

Field Education Site Book

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This information is current as of February 6, 2002

Introduction

Welcome to the world of “Field Education.” To assist you as you make your way through the maze of necessary information and new terminology, the **Office of Professional Education*** is here to assist you along the way.

This “Field Ed Site Book” is a listing of the sites (both churches and agencies) that are listed as official “sites” with BUSTh. The information is current as to what we have received by February 6. Check with our Office for any changes that have occurred since the publication of this Site Handbook. The sites are listed by denomination, and sites in states outside of Massachusetts are marked with a double asterisk (**). A profile sheet has been developed to inform you about the particular logistics and specialized ministries of each location. We are hopeful that you will find this resource helpful in determining the suitability of the various sites for your Field Education experience. The profile sheets can be found in the Office of Professional Ed. or on the Web.

To overview the “process” of selecting a Field Education site, the following steps are suggested:

1. Your 1st year at BUSTh is a good time to begin thinking about your goals for your Field Education experience. We encourage you to meet with Sam Johnson, the Director of the Office of Professional Education, to become acquainted, talk about your hopes for your Field Education experience, and discuss which sites might be best for you.
2. During the winter of your 1st year, an Orientation will be held during your PSF meeting to overview the Field Education program and introduce you to the “Field Education Connection.”
3. If you have not had a meeting with Sam Johnson by the time of the Orientation, you will want to set one for sometime during February to identify what sites you will want to visit and interview.
4. Then, students should visit the site and interview the pastor or person in charge of the agency as well as the Intern Committee. If the site is a site of another BTI School, you will need to get a form from Sam Johnson to take to the Director of Field Education of that School before meeting with the people of the site.
5. After you have selected a site and been accepted by the site as its intern, you are responsible to fill out the Field Education Covenant, obtain all the signatures, and turn it into the Office of Professional Education by **the last Wednesday in March**. If something happens to make this deadline impractical, you need to discuss the situation with Sam Johnson or you may not be able to take Field Education this year.
6. Once all this is done, you can relax and look forward to a rewarding experience in Field Education.

At any time during this process, if you are in need of assistance, please contact the Office of Professional Education. We are located on the third floor, Room #311, 353-3037.

Rev. Sam Johnson – Director 353-9699, sjohnsn@bu.edu

*** Office of Professional Education, STH Room #311, 353-3037, sthope@bu.edu**

Important Due Dates for the Field Education Program

Field Education covenant - April 25, 2001

Learning Agreement - October 3, 2001

First Semester Evaluation - December 5, 2001

Revised Learning Agreement - January 30, 2002

Final Evaluation - April 24, 2002

Field Education Sites

(Sites marked with ** indicate placements outside of Massachusetts.)

(The dates listed beside each site indicate the last year they had an intern. If there are no dates given, they have not had a B.U. intern in the last 5 years.)

United Methodist (60 sites)

Aldersgate UMC (Chelmsford)

242 Boston Rd., Rt. 4
Chelmsford, MA 01824
978-256-9400

Aldersgate UMC

1048 Main St.
Worcester, MA 01603
508-755-2867

Ballardvale United Church (with UCC)

23 Clark Rd.
Andover, MA 01810
978-475-2506

Barrington UMC** '01/02

230 Washington Rd.
Barrington, RI 02806
401-245-2385

Calvary UMC

300 Massachusetts Ave.
Arlington, MA 02474
781-646-8679

Carter Memorial UMC '99/00

800 Highland Ave.
Needham, MA 02494
781-444-2460

Centenary UMC '01/02

15 Sanford St.
P.O. Box 817
Attleboro, MA 02703
508-222-1759

Centre UMC '99/00

7 Washington St.
Malden, MA 02148
781-324-5413

Christ UMC (Lynn) '00/01

16 Union St.
Lynn, MA 01902
781-595-1504

Christ UMC (Malden)

