on weekday culture and day-to-day full-time ministry on site. Intensives require at least four, full-time (40-hour) weeks on site to receive a semester of credit. If interested in an intensive experience, express interest as soon as possible. If interested in an intensive at another available Site, please inform the CXM Dept. to begin that process.

See January Term (Jan. Term) Intensives, pg.24 and Summer Term Intensives, pg. 26

Q. Who will I work with and where do I go for support?

- A. Your resources include, but are not limited to:

- CXM Supervisor
- Lay Support Team
- Colloquy Facilitators
- The CXM Department

See Supervisor Guidelines and Requirements

See Lay Support Team Guidelines

See CPE Segue and Colloquy Guidelines

Read these materials before or soon after meeting with Team Members. Review materials as needed, throughout.

VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY
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CONTEXTUAL MINISTRY SITES

CXM CALL LIST

See the CXM Call List located on Brightspace, which includes all current CXM Sites and Supervisors. This call list includes CXM congregations of various denominations, institutions, and organizations. There are also CXM sites that are available for January and Summer intensives.

For hard copy or additional supervisor contact information, contact the CXM Dept.

VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY

JUNIOR YEAR

MA Christian Formation 1st year

See the CXM Timeline.

FIRST YEAR

Before beginning CXM:

- Complete required training for Adult Sexual Misconduct, Child Sexual Abuse, and Elder Abuse Prevention. *Sessions are offered online – contact the AASL Dept. for the list of required modules.* Training must be completed **prior to** interviewing with CXM supervisors in November for Middler year.
- Contact your Diocesan Bishop for any Diocesan guidelines, permissions, or preferences
- Attend the Junior CXM and CPE Orientation for an overview of the program, including the application, interview and matching processes
- Visit potential CXM sites:
 - Schools
 - Prisons
 - Hospitals
 - Retirement Communities
 - Parishes (rural, multicultural, suburban, etc.)
- Consider learning goals *See pg. 14*
- Interview with *at least 3-4 Supervisors*- results of matching will be released in March.

See the current CXM Call List for availability.

As you visit Sites:

- Consider ecclesiastical variety in the DC metropolitan area
- Verify whether Sites you are interested in are eligible to take a Seminararian next year (Sites are permitted to have only one Middler CXM Seminararian per Site Supervisor at a time, excluding ordained International students, or may choose not to interview seminarians for the following year for a variety of reasons – i.e. taking a sabbatical)
- Note responses to Sites and Supervisors
- Determine if these align with your learning goals

BEGIN OCTOBER 1ST

Consultation with the CXM Director:

- Prepare the Seminararian CXM Questionnaire - ***Submit the questionnaire, along with a copy of your Call Narrative and your CV/Resume, at least 24 hours before your appointment. Otherwise you will be asked to reschedule.***

The consultation finalizes learning goals in preparation for interviews and discerns what Sites/Supervisors offer the best opportunities. Prepare accordingly for your interviews.

See Seminararian CXM Questionnaire

NOVEMBER-FEBRUARY

Interviews begin

See pg. 9

LAST MONDAY OF FEBRUARY

Interviews end

See pg. 10

APRIL 1ST

Deadline: LST Convener contact information due to CXM dept.

LAST MONDAY OF APRIL	Begin meeting with your Supervisor and Lay Support Team (LST) Convener (1 or 2 meetings in this semester)
REMAINDER OF SPRING SEMESTER	Remaining placements are settled

REQUIRED PAPERS

- Seminarian CXM Questionnaire
- Certificates of Completion for:
 - Adult Sexual Misconduct
 - Child Sexual Abuse Prevention
 - Elder Abuse Prevention

FOR THE INTERVIEW PROCESS

- Curriculum Vitae or Resume
- Your Call Narrative (1 page, single spaced, 12 pt. font)

QUESTIONS TO CONSIDER WHEN DISCERNING A CXM CALL

SEMINARIAN LEARNING GOALS

For meetings with the CXM Director and with prospective Supervisors, consider:

- What do I want/need to learn?
- What will prepare me to share the Gospel?
- What do I hope to accomplish during CXM?

MINISTRY SKILLS

- What are my strengths?
- What needs development?
- What projects am I called to?
- What is available on-site?

To start, consider goals focused on:

SPECIFIC MINISTRIES	• Becoming an inspiring preacher • Developing administrative skills • Developing pastoral care skills • Strengthening group leadership, such as: ○ Christian Education at all levels: Children, Youth, Adults ○ Sacramental Education at all levels: Holy Baptism, First (Solemn) Communion, Confirmation and Reception ○ Small Group leadership, “Home Group” leadership ○ Dealing with special needs/interests- young adults, the elderly, marriage, grief, etc. • Developing governance skills, such as working with Vestry, Wardens, councils, directors, etc. • Nurturing stewardship abilities, such as recognizing and managing individual and sitewide time, talents, and money; site buildings, and land • Building connections with wider community, including outreach, church planting, community partnerships, and justice coalitions
PERSONAL GROWTH	• Developing the art of Theological Reflection • Gaining poise and confidence in liturgical leadership, presence, and planning • Becoming an active, non-defensive listener • Attending to time management and other stewardship issues
RELATIONSHIP BETWEEN SELF, GOD, AND THE CHURCH	• Understanding the relationship between active, conscious Christianity and cultural Christianity • Understanding the relationship between Christ and culture • Equipping laity for ministry • Strengthening evangelism, newcomer hospitality, and integration of newcomers into the community • Developing Anglican Communion companion diocese, parishes and ecumenical partnerships • Becoming more conversant in interfaith and/or multicultural issues

PRESENCE OF THE PRIEST OR LAY PERSON

- If both laity and priests are called to represent Christ:
 - How am I called to live out the image of Christ?
 - What image of Christ am I seeking in a Supervisor? (*BCP, pp.855-856*)
 - What kind of presence am I called to be?
 - What kind of presence am I seeking in a Supervisor?

