

## Church/Organization Letterhead (請用教會/機構之信紙印出)

## 教會/機構 證明信(學期中實習) Offering Letter (for within Semester Internship)

Date:

Rev. Sunho Bae /Director of Field Education  
 Logos Evangelical Seminary  
 9350 Telstar Ave.  
 El Monte, CA 91731

Dear Rev. Bae,

We are willing to partake in Logos Evangelical Seminary's Field Education Office in training seminarians to become workers for the Kingdom of God by signing the MOU attached. Hence, we would like to invite \_\_\_\_\_ (Student's name) to fulfill his/her field education requirement at \_\_\_\_\_ (Church/Organization). He/She will be participating in the ministry of \_\_\_\_\_ from \_\_\_\_\_ (month/day/year) to \_\_\_\_\_ (month/day/year).  
 (請先詢問國際學生顧問 要如何填寫教會證明信中“開始實習的日期”以免填錯重寫)

The position is ☐ internship without pay (volunteer) ☐ internship with pay

The working hours will be \_\_\_\_\_ hours per week. (Students cannot involve more than 16 hours per week while school is in session)

We are willing to issue a proper tax form to the student, who files tax return at the end of the year. Should we terminate the internship, we will notify the Director of Field Education upon the termination.

Sincerely,

\_\_\_\_\_  
 Print Name of Supervisor

\_\_\_\_\_  
 Supervisor's Title/Position

\_\_\_\_\_  
 Signature of Supervisor

\_\_\_\_\_  
 Date

Tel: \_\_\_\_\_

Email : \_\_\_\_\_

Church Address and Tel : 教會地址和電話



## Memorandum of Understanding Concerning Field Education

Between

**Logos Evangelical Seminary's Field Education Office**

Located at 9358 Tel Star Ave, El Monte, CA 91731

And

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*Church / Organization*

Located at \_\_\_\_\_  
*Address City State/Country*

\_\_\_\_\_ (referred as the  
"Church/Organization") intends to partner with Logos Evangelical Seminary's Field Education Office (referred as the "Seminary") in training seminarians to become workers for the Kingdom of God. Hence, the Church/Organization would like to invite students from the Seminary to participate in various ministry capacities at the Church/Organization.

### **Purpose**

The field education program at the Seminary has been designed to deepen students' capacity to be theological, reflective practitioners. It is an opportunity for them to develop the core competencies needed for ministry, grow in their understanding of self, and increase in spiritual strength.

### **Student Learning Outcomes**

Upon completion of the field education, the student will be able to demonstrate the following outcomes:

- Integrate ministry knowledge and practice
- Demonstrate the discipline of theological reflection and spiritual growth
- Identify, own, and affirm their gifts, strengths, and limitations
- Discern and articulate personal calling and passion

### **Role and Responsibility – The Seminary Field Education Office**

The Seminary will be responsible for developing and implementing procedures for students participating in the Field Education program. Additionally, the Seminary will provide Field Supervisors at participating churches/organizations with documentation outlining program requirements and guidelines. (See attachment)

### **Role and Responsibility – The Church/Organization and the Field Supervisor**

The investment made by a Field Supervisor in a student is pivotal, directly influencing the lasting impact the student can have. The Seminary holds a firm commitment to engaging quality

and dedicated Field Supervisors who are deeply invested in guiding our students towards holistic growth—personally, professionally, and spiritually.

Within the church/organization, a designated Field Supervisor will oversee the student's field education journey. The student will actively participate in ministry tasks assigned by the Field Supervisor, who will serve as a mentor, guide, instructor, and exemplary figure throughout the agreed-upon duration.

Regular biweekly one-on-one meetings of at least one hour between the Field Supervisor and the student, dedicated to prayer, sharing, goal-setting, and reflective discussions on assignments, will provide invaluable support and guidance. Furthermore, the Field Supervisor will be tasked with submitting a written assessment of the achievement of the student's learning outcomes ("FE08 Student Internship Evaluation Form") by the conclusion of the field education period. These evaluation insights will be forwarded to the Seminary Field Education Office.

In any instance where the student fails to meet the outlined requirements, or if the church/organization decides to conclude the field education prematurely, immediate notification ("FE10 Internship Discontinuation Notification") to the Director of Field Education will be made.

### **Role and Responsibility - Students**

All students seeking field education at the Seminary MUST APPLY and submit their completed application ("FE04 Internship Application" or "FE05 Short-Term Mission Internship Application") to the Field Education Office for approval prior to registering for Field Education courses. Students must develop a plan for ministry learning and personal growth with the Field Supervisor before the start of the field education. During the field education, students agree to be diligent in performing ministry functions and working toward achieving specific ministry goals as assigned.

### **Liability**

All parties hereby release and hold each other harmless from any and all liability or claims made by other individuals or entities as a result of actions during the field education.

### **Agreement**

By signing this agreement, all parties agree to the anticipated ministry as outlined above. The agreement may be adjusted or terminated by the consent of the parties involved.

The Church/Organization

The Seminary Representative

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*Supervisor's Signature*

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*Director of Field Education's Signature*

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*Name and Title*

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*Director of Field Education's Name*

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*Date*

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*Date*