LTC Guidelines | Perkins School of Theology

1. The mentor pastor does not attend the Lay Teaching Committee meetings. The mentor pastor is present for evaluation sessions, as determined by the faculty supervisor.
2. The Lay Teaching Committee chairperson contacts the assigned faculty supervisor if a member cannot continue to serve. It may not be necessary to replace a member, depending on the size of the committee.
3. The committee meets every 3 weeks up to the ninth week, and monthly thereafter.
4. The agenda for each meeting is the student’s Learning Covenant. The discussion should focus on the competencies and learning goals, as written in the Learning Covenant.
5. A typical Lay Teaching Committee meeting lasts from 60 to 90 minutes.
6. The chairperson starts the meeting on time, with a minimum of three members gathered.
7. There is no Lay Teaching Committee meeting without the intern present.
8. The conversation with the intern is both sacred and confidential.
9. There is no need to take minutes of the meetings.
10. The student’s theological reflection papers are not under the supervision of the Lay Teaching Committees. These are required papers that are confidential between the student, the mentor pastor, and the faculty supervisor.
11. The Lay Teaching Committee is a requirement of the Perkins Intern Program. It is not a committee that falls under the church or agency’s structure.
12. The purpose of the committee meeting with the intern is to give face-to-face feedback. Feedback via e-mail is discouraged. Use e-mail for setting up meeting times, confirmation of meetings, agenda, etc.
13. Members or constituents of the larger placement site can share feedback with members of the committee.
14. The assigned faculty supervisor gives the grade for the Internship Course.