While these questions may be difficult for you to answer, indications may appear in:

- ***Preaching***- where life and theology come together
- ***Conversation***- as in the interview process, this is where you and your Supervisor reflect on the present and ask questions related to God and life
- ***Epiphany***- revelations such as:
 - “This person is speaking the mind of Christ or with integrity!”
 - “This person seems to embody Christ-like qualities!”

PRIOR EXPERIENCE

If you have extensive prior liturgical or parish leadership experience, you may place lesser emphasis on some of these areas. However, do not neglect them entirely. Active liturgical leadership is a primary way for you to gain credibility with laity.

THE INTERVIEW AND ACCEPTANCE PROCESS FOR SEMINARIANS, SUPERVISORS, AND LAY CONVENERS

REQUESTING AN INTERVIEW

If you are a Seminarian, you are expected to interview with at least 3-4 Supervisors.

If you are a Supervisor, you commit to:

- Having only one Middler CXM Seminarian per Site Supervisor at a time (excluding ordained International students)
- Interviewing at least three Seminarians who request interviews
- *Not* extending invitations to serve until following the matching process

DURING THE INTERVIEW PROCESS: SEMINARIAN INTERVIEW QUESTIONS

Consider asking potential Supervisors at least 3-4 of the following questions:

- What about your ministry in this community energizes you?
- What qualities do you appreciate in a Seminarian?
- What are your expectations of a Seminarian?
- How do you communicate the Gospel as you teach, preach, and counsel?
- What about ministry has surprised you?
- What are boundaries that shouldn't be crossed?
- What will surprise me that will not be covered in this interview?
- What are you passionate about?
- How do you deal with conflict?
- How do you make use of a Seminarian's time on site?
- How do you see the Seminarian-Supervisor relationship?
- Do you plan to be on sabbatical or retire while I am on site?
- Do you provide group and/or individual supervision (e.g. if there's a Senior Seminarian at your Site at the same time as a Middler CXM Seminarian)?

These questions assume an equal partnership in the discernment process.

Questions are open-ended, and answers can indicate a Supervisor's level of openness and self-awareness – important qualities for mentorship. Feel free to add questions that are important to you, specific to the context and/or your anticipated learning goals.

ACCEPTING A CALL AND NEXT STEPS AFTER MATCH

If you are a Seminarian:

- *The CXM Office will match Seminararians and sites based on both the student and supervisors top choices.*
- Negotiate your stipend with your Supervisor. *See current Stipend Policy*
- Notify the CXM Dept. via email with:
 - Supervisor's name, CXM site and location
 - Annual stipend amount, payment date(s)
 - Which CXM track you will be following
- Meet with your Supervisor to discuss the following year and preliminary learning goals.
- Meet with your Supervisor and LST Convener **in April** to discuss the following year, preliminary learning goals and qualities that you are looking for in other LST Members.

NOTE

We strongly recommend you accompany your Lay Support Team (LST) Convener to their orientation in the Fall semester of your Middler and Senior years. This can help to create a shared understanding of the Conveners' and the Seminararians' roles and responsibilities. The Seminarian and LST Convener should attend the same workshop.

If you are a Supervisor:

See Supervisor Guidelines and Requirements

- The CXM Office will match seminararians and sites based on their student's and supervisor's top choices.
- **Due April 1st** - Recruit a Lay Support Team Convener and provide contact information to the CXM Dept. via email.
- Meet with your Seminarian to discuss the following year and preliminary learning goals.
- Meet with your Seminarian and chosen LST Convener **in April** to discuss the following year, preliminary learning goals and qualities that you are looking for in other LST Members.

If you are a LST Convener:

See Lay Support Team (LST) Guidelines

- Provide contact information to the Supervisor to be sent to the CXM Dept.
- Meet with the CXM Supervisor and Seminarian on or after the last Monday of April of Junior year to discuss preliminary learning goals, functions and processes, and selection of LST Members.
- Assist the Supervisor with recruiting 3-7 Lay Support Team Members based on the Seminarian's priorities, learning goals and Members available for this ministry.
- **Due April 1st** - Provide your name and contact information to the CXM Dept.
- **Due August 1st** - Provide confirmation and Member names to CXM Dept.
- After the orientation, share the pertinent information with the other Lay Support Team members.

AFTER SECURING A SITE

- Once you are matched, you are free to begin/continue attending services at your Site, get to know the community, and get a broad sense of their culture before engaging in ministries.
- Avoid committing to specific on-site ministries before September. This protects your studies at VTS during the Spring semester. If there is another Seminarian on-site, *do not* take a liturgical role during this time.
- You are also free NOT to attend services at your Site and continue exploring worship in the DC area. This may be your last opportunity to do so.

If you have any further questions, please schedule an appointment with the CXM Director.

RECOMMENDED READING FOR FIRST YEAR STUDENTS

Floding, Matthew (ed.). *Welcome to Theological Field Education!* Herndon, VA: The Alban Institute, 2011.

Nouwen, Henri J.M. *In the Name of Jesus: Reflections on Christian Leadership*. New York: The Crossroad Publishing Company, 1989.

Palmer, Parker J. *Let Your Life Speak: Listening for the Voice of Vocation*. San Francisco, CA: Jossey-Bass, 1999.

Pyle, William T. and Seals, Mary Alice (eds.). *Experiencing Ministry Supervision: A Field-Based Approach*. Nashville, TN: Broadman & Holman Publishers, 1995.

Stone, Howard W. and Duke, James O. *How to Think Theologically* (3rd ed.) Minneapolis, MN: Augsburg Fortress, 2013.

Whitehead, James D. and Whitehead, Evelyn E. *Method in Ministry: Theological Reflection and Christian Ministry* (revised ed.). Lanham, MD: Sheed and Ward, 1995.

VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY

MIDDLER YEAR

MA Christian Formation 2nd year

For all papers described, see Brightspace.

