



**ATFE**

Association for

Theological Field Education

**2013 ATFE Biennium**

**MEETING MINUTES AND  
COMMITTEE REPORTS**

January 24-26, 2013



**Association for Theological Field Education**

## **Business Meetings Agenda**

**Thursday, January 24<sup>th</sup>, 2013**

- Approve agenda for business meetings
- Approve minutes from 2011 Biennial Meeting
- Receive reports of Steering Committee
  - Chairperson (Lorraine Ste-Marie)
  - Vice Chair: (Alice Rogers)
    - Membership Report
    - Honouring deceased members of ATFE community
    - Resolution of thanks to ATFE Membership Registrar
  - Secretary (Tom Fuller)
  - Treasurer (Joe Bush)
- Presentation of Potential Sites and Dates for 2015 Biennial Consultation
- Presentation of Nomination Report

**Friday, January 25<sup>th</sup>, 2013**

- Receive Reports from Steering Committee Members (continued)
  - Communications (Laura Tuach)
  - At-large (Caucus Coordinator: Trudy Stringer)
- Receive Report from Research & Publications Chair (Matt Floding)
- Motion to approve budget
- Election of 2013-2015 Steering Committee
- Selection of Site and Dates for 2015 Biennial Consultation
- Resolution of thanks to Local Arrangements Committee

**Minutes**  
**ATFE Biennial Business Meeting**  
**San Juan, Puerto Rico, January 2011**

**January 20, 2011**

Matt Floding invited Emily Click (chair for 2009 biennium) to call meeting to order. Emily expressed her appreciation for Matt's leadership at 2009 biennium due to an injury that kept Emily from attending the 30<sup>th</sup> biennium in Atlanta, GA.

Matt explained absence of Susan Baldwin who became Secretary in 2009. Susan accepted call to pastor in New Zealand in fall of 2009 and was therefore unable to serve in her term as Secretary. The secretarial role was shared by members of Steering Committee.

Matt explained absence of Viki Matson, Communications Officer, who is unable to travel because of health reasons. Despite her absence at the biennial consultation, Viki will take responsibility for preparing and distributing the proceedings for this biennium.

Tammey Wilden moved that the agenda be approved. Seconded by Stephanie Sauve. All in favor.

Dick Cunningham moved that the minutes for the 2009 biennial consultation be approved. Seconded by Beth Marie Murphy. All in favor.

**Presentation of reports from Steering Committee:**

Matt presented Chair's Report that was included in the registration package. He thanked the membership for entrusting the leadership to him for the past two years. He referred to feedback from previous biennium that indicates 90% of ATFE biennium participants attend in a spirit of collegiality. He referred to the information gleaned from the 2007 Visioning Session (held in Dallas) that indicated membership celebrates the productivity and diversity of publications. This is evidenced by the many recent publications by ATFE members. He also referred to the "hopes" that were articulated in that 2007 session in which participants indicated that their hope that theological field education would move toward the centre of theological education. Matt referred to the continuing high percentage of turnover in theological field education.

Lorraine presented Vice-chair's report in which she indicated the traditional role of managing membership dues was performed by Beth Smith of Western Theological Seminary. This has freed the Vice-chair to exercise co-leadership with other Steering Committee members in attending to ATFE issues, providing support to local contact person in preparing for biennium as well as sharing in the secretarial duties following Susan Baldwin's move to New Zealand.

Alice Rogers presented the Caucus Report and identified the various caucuses and contact persons. New members and participants were invited to join their various denominational, regional or special interest caucuses.

Tim Sensing presented the Treasurer's Report. He offered the following explanations:

- the difference in report from the previous biennium as Treasurer now takes into account local arrangements budget. The budget does not take into account the funds still to be disbursed to cover the 31<sup>st</sup> biennial consultation expenses.
- The projected income is based on the same membership figures as the previous biennium as the numbers have remained fairly consistent since then.
- The line for Administration includes bank fees, money for an audit, as well as an amount set aside to cover an honorarium for someone to administer membership fees
- He acknowledged that we saved \$1,700 in the last biennium as the cost of distributing the proceedings for 30<sup>th</sup> biennial consultation was covered by Bethel Seminary.
- \$200 has been allocated as contingency money for supporting a Wordpress blog in lieu of the current website that is not working
- The same amount has been allocated for a conference planner as in the previous biennium
- The line for Reflective Practice covers the amount allocated to support that journal

Donna Duensing, who serves on the Editorial Board for Journal of Reflective Practice advised the participants that the journal will publish in the form of an open access electronic journal beginning with the May 2011 issue.

January 21, 2011

Meeting was called to order by Matt Floding.

Lorraine asked for a motion from the floor:

In recognition of the need for continuity in the ATFE membership system and coordination with the next biennium's registration, I move that ATFE pay Beth Smith (of Western Theological Seminary) \$500 over the 2011-2013 biennium to continue managing the membership list and act as registrar for the 2013 biennium.