577 Salem St.
Malden, MA 02148
781-321-2490

Christ Church UMC (Wellesley) '00/01

2 Brook St.
Wellesley, MA 02482
781-235-7569

Church of All Nations '00/01

333 Tremont St.
Boston, MA 02116
617-357-5777

College Ave. UMC '98/99

14 Chapel St.
Somerville, MA 02144
617-776-4172

Community UMC (Brighton) '98/99

519 Washington St.
Brighton, MA 02135
617-787-1868

Community UMC (Wayland) '98/99

5 Damon St.
Wayland, MA 01778
508-653-0519

Contoocook UMC **

24-28 Maple St.
PO Box 356
Contoocook, NH 03229
603-746-4894

Crawford Memorial UMC '98/99

34 Dix St.
Winchester, MA 01890
781-729-5056

Farnham Memorial UMC**

Main St.
PO Box 306
Pittsburg, NH 03592
802-266-3071

First Church of Winthrop

217 Winthrop St.
Winthrop, MA 02152
617-846-0708

First UMC (N. Andover) '01/02

57 Peters St.
N. Andover, MA 01845
978-682-5305

First UMC (Rochester)** '97/98

34 S. Main St.
Rochester, NH 03867
603-332-4170

First UMC (Westborough) '01/02

120 West Main St.
Westborough, MA 01581
508-366-4910

Franklin UMC '97/98

82 W. Central St.
PO Box 313
Franklin, MA 02038
508-528-1092

Good Shepherd ** '01/02

PO Box 1183
Gray, ME 04039
207-657-2009

Grace UMC (Cambridge) '00/01

56 Magazine St.
Cambridge, MA 02139
617-864-1123

Grace UMC (Canaan)**

300 Gale St.
PO Box 247
Canaan, VT 05903
802-266-3071

Green Street UMC** '01/02

13 Green St.
Augusta, ME 04330
207-622-0843

Holy Trinity UMC

16 Sylvan St.
Danvers, MA 01923
978-777-7408

Ipswich UMC

31 N. Main St.
Ipswich, MA 01938
978-356-5533

Lexington UMC '01/02

2600 Massachusetts Ave.
Lexington, MA 02421
781-861-9301

Marshfield UMC '99/00

185 Plain St.
Marshfield, MA 02050
781-837-2746

Mathewson Street UMC**

134 Mathewson St.
Providence, RI 02903
401-331-8900

N. Boston Korean UMC '98/99

244 Lowell St.
Andover, MA 01810
978-470-0621

Northside UMC

701 Airline Rd.
Brewster, MA 02631
508-385-8622

Old Parish Church**

Weston, VT 05161
802-824-4452

Quincy Community UMC '97/98

40 Beale St.
Wollaston, MA 02170
617-773-3319

Quinsigamond UMC

9 Stebbins St.
Worcester, MA 01607
508-755-6237

St. Andrews UMC

169 Amory St.
Jamaica Plain, MA 02130
617-522-1535

St. John's UMC (Watertown) '97/98

80 Mount Auburn St.
Watertown, MA 02472
617-926-2931

St. John's Korean UMC (Lexington) '01/02

2600 Massachusetts Ave.
Lexington, MA 02421
781-275-2524

St. Matthew's UMC

435 Central St.
Acton, MA 01720
978-263-2822

St. Paul's UMC** '97/98

335 Smyth Rd.
Manchester, NH 03104
603-647-7322

School Street UMC** '99/00

29 School St.
PO Box 607
Gorham ME 04038
207-839-3111

Sudbury UMC '01/02

251 Old Sudbury Rd.
Sudbury, MA 01776
978-443-6785

Trinity UMC

628 Boston St.
Lynn, MA 01905
781-598-6311

Union UMC '01/02

485 Columbus Ave.
Boston, MA 02118
617-536-0872

United Parish of Auburndale
(with UCC)

64 Hancock St.
Auburndale, MA 02466
(617) 964-8516

United Parish (with UCC, Am. Baptist)

115 Main St.
Carver, MA 02330
508-866-4493

United Parish UMC

Central Square
P.O. Box 382
Upton, MA 01568
508-529-3192

Wakefield-Lynnfield UMC

273 Vernon St.
Wakefield, MA 01880
781-245-1359

Wesley UMC (Framingham) '00/01

80 Beacon St.
Framingham, MA 01701
508-875-3850

Wesley UMC (Medford)

100 Winthrop St.
Medford, MA 02155
781-395-5262

Wesley UMC (Worcester)

114 Main St.
Worcester, MA 01608
508-799-4191

Weston UMC
377 North Ave.
Weston, MA 02493
781-894-5858

Weymouth UMC '98/99
747 Broad St.
Weymouth, MA 02189
781-335-2851

Williamstown UMC '99/00
777 Main St.
Williamstown, MA 01267
413-458-3183

Wilmington UMC '00/01
87 Church St.
Wilmington, MA 01887
978-658-4519

Woburn UMC '00/01
523 Main St.
Woburn, MA 01801
781-935-6824

Zion Korean UMC** '01/02
35 Kilvert St.
Warwick, RI 02886
401-739-8439

Oak Lawn Community Baptist Church **
229 Wilbur Ave.
Cranston, RI 02921
401-944-0864

United Parish (with UMC, UCC)
115 Main St.
Carver, MA 02330
508-866-4493

Congregational (UCC) (7 sites)

Allin Congregational Church
683 High St.
Dedham, MA 02026
781-326-5050

Ballardvale United Church (with UMC)
23 Clark Rd.
Andover, MA 01810
978-475-2506

Nahant Village Church '01/02
27 Cliff St.
PO Box 77
Nahant, MA 01908
781-581-1202