CONTEXTUAL MINISTRY SUNDAYS TO NOTE

FALL SEMESTER	SEPTEMBER	Second Sunday of September - First Sunday of CXM
	OCTOBER	Sunday of Fall Break - No CXM
	NOVEMBER	Sunday after Thanksgiving - No CXM
	DECEMBER	Second Sunday of December - Last Sunday of Fall CXM
SPRING SEMESTER	JANUARY	Last Sunday of January or
	FEBRUARY	First Sunday of February - First Sunday of CXM
	MARCH	First Sunday of Spring Break- No CXM
		Second Sunday of Spring Break- CXM
		PALM SUNDAY IS NOT A CXM SUNDAY- No CXM
		EASTER IS A CXM SUNDAY.
	MAY	First Sunday of May - Last Sunday of Spring CXM

IMPORTANT DATES AND REQUIRED PAPERS

FALL SEMESTER

- AUGUST**
 - **Deadline:** Finalize Lay Support Team
- SEPTEMBER**
 - **Middler CXM Orientation** (during Middler class meeting)
 - **Deadline:** Learning Covenant
- NOVEMBER**
 - **Monday after Thanksgiving: Begin meeting** with Supervisor to discuss:
 - Seminarian Reflection
 - Supervisor Response (*can add at the bottom of Seminarian Reflection*)
 - Supervisor Evaluation – Fall Semester
- DECEMBER**
 - **Deadline:** Declaring change of site for Senior Year (elective).
 - **Second Monday of December - Deadline:** All CXM Papers due.

See November.

SPRING SEMESTER

APRIL

- **Deadline: Choose Lay Support Team Convener and send information to CXM Dept.**
- **Second Monday of April - Deadline:**
 - Lay Support Team Evaluation of Seminarian to Site Supervisor
 - End of Year Evaluation of Lay Support Team Ministry
- **Begin meeting with Supervisor to discuss:**
 - Seminarian Site Study and Reflection
 - Seminarian Supervisor and Site Evaluation
 - Supervisor Response to Seminarian Site Study and Reflection (*can add at the bottom of Seminarian Reflection*)
 - Supervisor Evaluation Spring Semester – penultimate for credit semester

MAY

- **First Monday of May - Deadline: All CXM papers due.**

See April.

TRACK I

Track I allows for completion of all required CXM credits in one academic year, with fuller immersion into the weekday culture of your Site in the Spring semester. This is the basic model for Seminararians in the ordination process and anticipating serving in a parish setting. You are expected to complete nine (9) credit hours in the following sequence:

- 12 hours/week in the Fall semester (3.0 credits)
- 24 hours/week in the Spring semester (6.0 credits)

TRACK II

Track II allows Seminararians to have an experience of full-time ministry over a four-week period. In addition, the track facilitates participation in CXM as a School Chaplain. You are expected to complete nine (9) credit hours in the following sequence:

- 12 hours/week in the Fall semester (3.0 credits)
- 12 hours/week in the Spring semester (3.0 credits)
- A CXM Intensive (January Term or Summer Term)- 40 hours/week for 4 weeks at the current academic year Site or 40 hours/ week for 8 weeks at a different Summer Intensive Site (3.0 credits for January Term and 4-week Summer Intensive, 6.0 credits for 8-week Summer Intensive)

TRACK III

Track III allows Seminararians to participate in other chaplaincy settings (e.g., hospital, work, military, port, retirement communities, etc.) and facilitates greater flexibility with an individualized CXM plan. *With approval from the CXM Director.*

You are expected to participate in Colloquy during the Middler year, regardless of your chosen track (M.Div. degree only).

CONFIRMING GOALS: THE SEMINARIAN LEARNING COVENANT

The **Seminarian Learning Covenant** describes your goals, objectives, resources and time commitment for CXM. The Learning Covenant is central to co-creating a CXM experience that is intentional, skill-building, and life-giving for God's work in pastoral ministry. Specifically, ask:

- What are my goals? (What do I want to learn?)
- What are my objectives? (What concrete steps do I take to reach my goals?)
- What are my resources? (What resources do I need to achieve my goals?)
- What is the time commitment? (How much time do I devote to each goal?)

DEVELOPING A MEANINGFUL SEMINARIAN LEARNING COVENANT

The **Seminarian Learning Covenant** is comprised of the **four** primary areas:

GOALS	Learning goals further developed in consultation with the CXM Supervisor.
OBJECTIVES	Once you decide your goals, state them in measurable terms. An <i>objective</i> is stated in a way that it can be met and reviewed at the end of a semester. Example: Goal- <i>To gain poise and confidence in leading public worship</i> Objectives- • Participate in worship services at least once a week • Engage in leadership activities during services at least three times a month • Ask for specific feedback from my Supervisor, Lay Support Team, and other parishioners at least twice a month • Journal about leadership experiences at least once a month • Read two books or articles on developing leadership skills and confidence
RESOURCES	Once you develop objectives, determine the <i>resources</i> needed to meet the objectives. If you don't have all of them, consider where to find them. Using the example above, resources may include: • CXM Supervisor, Lay Support Team, and other parishioners • Homiletics professor and classmates • A journal and pen • Time set aside to journal • A book such as: • Friedman, Edwin H. <i>A Failure of Nerve: Leadership in the Age of the Quick Fix</i>. New York, NY: Church Publishing, Inc., 2007.
TIME COMMITMENT	Using objectives above, your average time commitment per week: • 2.5 hours- Participate in worship services once a week ○ Engage in leadership activities during services three times a month • 15 minutes, twice a month- Ask for specific feedback from CXM Supervisor, Lay Support Team Members and other parishioners • 15 minutes, once a month- Journal about my experiences in leadership

	• 15 minutes a day- Read two books or articles on developing leadership skills and confidence The average weekly time commitment for the example goal: 3 hours, 15 minutes.
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OTHER CONSIDERATIONS REGARDING TIME COMMITMENT

If you are a Seminarian:

- The total weekly time on site *should not exceed 12 hours, including travel and preparation*
- You are generally available for CXM from the first week of classes in September to the end of the Spring semester, except for *Fall Break, Winter Break, Jan. Term* and *Spring Break*

If you are a Supervisor:

- We *encourage* you to allow your Seminarian to attend their class retreat weekend, but this and any other weekends off, including long weekends such as Thanksgiving, *must be negotiated between you and the Seminarian*

DIVISION OF TIME COMMITMENT

Seminarian Learning Covenants *must* account for class schedules, worship, and meals at the seminary. These are the seminary's expectations of you and avoid scheduling anything that creates conflict. All other days and hours are open for negotiation.

