HARVARD DIVINITY SCHOOL
45 Francis Avenue, Cambridge, MA 02138
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OFFICE OF MINISTRY STUDIES
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Field Education Site Accreditation Application

Institution/Church:	Supervisor:
Address:	Address:
City, State, Zip:	City, State, Zip:
Telephone Numbers:	Telephone Numbers:
Fax: E-Mail:	Fax: E-Mail:

Please attach the necessary sheets responding to the following:

1. Describe the opportunities for ministerial training that exist in this setting and the specific expectations the site would have of a divinity school student doing field education in this setting. Please write this site description to follow the format of those in the *Field Education Handbook.*

2. Describe the characteristics of the community in which the site exists, including ethnic, economic, age, and business factors.

3. Describe the site's mission to and with this community, using both a general statement of mission and specific examples.

4. Describe the proposed supervisor's professional relationship to and with the site. (The proposed supervisor must also submit an application for certification.)

5. Describe the proposed process for accountability within the setting, including supervision, consultation, grievance and conflict resolution, for both student and supervisor.

6. Describe the specific title or rank the field education student would carry.

7. What is the proposed stipend for this placement? Students are expected to earn a stipend of $4,000 in all placements. Sites are expected to either pay the whole stipend directly to the student or, if the work the student is expected to do is consistent with Federal funding (cf. *Field Education Handbook,* "Stipends and Funding for Field Education"), the student may be paid a stipend using College Work Study Funds. In this case, the site may pay the employer's contribution (usually 25% or 30%) to the Office of Ministry Studies, who will handle the payroll for the student. In some cases, where previously arranged, the Office of Ministry Studies may waive a portion of this employer's contribution for work-study students.

8. Please list any travel or other expenses/benefits that the site intends to pay the student.

9. Indicate the names of any teaching parish or site committee members who will work with the student. If this committee has official supervisory responsibility, its members must also meet supervisory certification requirements.