North Community Church
Old Main Street
PO Box 2
Marshfield Hills, MA 02051
781-837-3784

United Parish of Auburndale (with UMC)
64 Hancock St.
Auburndale, MA 02466
617-964-8516

United Parish (with UMC, Am. Baptist)
115 Main St.
Carver, MA 02330
508-866-4493

United Parish (with UMC)
Central Square
PO Box 382
Upton, MA 01568
508-529-3192

African Methodist Episcopal (1 site)

Columbus Ave. AME Zion
600 Columbus Ave.
Boston, MA 02118
617-266-2758

Baptist (3 sites)

First Baptist Belmont '01/02
129 Lexington St.
Belmont, MA 02478
617-484-1310

617-353-3560

Episcopal (2 sites)

St. Luke's and St. Margaret's Episcopal
'98/99
5 St. Luke's Rd.
Allston, MA 02134
617-782-2029

Trinity Church
Copley Square
Boston, MA 02116
617-536-0944

Federated (1 site)

First Federated Church of the Cove '97/98
167 Hale St.
Beverly, MA 01915
508-922-5135

Lutheran (1 site)

First Lutheran Church '01/02
62 Church St.
Malden, MA 02148
781-324-7133

Seventh Day Adventist (1 site)

The Boston Temple
Seventh Day Adventist
105 Jersey Street
Boston, MA 02215
617-536-5022

Campus Ministry Sites (2 sites)

Marsh Chapel at BU '01/02
Hope Luckie
735 Commonwealth Ave.
Boston, MA 02215

The Newman House
Catholic Center at BU '98/99
Jane LaMarche
211 Bay State Road
Boston, MA 02215
617-353-3632

Agencies, Community Programs (10 sites)

Boston Theological Institute '99/00
Rodney Peterson
210 Herrick Road
Newton Centre, MA 02459
617-527-4880

Brigham & Women's Hospital '98/99
Chaplaincy Services
75 Francis St.
Boston, MA 02115
617-732-7480

Match-Up Interfaith Volunteers '01/02
Bernadette Tulier
140 Clarendon St., Suite 620
Boston, MA 02116
617-536-3557

Newton Wellesley Hospital
Protestant Chaplain's Office
Fran Bogle
2014 Washington St.
Newton, MA 02462
617-243-6656

Northshore Cornerstone for Life
(C.H.A.O.S)
7 Thorndike St.
Beverly, MA 01915
978-927-0217

Office for Black Catholics
Myer Chambers

2121 Commonwealth Ave.
Brighton, MA 02135
617-746-5810

Partakers, Inc.

Jeannette Hanlon
97 Deerfield Ave.
Westwood, MA 02090
781-329-4332

Safe Havens '98/99

(Boston Justice Ministries)

Anne Marie Hunter
131 Cambridge St.
Boston, MA 02114
617-227-6992

St. Francis House '00/01

Daniel Walters
PO Box 120499, Essex Station
Boston, MA 02112
617-542-4211

Women's Theological Center

Nancy Richardson
400 The Fenway
Brookline, MA 02146
617-536-8782

Clinical Pastoral Education

Students may choose to take Clinical Pastoral Education for a number of reasons, including: (1) their denomination requires it for ordination; (2) they have a particular interest in clinical issues; (3) they are on a course of study, such as that for preparing to be a Deacon in the United Methodist Church, and CPE makes sense for the goal. Ordinarily, CPE will be taken **in addition** to Field Education. Arrangements to take CPE will be made with Prof. Carrie Doehring and with the Registrar, Cheryl Gates. The student should be very clear, **before taking CPE**, about whether or not s/he will receive course credit for CPE or simply a notation on the transcript, and how the CPE agency will be paid.

Students pursuing the M.Div. degree ordinarily take Field Education in a local church or community setting (and if they choose to take CPE it is in addition—see above). In some cases, such as a student preparing to be a Deacon in the United Methodist Church or a student in an approved specialized track, the student may be permitted to take CPE **to meet the Field Education requirement**.

In these rare cases, the student will use an academic petition to get written permission from the Office of Professional Education, their advisor, and the Registrar. Together with the Registrar, the student will make arrangements to have the CPE site paid. In addition, the student will consult with Prof. Carrie Doehring about the site. The student will then sign up for the Field Education course, TC 801, 802, and will participate in the ITP groups that meet on Wednesday afternoons during the year.