WEEKLY DIVISION OF TIME FOR PARISHES

12-HOUR PER WEEK ON-SITE MINISTRY COMMITMENT:	ALTERNATIVE ONSITE MINISTRY COMMITMENT:
• 3-4 hours- Supervision, Lay Support Team Meetings, Preparation, and Travel Time • 8 hours of On-site Interaction: ○ 4-6 hours- Sunday Morning Duties- liturgy, education, and connecting with the congregation ○ 2-4 hours- You and your Supervisor determine additional responsibilities between small groups, Leadership Project, observation, and pastoral care	• You participate in Sunday activities for three (or four) consecutive Sundays monthly • In lieu of the final Sunday, you spend up to 8 hours “shadowing” the Supervisor during the week. This affords insight into the day-to-day parish functions and daily clergy duties

Learning Covenants *must* include the following specific time commitments:

LITURGICAL TIME <i>For Parish Sites</i>	Three to four hours on Sunday mornings, although liturgical worship at some parishes vary. You may have to experience Sunday morning differently in each semester.
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	Example: • <i>In the Fall-</i> you attend the family service (second morning service) and classes and the third or late service and coffee hour • <i>In the Spring-</i> you attend early service, plus the second morning service and classes (if there are three services) but do not stay for late service and coffee hour
NON-LITURGICAL LEADERSHIP TIME	Any work with groups or classes that meet regularly such as: monthly meetings of the vestry, calling on parishioners, counseling, social concerns, outreach and administrative duties.
PREPARATION TIME	Reasonable in relation to work. Normally, one hour a week is ample. In weeks when you will preach, account for the additional time. Christian Education will also require additional time.
STAFF TIME	In a staff meeting or on an individual basis, you will benefit from time each week with the Supervisor to discuss the details of daily and weekly functions.
SUPERVISION TIME	Three to four hours of individual supervision per month, meeting with your Supervisor weekly or biweekly. On occasion, additional time may be needed, but disciplined use of a regular schedule makes for better supervision. <i>A regular time and place is highly recommended.</i> There should be a clear distinction between <i>supervision</i> and <i>staff time</i>. Example: A meeting to go over the weekly bulletin <i>is not supervision</i>
LAY SUPPORT TEAM TIME	Two-hour, once-a-month meeting of 3-7 lay people with the Seminarian. Your Supervisor is not present, with the exception of the first session. <i>A regular time and place is essential.</i> <i>See Lay Support Team Guidelines</i>
TRAVEL TIME	Your participation in Site life should be structured to minimize the number of weekly round trips necessary. Two or three round trips per week should be adequate for nearby Sites. The further away a Site is from the seminary, the fewer the round trips. Travel time takes away from valuable time spent in Site activity and supervision.

PLANNING AND DUE DATES

- Begin your initial Learning Covenant planning as early as Spring semester Junior year and finalize during the first month of CXM
- Submit your Covenant to the CXM Director via Brightspace by the date listed on the CXM Timeline (*Covenants last for one academic year*)
- Review your Covenant at the end of each semester during your final session with your Supervisor
- Make any amendments and submit a copy of your updated Learning Covenant via Brightspace to the CXM Director
- If you decide to retain the original Learning Covenant for your Senior year, please notify the CXM Dept. via Brightspace in lieu of resubmission (only if you are doing it for elective credit).
See The Learning Covenant, Example
- **Students must update the CXM Coordinator about their CXM plans for Senior Year.** M.Div. Seniors may do CXM for elective credit, at their current site or a different site, they may choose to stay unofficially at their site or at a different site, or they may decide not to do CXM at all.

THE LEARNING COVENANT, EXAMPLE- PARISH

☒ ACADEMIC YEAR ☐ INTENSIVE											
VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY SEMINARIAN LEARNING COVENANT											
SEMINARIAN: <u>John Doe</u>		DATE: <u>9/1/18</u>									
DEGREE:		☐ M. DIV. ☐ M.A. ☒ ANGLICAN STUDIES ☐ THEOLOGY									
SUPERVISOR: <u>The Rev. Jane Doe</u>		CONVENER: <u>Ms. Susan Brown</u>									
SITE: <u>(name of training site)</u>											
☒ PARISH		☐ ORGANIZATION									
STIPEND AMOUNT: <u>\$1,400 per year</u>		PAYMENT DATES : <u>9/11/2016, 1/29/2017</u>									
ANTICIPATED TIME COMMITMENTS											
Track: ☐ TRACK I ☒ TRACK II ☐ TRACK III	Semester Commitments: ☒ ACADEMIC YEAR ☐ SENIOR FALL SEMESTER ☐ SENIOR SPRING SEMESTER	For Intensives: ☒ JANUARY ☐ SUMMER	☒ 4-WEEK ☐ 8-WEEK								
GOALS											
<i>Please outline your goals and how you plan to reach them.</i>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">PRIMARY GOALS</th> <th style="text-align: left; padding: 5px;">WEEKLY TIME COMMITMENT</th> <th style="text-align: left; padding: 5px;">OBJECTIVES</th> <th style="text-align: left; padding: 5px;">RESOURCES</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;">To gain poise and confidence in leading public worship</td> <td style="padding: 5px; vertical-align: top;">3.25 hours</td> <td style="padding: 5px; vertical-align: top;"> - Participate in worship services (1x/wk) - Engage in leadership activities during worship (3x/wk) - Ask for specific feedback from my supervisor, lay support team and others (2x/wk) </td> <td style="padding: 5px; vertical-align: top;"> - CXM Supervisor - Lay support team members - Others in congregation - Homiletics/liturgics professor - Classmates in homiletics/liturgics - Bishop Payne Library - Gilbert, Roberta. <i>Extraordinary Leadership: Thinking System,</i> </td> </tr> </tbody> </table>	PRIMARY GOALS	WEEKLY TIME COMMITMENT	OBJECTIVES	RESOURCES	To gain poise and confidence in leading public worship	3.25 hours	- Participate in worship services (1x/wk) - Engage in leadership activities during worship (3x/wk) - Ask for specific feedback from my supervisor, lay support team and others (2x/wk)	- CXM Supervisor - Lay support team members - Others in congregation - Homiletics/liturgics professor - Classmates in homiletics/liturgics - Bishop Payne Library - Gilbert, Roberta. <i>Extraordinary Leadership: Thinking System,</i>			
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THE LEARNING COVENANT, EXAMPLE- PARISH, CONT'D.

