

Specific Ministry Pastor-Supervisor Position Description

The pastor-supervisor:

- a. Will be responsible to the seminary for tutoring, advising, encouraging, and overseeing the work of a student in the SMP program.
- b. Will serve as a mentor to the student, and will also serve as his vicarage supervisor.
- c. Will provide periodic reports to the seminary.

Qualifications

1. Personal:

- a. The pastor-supervisor possesses sufficient pastoral and academic aptitude to tutor the student and model pastoral and missionary practice.
- b. The pastor-supervisor demonstrates an interest in leading the student to grow in the Lutheran faith and pastoral theology and practice.
- c. The pastor-supervisor will be a rostered, “Ordained Minister” of the LCMS, and ordinarily hold the Master of Divinity degree or its equivalent.
- d. The pastor-supervisor shall have at least five years of pastoral experience.
- e. The pastor-supervisor shall uphold the doctrinal position of The Lutheran Church—Missouri Synod.
- f. The pastor-supervisor must have the permission of his congregation to serve as a pastor-supervisor.
- g. The pastor-supervisor must agree to be trained for this role.

2. Time Commitments:

- a. The pastor-supervisor should expect to spend significant time in personal conversation with the student, tutoring him, discussing lessons learned, providing pastoral guidance, and observing the student’s ministry.
- b. It is expected that a minimum of three to five hours/week will be spent on these activities by the pastor-supervisor.
- c. The pastor-supervisor will attend the Orientation Seminar with his student.
- d. The pastor-supervisor is encouraged to join the student during other on-campus experiences at which the opportunity will be provided to spend time with the faculty and with fellow pastor-supervisors.

3. Training:

The pastor-supervisor will be required to complete a supervisor training course conducted by the seminary, for which appropriate CEUs may be available.

4. Facilities and Equipment:

- a. Pastor-supervisor will furnish or will arrange for the provision of any and all facilities and equipment necessary to meetings between himself and the student.
- b. The seminary will be responsible for making available to pastor-supervisors any updates in information and training.

Selection

1. The president of the district from which student is enrolled will identify a local pastor to serve as pastor-supervisor.
2. If the pastor is actively serving a congregation, it must provide a written statement of its support for this work to the district and the seminary.
3. The seminary will review the assigned pastor-supervisor based upon the district president's selection.
4. Should a pastor-supervisor's behavior, theological position, or lack of engagement jeopardize the formation of the student, the district president in consultation with the seminary may assign a replacement.
5. When a pastor-supervisor accepts a call, the district president will work quickly to identify a new pastor-supervisor president in consultation with the seminary.

Responsibilities

It will be the responsibility of the pastor-supervisor to:

1. Guide the student in faith and life through encouragement, support, and prayer.
2. Advise the student regarding pastoral practice.
3. Be familiar with the course materials and resources.
4. Tutor the student in formal studies as needed.
5. Incorporate circuit and district events into the student's experiences.
6. Provide feedback, as needed or requested, to the seminary and district including, but not limited to:
 - a. Reports on vicarage progress as required.
 - b. Recommendation of the student for certification or non-certification.
7. Offer support and encouragement to the student to continue the program and remain diligent about his studies.
8. Provide counsel and support concerning the student's general state of physical and emotional wellness, including the well-being of his marriage and family if applicable.
9. Observe the student in a variety of ministry situations, including preaching, leading worship, Bible studies, hospital calls, outreach activities, etc. as described in the vicarage manual.
10. If it becomes evident that the student should not be in the program, offer support in coaching him out of the program.

Accountability

1. The pastor-supervisor will be accountable to the student as guide, advisor, and tutor, in addition to supervisor.
2. The pastor-supervisor will be accountable to the district and to the seminary regarding his involvement in the program, and specifically in his role as the student's vicarage supervisor.

Compensation

1. The seminary will pay the pastor-supervisor an honorarium of \$_____ for one student, per course.
2. If he serves as pastor-supervisor to more than one student, he will receive \$_____ for each additional student. The pastor-supervisor will not be reimbursed by the district or the seminary for any expenses.

3. The pastor-supervisor's status for tax purposes will be that of a self-employed person rather than that of an employee, since the seminary does not have the authority to control the methods or means by which any pastor-supervisor conducts his services.

Terms of Service

Ordinarily, the pastor-supervisor will serve until the student completes the program.

Following completion of the program, the president of the district in which the specific ministry pastor is serving will designate a pastor who is not a specific ministry pastor to provide on-going supervision for the SMP. The district president will be responsible for all matters related to the roster status and mobility of the SMP (*2007 Handbook of The Lutheran Church-Missouri Synod*, paragraph 2.13).