

Field Education Stipend Policy

Overview

Each year the Director of Field Education, in consultation with the Dean of the Seminary, shall recommend a budget level from Seminary unrestricted funds for support of Supervised Ministry stipends.

Under the guidelines of this policy, and within the budgetary limits of the fiscal year, the Director of Field Education will determine who receives Field Education stipends, subject to the review of the Dean of the Seminary. Exceptions to this policy will be granted only by the consent of the Academic Affairs Committee.

For a **student** to receive a stipend, the student shall have met the following criteria:

- Routine Assignments
 1. Be enrolled in a curriculum that requires participation in Field Education.
 2. Have fulfilled all terms of any previous Field Education Learning/Serving Covenants to the satisfaction of the Director of Field Education.
 3. Have no other options for funding the assignment.
 4. Have demonstrated financial need.
 5. Be a student for whom the faculty has no fitness concerns.
- Special Assignments
 1. Because of fitness for ministry issues, be placed by faculty decision in the particular assignment.
 2. Have fulfilled, to the satisfaction of the Director of Field Education, all terms of any previous Field Education Learning/Serving Covenants.
 3. Have no other options for funding the assignment.

For a **church/site** to receive a stipend it must meet the following criteria:

- Routine Assignments
 1. Provide unique opportunities for furthering the preparation for ministry of the student receiving the stipend.
 2. Provide the services of an especially gifted and experienced supervisor.
 3. Such sites would ordinarily be prisons, hospices, hospitals and/or social service agencies.
- Special Assignments
 1. Be an assignment authorized by the faculty as a prerequisite for graduation.
 2. Be a church designated by the Director of Supervised Ministries and the RCA Coordinator for Urban Ministries as the recipient of such funds. Moneys will be

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Remuneration

The suggested rate of remuneration for a student is as follows:

- For a junior student (from 0-32 hours of academic credit) \$100/week
- For a middler student (from 33-64 hours) \$125/week
- For a senior student (from 65-96 hours) \$150/week

Reimbursement for mileage and expenses incurred as a result of service required in the Learning/Serving Covenant is also recommended. The mileage is to be at the rate established by the IRS for business travel.

Students will not be paid for vacation periods, or weeks when they do not fulfill the terms of the Field Education Learning/Serving Covenant.

Only under special circumstances will Field Education stipends be allocated for summer assignments, and then only when the student is enrolled in the summer semester for at least four hours of academic credit.

Payment Schedule

Students will be paid from allocated funds in the Supervised Ministry budget by the Seminary Business Office according to the procedure for the disbursement of such funds followed by the Business Office at the time the Learning/Serving Covenant is approved by the Office of Field Education.

Internship Stipends

The above criteria for Field Education stipends do not apply to Internship stipends. Internship stipends from NBTS funds may be granted only on the authorization of the faculty on the basis of fitness for ministry issues. Such funds will only be authorized when there is demonstrated financial need on the part of the student receiving them. The amount of the Internship stipend that the student receives, will be determined by the debt load and the extent of the financial need of the student.