☒ ACADEMIC YEAR ☐ INTENSIVE			
VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY SEMINARIAN LEARNING COVENANT			
SEMINARIAN: <u>John Doe</u> DATE: <u>9/1/18</u>			
DEGREE: ☐ M. DIV. ☐ M.A. ☒ ANGLICAN STUDIES ☐ THEOLOGY			
To develop administrative and governance skills	4 hours	• Read at least one article or book on leadership skills and building confidence during each semester • Shadow supervisor on a weekday (1x/month) • Shadow parish admin or secretary (1x/month) • Attend meeting of the finance committee (1x/month) • Attend vestry meeting (1x/month)	<i>Making a Difference.</i> Falls Church, VA. Leading Systems Press, 2006. • CXM supervisor • Parish administrator • Senior Warden • Church Treasurer
TRACK DESCRIPTIONS (hours per week)			
TRACK I	Fall: 12 hours	Spring: 24 hours	
TRACK II	Fall: 12 hours	Spring: 12 hours	Intensive: 40 hours
TRACK III		To Be Determined	
	FALL WEEKLY TIME	SPRING WEEKLY TIME	INTENSIVE WEEKLY TIME
Required Activities:	7.25 hours	7.25 hours	TBD
Supervision:	.75 hour	.75 hour	
Lay Support Meetings:	.5 hour	.5 hour	
Preparation Time:	1.5 hours	1.5 hours	
Travel Time:	1 hour	1 hour	
Staff Time (optional):	1 hour	1 hour	
TOTAL:	12 hours	12 hours	40 hours

THE LEARNING COVENANT, EXAMPLE- PARISH, CONT'D.

ACADEMIC YEAR ☐ INTENSIVE	
VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY	
SEMINARIAN LEARNING COVENANT	
SEMINARIAN: <u>John Doe</u> DATE: <u>9/1/18</u> DEGREE: ☐ M. DIV. ☐ M.A. ANGLICAN STUDIES ☐ THEOLOGY	
SEMINARIAN SIGNATURE	DATE
PRIMARY SUPERVISOR SIGNATURE	DATE
THE DIRECTOR OF CONTEXTUAL MINISTRY DATE Please submit an original copy with all appropriate signatures to the Contextual Ministry Department by the dates indicated on the CXM calendar.	

THE SUPERVISORY SESSION (SEMINARIAN'S STANDPOINT)

A. PREPARING FOR SUPERVISION

- Provide time, space and energy needed to prepare
- Pray for God's guidance. *Remember*, you are co-creating your future with God
- Recall learning goals
- Reflect on on-site experiences to date, noting specific joys, challenges and/or routine
- Identify events you want or need to discuss with your Supervisor
 - Consider how events fit with your learning goals and/or formation
- Develop an initial agenda for supervision

B. BEGINNING THE SESSION

- Consider beginning with prayer
- Clarify expectations regarding content and process:
 - Seminarian proposes agenda; Supervisor may propose additional items
 - Mutually agree upon the sequence and timing of agenda items
 - Decide responsibility for "getting started" and how
 - Decide how time limits are handled (beginning and ending the session)
 - Decide subject matter that will be brought into session by both Seminarian and Supervisor

C. ENGAGING THE PROCESS

- Maintain clarity about roles and responsibilities during the supervisory session:
 - Define the Seminarian's role and responsibility
 - Define the Supervisor's role and responsibility
 - Are both clear about and aware of boundaries between and definitions of *supervision*, *spiritual direction*, *coaching* and *pastoral counseling*?
 - How are informed decisions made about crossing boundaries, as well as how and when to return?
 - Decide who is responsible for initiating topical transition:
 - Is transition made by mutual decision?
 - Has the preceding subject been "closed" or is there agreement to pursue it at a *specific* future time?

D. ENDING THE SESSION

- Note and *share* any unfinished business for either Seminarian or Supervisor:
 - With respect to on-site experience
 - With respect to the Supervisor-Supervisee relationship
 - Decide how to handle it
- Consider closing with prayer

E. TENDING TO THE FUTURE

- Journal or note issues, feelings, observations, hunches, ideas to address in subsequent sessions

CONFRONTING ISSUES IN THE SUPERVISORY RELATIONSHIP

We encourage the Seminarian to do everything they can to determine whether a supervisory relationship is right for them. While we would like every relationship between a Seminarian, Site, and Supervisor to be healthy and mutual, difficulties do arise and sometimes ending the relationship is the best course of action. Please address issues as soon as they arise, as your CXM course work is confined to a one-year timeline.

If you are a Seminarian concerned about your supervisory relationship:

- First, speak directly with your Supervisor about the concern
- If you are uncomfortable speaking directly with your Supervisor, please contact the CXM Director to schedule a time to discuss your concern and coach the upcoming conversation with your Supervisor
- If you speak with your Supervisor and the concern remains unaddressed, please contact the CXM Director to explore mediation with your Supervisor
- If the issue remains unresolved after mediation, the CXM Director will help you determine a new Site for the Spring semester

If the concern is ***egregious***, please contact the CXM Director immediately for consult.