Please note that some denominations will not accept Field Education credits toward ordination if they are not in a local church. The student should consult with their denominational officials and be aware that such decisions are the responsibility of the student. A student may consult with the Office of Professional Education to consider the possibility of taking the first year of Field Education in a church and a second year of Field Education in a CPE site (or vice-versa). In this case, all the steps above will be taken, except that in the second year, the student will sign up for the course TC 803, 804, and attend the Second Year ITP groups which are held at various times.

For a list of CPE sites, please obtain a copy of the ACPE Directory from the Pastoral Office in STH 424.

A BTI Policy for Field Education Sites

Occasionally it is desirable for a student from one BTI school to serve in a field education site that is affiliated with another. The BTI field educators agree that this opportunity should be as simple as possible, while recognizing that there are important differences in our respective programs: differing timetables, differing financial arrangements, differing requirements for sites and students, and differing underlying philosophies. The following assumptions and procedures attempt to clarify and state the ways in which a student may serve in the field education setting of another school.

ASSUMPTIONS:

- 1) Each field education site is directly affiliated with only one BTI school.
- 2) Each field education site relates to and honors the policies, procedures, requirements, and timetables of the school with which it is affiliated (the sponsoring school).
- 3) Each person who wishes to supervise field education students must satisfy the sponsoring school that s/he is qualified to do so or enroll in a basic supervisory course offered by any of the BTI schools. All BTI schools agree to recognize completion of such a course at any BTI school as satisfactory preparation.
- 4) Each field education site establishes student stipend arrangements, if any, in relationship with the sponsoring school. It is understood that not all of these arrangements will work or be suitable for students from other schools.
- 5) Each field education site agrees that when considering a student from other than the sponsoring school, it will give students from the sponsoring school opportunity to interview for the position before making a final decision.
- 6) The student serving in another school's field education site will follow the other school's procedures and timetables for Learning Agreements and Evaluations. However, the student will also fulfill his/her own school's other requirements, such as participation in practicum groups, where applicable.

Adopted: 2/16/90 BTI Field Educators' Meeting

REQUIRED PROCEDURES:

- 1) If a student is interested in serving in a field education site of another school, the student must receive approval from those in charge of field education in her/his same school.
- 2) The student then must notify those in charge of field education at the sponsoring school of his/her wishes and arrange an interview with one of those persons.
- 3) After receiving approval from the sponsoring school, the student may contact the supervisor for an interview. The student is responsible to learn what expectations this site may have which are different from field education sites at her/his home school, e.g. written work, relationship with teaching committees, and hours.
- 4) The student and the site bear mutual responsibility to assure that students from the sponsoring school have also had an opportunity to interview for the position.
- 5) If the student and the site decide that they will work together, they must officially notify both schools of their decision.
- 6) The student and supervisor will file the required document with the sponsoring school, which will respond to them in its normal fashion and forward copies of the documents and responses to the student's home school.
- 7) The student incurs no additional tuition liability in serving in another school's field education site. All tuition is paid to the student's home school.

Some schools (Gordon Conwell, for example) do not have formal affiliation agreements with sites and/or supervisors which their students regularly serve. If a student from another school wishes to serve in such a site, the student and those in charge of field education at the student's home school will decide on the procedures to follow. Nonetheless, as a courtesy and to avoid confusion, it is recommended that the school whose students usually serve the site be informed of the intentions, plans, and decisions.

Adopted: 2/16/90 BTI Field Educators' Meeting

Guidelines for “Borrowing” Field Education Sites From Other BTI Schools

This procedure has been worked out and agreed upon
By the Directors of Field Education of the member
Schools of the Boston Theological Institute.

1. Student arranges interview with BU STH Director of Field Education and receives a permission form to be delivered to Field Education Director of chosen BTI school.
2. Student contacts Director of Field Education at chosen BTI school prior to making contact with any site(s).
3. After placement, student follows BU STH procedure for due dates and administrative details.
 - Student uses BU STH’s forms and documents and follows BU STH’s due dates.
4. Student remains responsible for BU STH policies and fees, etc. and does whatever classwork is required at BU STH. This is NOT cross-registration; the student is merely borrowing a site.

Permission To Explore A Field Education Site Through A BTI School Other Than The Student's Home School

To: _____
Name of DFE of non-home school

Date: _____

From: _____
Name of DFE of student's home school

_____ has my permission to explore field education
Name of student

through: _____ and will contact you prior to making contact
Name of school

with any site related to your school.

S/he is interested in: (e.g. general area of interest, specific denomination, specific site):

Comments:

It is understood that the student has the responsibility to notify both her/his home school and the sponsoring school when a placement is finalized. The student also has the responsibility to fill out and return the forms required by the sponsoring school (e.g. contract, learning agreement, mid-year evaluations and final evaluations) to that school's field education department according to that school's schedule.

Signature: DFE of student's home school