If you are a Supervisor concerned about your relationship to your Seminarian:

- First, contact the CXM Director for consultation, then speak directly to your Seminarian
- If you speak with your Seminarian and the concern remains unaddressed, please contact the CXM Director to explore mediation with your Seminarian
- If the issue remains unresolved after mediation, the CXM Director will terminate the relationship

PROPOSING A NEW CXM SITE OR INTENSIVE

If you are a Seminarian interested in a ministry site that is not on the CXM Call List:

- Contact the CXM Director and schedule an appointment to discuss the new Site/Supervisor possibility
- After approval by the CXM Director, contact the prospective Supervisor to discuss details of possible CXM participation
- If the prospective Supervisor wants to move forward with becoming a CXM Supervisor, ask him/her to complete Site and Supervisor application, Supervisor Profile & Covenant with VTS and provide a current copy of their CV/Resume
- Inform the prospective Supervisor of the required Prospective Supervisor Orientation
- Schedule a formal interview

If you are a prospective Supervisor approached by a Seminarian interested in serving at your Site, but you are not on the CXM Call List, please complete and submit:

- Application to Serve as Contextual Ministry Site

- Supervisor(s) Profile and Covenant(s) with VTS
- Supervisor(s) Professional Resume(s)

...and...

- Complete the Prospective Supervisor Orientation

Once the application is approved, the new Site will be designated "*pending*" until the completion of the Prospective Supervisor Orientation. Once you complete the orientation, decide whether to serve as a CXM Supervisor/Site. Please inform the CXM department and Seminarian of your decision as soon as possible.

PROPOSING AN INTENSIVE (JANUARY AND SUMMER TERM)

If you are a Seminarian interested in an intensive Site that is not on the CXM Call List:

- Contact the CXM Director and schedule an appointment to discuss the new intensive Site possibility
- After approval by the CXM Director, contact the prospective Supervisor and schedule a phone interview and discuss possible CXM participation
- During the interview, ask the prospective Supervisor to complete the intensive Site and Supervisor application, Supervisor Profile & Covenant with VTS and provide a current copy of their CV/Resume and to schedule a phone interview with the CXM Director

If you are a prospective Supervisor approached by a Seminarian interested in serving an intensive at your Site, but you are not on the CXM Call List, please complete and submit:

- Application to Serve as Contextual Ministry Site
- Supervisor(s) Profile and Covenant(s) with VTS- Intensive
- Supervisor(s) Professional Resume(s)

...and...

- Complete the phone interview with the CXM Director

Once the application is approved, the Site is placed on the CXM Call List. Once you are approved, feel free to invite the Seminarian to serve.

VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY

MIDDLER SMALL GROUP FORMATION: CPE SEGUE, COLLOQUY, AND WIDER CONTEXT

OVERVIEW

Seminarians find it helpful to gather in safe, confidential, small groups (approx. 8-11 persons) to reflect and further integrate the CPE and CXM experiences into ministerial identity and practice. This is the purpose of CPE Segue and Colloquy. Each format has its own purpose: CPE Segue provides an opportunity to debrief after the intensity of CPE, while Colloquy develops the art and skill of theological reflection in relation to ministry.

Sessions are facilitated by experienced Practical Theology faculty, along with Senior Seminarians recommended by previous facilitators as especially gifted in theological reflection and small group leadership skills. Groups meet once a week for 75 minutes, with the first few sessions consisting of CPE Segue and the remaining sessions reserved for Colloquy.

By the end of the Middler year, using the methodologies provided in the *CPE Segue and Colloquy Guidelines*, you will be familiar and able to use at least one method of theological reflection to process experiences, thoughts, feelings, and beliefs regarding ministry.

If you are an Anglican Studies. or Post Graduate Diploma in Theological Studies Seminarian, you will continue meeting in your separate formation/advising group. ***If you are a MA in Christian Formation***, you may elect to take colloquy or continue to meet with your separate formation/advising group.

IN THE WIDER CONTEXT

MIDDLER FACULTY ADVISERS

Faculty Colloquy Facilitators will function as **Middler Advisers**. Middler Advisers are available for individual advising throughout the academic year. This arrangement allows basic academic advising several times a year to review your progress on portfolios and Student Learning Objectives (SLOs).

MIDDLER CLASS MEETINGS

It is paramount you attend Middler class meetings, as this is the major vehicle for delivering academic information in the 2020 Small Group Formation redesign.

See CPE Segue and Colloquy Guidelines

VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY

JANUARY TERM (JAN. TERM) INTENSIVES

REGISTRATION PROCEDURE

FOR CREDIT	ENROLLMENT STATUS	CHARGE	STIPEND
Yes	Full-time	None	Negotiate directly with your Supervisor
Yes	Part-time	Current Tuition Rate x 3 credit hours	<i>See above.</i>
No	Full-time or Part-time	None	<i>See above.</i>

NOTE

- There are no financial considerations between VTS and the Site or Supervisor. All stipend negotiations will be made between you (the Seminarian) and CXM Supervisor.
- Students who take intensives unofficially can receive “Additional Training Received” on their VTS transcripts for this training, if desired.

REQUIRED DOCUMENTS

IF SITE IS NOT ON THE CXM CALL LIST

- Application to Serve as a Contextual Ministry Site
- Supervisor Profile and Covenant with VTS-Intensive
- C.V. or Resume

See Bright Space

BEFORE INTENSIVE

- Supervisor's Covenant- January Term Intensive
- Learning Covenant- Intensive Model
- Lay Convener Contact Information

AFTER INTENSIVE

- Seminarian Reflection Paper- Intensive
- Supervisor Evaluation- Intensive
- Seminarian Self-Evaluation- Intensive
- Lay Support Team Evaluation of Seminarian- Intensive

DUE DATES

FEBRUARY • **First Monday of February-Deadline:** All CXM Jan. Term papers due.

REQUIREMENTS

FOR PARISHES

January Term (Jan. Term) Intensives are available for three credit hours to Seminarians who make arrangements with their *current* CXM parish. Jan. Term Intensives have the same basic requirements as CXM during the academic year, except with a concentrated timeline.

Intensives must include:

- Four, 40-hour weeks of training or equivalent
- Regular weekly supervision of the Seminararian (*Minimum: 1 hour/week*)
- Regular weekly Lay Support Team meetings (*Minimum: 1.5 hours total*)
 - Lay Support Teams must have enough Members to ensure four are present at each meeting
 - Members should miss no more than two meetings

FOR ORGANIZATIONS

Jan. Term Intensives are available for three credit hours to Seminarians who either respond to the initiative of an organization or take the initiative to arrange their own organizational Site and Supervisor. January Term Intensives have the same basic requirements as CXM during the academic year, except with a concentrated timeline.

Intensives must include:

- Four, 40-hour weeks of training or equivalent
- Regular weekly supervision of the Seminararian (*Minimum: 1 hour/week*)
- *Optional:* Regular weekly Lay Support Team meetings (*Minimum: 1.5 hours total*)
 - Teams must have enough Members to ensure four are present at each meeting
 - Members should miss no more than one meeting
 - Contact information for the LST Convener is required
 - Lay Support Team Report is required
- An additional written description of training within the organization by the Supervisor

NOTE

If you are a Supervisor, you may be away for no more than one of the four weeks, with an assigned substitute Supervisor while absent.

If you are a Supervisor for a parish Site, your substitute must be chosen from the vestry or staff and an assigned on-call priest for emergency consultation.

VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY

SUMMER TERM INTENSIVES

REGISTRATION PROCEDURE

FOR CREDIT	ENROLLMENT STATUS	CHARGE	STIPEND
Yes	Full-time or Part Time	Current Tuition Rate x 3 credit hours	Negotiate directly with Supervisor
No	Full-time or Part Time	None	<i>See above.</i>

NOTE

- There are no financial considerations between VTS and the Site or Supervisor. All stipend negotiations will be made between you (the Seminarian) and CXM Supervisor.
- Students who take intensives unofficially can receive “Additional Training Received” on their VTS transcripts for this training, if desired.

REQUIRED DOCUMENTS

IF SITE IS NOT ON THE CXM CALL LIST

- Application to Serve as a Contextual Ministry Site
- Supervisor Profile and Covenant with VTS-Intensive
- C.V. or Resume

See Bright Space

BEFORE INTENSIVE

- Supervisor Covenant- Summer Term Intensives
- Learning Covenant- Intensive Model
- Lay Convener Contact Information- *if applicable*
- Written description of training by the prospective Supervisor including agreement to:
 - Timeline Requirement
 - Supervision Requirement
 - Lay Support Team Requirement- *if applicable*
 - *See January Term (Jan. Term) Intensive Requirements, pg. 25*
 - Program Start dates and End dates

AFTER INTENSIVE

- Seminarian Reflection Paper- Intensive
- Supervisor Evaluation- Intensive
- Seminarian Self-Evaluation- Intensive
- Lay Support Team Evaluation of Seminarian- Intensive

DUE DATES

- AUGUST** • Last Monday of August - **Deadline:** All Summer Term CXM papers due.

REQUIREMENTS

Summer Term Intensives have the same requirements as CXM during the academic year, except with a concentrated timeline.

4-week, Summer Term Intensives are available for three credit hours if:

1. You want to continue at your **current Site**
2. **Your current Site is a parish**, but you want to engage in CXM at an **organizational Site**

8-week, Summer Term Intensives are available for six credit hours if:

1. You want to engage in CXM at a parish **other than the current parish Site**
2. You take the initiative to engage in CXM at a **different organizational Site**

Additional Program Element:

- Eight, 40-hour weeks of training or equivalent

see the January Term (Jan. Term) Intensive Requirements pg. 25

NOTE

If you are a Supervisor, you may be away for no more than one of the four weeks or two of the eight weeks, with an assigned substitute Supervisor while absent.

If you are a Supervisor for a parish Site, the substitute must be from the clergy staff or vestry and an assigned on-call priest for emergency consultation.

MID-ATLANTIC PARISH TRAINING PROGRAM

See <http://www.thediocese.net/resources/ministries/vocation-and-call/mid-atlantic/> for details.

If you are from the Diocese of Virginia, The Mid-Atlantic Parish Training Program is a training program similar to CXM that is run by the Diocese of Virginia for their seminarians. You can receive “Additional Training Received” on your VTS transcript, if desired.

FOR CREDIT	ENROLLMENT STATUS	CHARGE	STIPEND
Mid-Atlantic Parish Training Program (MAPTP)	Full-time or Part-time	None	None

REQUIRED DOCUMENTS

BEFORE MAPTP

- Mid-Atlantic Letter of Intent

AFTER MAPTP

- Copies of all papers required by the Diocese of Virginia

VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY

SENIOR YEAR

SENIOR YEAR TIMELINE

For all papers described, see Brightspace.

Optional - If you are a Senior Seminarian, you may continue in an informal (i.e., not for credit) or elective credit capacity in the Senior year to fulfill specific diocesan requirements and/or to experience deeper involvement and learning by remaining in the same placement for two years. Please inform the CXM coordinator in either case.

CXM SUNDAYS TO NOTE

FALL SEMESTER	SEPTEMBER	Second Sunday of September - First Sunday of CXM
	OCTOBER	Sunday of Fall Break- No CXM
	NOVEMBER	Sunday after Thanksgiving- No CXM
	DECEMBER	Second Sunday of December - Last Sunday of Fall CXM
SPRING SEMESTER	JANUARY	Last Sunday of January or
	FEBRUARY	First Sunday of February - First Sunday of CXM
	MARCH	First Sunday of Spring Break- No CXM
		Second Sunday of Spring Break- CXM
		PALM SUNDAY IS NOT A CXM SUNDAY- No CXM
		EASTER IS A CXM SUNDAY.
	MAY	First Sunday of May - Last Sunday of Spring CXM

IMPORTANT DATES AND REQUIRED PAPERS (if you are taking CXM for credit)

FALL SEMESTER

- NOVEMBER**
- **Monday after Thanksgiving – December 1st:**
 - **Deadline:** Lay Support Team End of Year Evaluation of Seminarian to Site supervisor (if not taking for credit during Spring)
 - **Begin meeting with Supervisor to discuss:**
 - Seminarian Reflection
 - Supervisor Response (*can add at the bottom of Seminarian Reflection*)

- Supervisor Evaluation – Fall Semester

DECEMBER

- **Second Monday of December -Deadline: All CXM Papers are due.**
See November.

SPRING SEMESTER

APRIL

- **Second Monday of April - Deadline:**
 - Lay Support Team Evaluation of Seminarian to Site Supervisor
 - End of Year Evaluation of Lay Support Team Ministry
- **Begin meeting with Supervisor to discuss:**
 - Seminarian Site Study and Reflection
 - Seminarian Supervisor and Site Evaluation
 - Supervisor Response to Seminarian Site Study and Reflection (*can add at the bottom of Seminarian Reflection*)
 - Supervisor Evaluation Spring Semester – penultimate for credit semester
- **Second Monday of April -Deadline: All CXM papers due.**

VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY
ANGLICAN STUDIES (A.S.), DIPLOMA IN THEOLOGY (Theo.), AND MASTER OF ARTS (M.A.)

Optional - If you are an A.S., Diploma in Theo., and M.A. Seminarian, you are welcome to participate in CXM Track I & III with permission from the CXM Director. See the CXM Calendar for actual due dates and meeting times.

CXM SUNDAYS TO NOTE

FALL SEMESTER	SEPTEMBER	Second Sunday of September - First Sunday of CXM
	OCTOBER	Sunday of Fall Break- No CXM
	NOVEMBER	Sunday after Thanksgiving- No CXM
	DECEMBER	Second Sunday of December - Last Sunday of Fall CXM
SPRING SEMESTER	JANUARY	Last Sunday of January or
	FEBRUARY	First Sunday of February - First Sunday of CXM
	MARCH	First Sunday of Spring Break- No CXM
		Second Sunday of Spring Break- CXM
		PALM SUNDAY IS NOT A CXM SUNDAY- No CXM
		EASTER IS A CXM SUNDAY.
	MAY	First Sunday of May - Last Sunday of Spring CXM

IMPORTANT DATES AND REQUIRED PAPERS

FALL SEMESTER

AUGUST	• 1-Deadline: Finalize Lay Support Team
SEPTEMBER	• 30-Deadline: Learning Covenant
NOVEMBER	• Monday after Thanksgiving: Begin meeting with Supervisor to discuss: ○ Seminarian Reflection ○ Supervisor Response (<i>can add at the bottom of Seminarian Reflection</i>) ○ Supervisor Evaluation – Fall Semester
DECEMBER	• Second Monday of December -Deadline: All CXM Papers due. <i>See November.</i>

SPRING SEMESTER

- APRIL**
- **Second Monday of April - Deadline:**
 - Lay Support Team Evaluation of Seminarian to Site Supervisor
 - End of Year Evaluation of Lay Support Team Ministry
 - **Begin meeting** with Supervisor to discuss:
 - Seminarian Site Study and Reflection
 - Seminarian Supervisor and Site Evaluation
 - Supervisor Response to Seminarian Site Study and Reflection (*can add at the bottom of Seminarian Reflection*)
 - **Supervisor Evaluation Spring Semester – penultimate for credit semester**
 - **Third Monday of April -Deadline: All CXM papers due.**
- MAY**
- **First Monday of May-Deadline:** End of Year Evaluation of Lay Support Team Ministry due.

See April.

REFERENCE SECTION

A.S., Diploma in Theo., and M.A. programs, please read the following:

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VIRGINIA THEOLOGICAL SEMINARY, DEPARTMENT OF CONTEXTUAL MINISTRY

MISSION STATEMENT

We, the VTS Contextual Ministry Department (CXM), offer seminarians opportunities to develop skills and practices for experiential, contextual ministry, including:

- Integrating study of Christian tradition and practical Christian ministry
- Enhancing pastoral, liturgical, teaching, and leadership abilities
- Fostering personal and professional growth and identity
- Engaging in ongoing theological reflection on ministry

This integration of prayer, study, practice and theological reflection produces leaders who read, enter, and leave contexts well. Through CXM, seminarians are better equipped to think theologically about ministry. Asking questions such as:

- “How is God present and active in this event?”
- “What resources from Christian tradition did I draw upon to inform my thinking and action?”
- “What might God’s dream for this relationship be?”
- “How is God calling me to participate in this community?”

Through these principles, we prepare those pursuing The Order of the Priesthood or the Diaconate and empower The Order of the Laity.

*The ministry of **lay persons** is to represent Christ and his Church; to bear witness to him wherever they may be; and, according to the gifts given them, to carry on Christ’s work of reconciliation in the world, and to take their place in the life, worship, and governance of the Church. (Catechism- The Ministry, The Book of Common Prayer, pg. 855)*

*The ministry of a **deacon** is to represent Christ and his Church, particularly as a servant of those in need; and to assist bishops and priests in the proclamation of the Gospel and the administration of the sacraments. (Catechism- The Ministry, The Book of Common Prayer, pg. 855)*

*The ministry of a **priest** is to represent Christ and his Church particularly as pastor to the people; to share with the bishop in the overseeing of the Church; to proclaim the Gospel; to administer the sacraments; and to bless and declare pardon in the name of God. (Catechism- The Ministry, The Book of Common Prayer, pg. 856)*