Moved by Sam Johnson. Seconded by Jimmy Dupree. All in favor.

Lorraine presented Charleston as a site for 2013 and introduced Julius Carroll of Lutheran Southern Theological Seminary as the local contact person should that site be voted by participants on Saturday. She also invited proposals for other sites.

Lorraine read list of retirees to be honored at the banquet: Dick Cunningham, Beth Marie Murphy, Dudley Rose, Sam Johnson, Joe Tortorici, Ginger Anderson-Larsen and William Avery. Jacques Hadler was added to that list from the floor.

Matt presented slate of nominees for 2011-2013 SC:

Chair	Lorraine Ste-Marie	Saint Paul University, Ottawa, ON
Vice-Chair	Alice Rogers	Candler, Atlanta, GA
Treasurer	Joseph Bush	Wesley, Washington, D.C.
Secretary	Tom Fuller	Beeson Divinity School, Samford University
Communications	Laura Tuach	Harvard Divinity School
Member-at-large	Rosanne Swanson	Lutheran School of Theology in Chicago
Member-at-large	Trudy Stringer	Vanderbilt, Nashville

Research and Publications Report presented by Joe Tortorici, Chair of R & P Committee:

Chester Polk, the Member-at-large for Research and Publications presented Joe Tortorici. Joe tabled a report that included the following:

- Money in budget for small grants
- Joint committee: in report, note that money granted for research/study and for publication
- Send publications done by members of ATFE: please communicate that to someone in leadership in association

Treasurer's Report: Tim Sensing responded to questions re budget:

- We are retaining individual membership
- Emily Click proposed an amendment to budget re colleagues not being able to attend to ATFE biennial: Would this body consider setting aside some of our existing funds; (maybe up to \$2,000 or \$3,000) to provide a supplement people's travel. Beth Marie Murphy supported this kind of support and conversation ensued.

Motion:

I move that we add a line item of \$10,000 to be made available for scholarship aid to be distributed at discretion of steering committee.

Moved by Matt Floding. Seconded by Beth Marie Murphy.

Conversation re motion and its intent:

Allow the conference to be streamed for those who cannot attend or afford to attend: Can we arrange for technology for people to log on wherever they are. We need to be thinking of this issue in a variety of ways along with the costs involved.

Can we cut the cost of ATFE so more people can attend?

If we set up a \$10M, we would be able to do this only 1 or 2 years at the most. Is this a one-time or longer-term proposal?

If we are going to have a fund to offset participants' costs, ATFE Steering Committee would need to establish a protocol that would be brought to biennium for next biennium.

Amendment to motion by \$2,000: Joe Bush

Amendment to \$5,000: Joe Bush

Vote on amendments to \$5,000: Donna Duensing seconds the amendment.

One opposed.

**January 22, 2011**

Matt asks for a motion to accept the slate of candidates. Moved by: Isabel Docampo. Seconded by Beth Marie Murphy

Site for 2013 biennium:

Re Charleston Site: Julius Carroll raised concerns of the African-American Caucus. The NAACP is in its year of boycotting Charleston as site for conference. The AA caucus can affirm choice of Charleston if

Steering Committee would consider the theme of "From Plaza to Platform," have representation from NAACP and Sons of Confederacy to come to discuss the flag issue. How Faith communities speak to how they live the tension between platform and plaza.

Tracy Hartman of Baptist Theological Seminary at Richmond, presented Williamsburg, VA as a site for 2013.

Suggestion made that Nashville could also be a site. However, no one could confirm this possibility on behalf of a local contact person.

Participants voted by secret ballot on three sites. Results indicated a close tie between Charleston and Williamsburg. Discussion followed re political issues in Charleston. Rather than go for another secret ballot, Matt Floding proposed we have an open vote. Final agreement for Williamsburg, VA for 2013 biennium.

Isabel Docampo suggested that we continue with theme of AA caucus even if we change venue.

Treasurer's Report:

Tim Sensing presented revised deficit budget of \$2,410. He stated that this amount is based on what he currently has as expenses on hand (not including some of the final expenses for biennium. This budget includes the \$5,000 (scholarship for offsetting participants' expenses in attending ATFE biennia). Joe Tortorici moved to receive budget. Seconded by Daryl Smith.

All in favor.

Resolution of thanks:

In a unanimous voice of thanks, the ATFE membership offers its deep gratitude to Beth Smith for her gracious, generous and efficient service as Registrar for the 31<sup>st</sup> biennial consultation. Beth O'Brien of Western Kentucky University for her attentive, generous and gracious service as conference planner for the 31<sup>st</sup> biennial consultation.

George Hillman, our local contact person, who has generously attended to the many details for this 31<sup>st</sup> biennial consultation.

Moved by: Lorraine Ste-Marie. Seconded by: Tom Fuller. All in Favor.

Membership report: presented briefly by Matt who reported that the membership has remained at same level as previous biennium.

Motion to acknowledge all reports received;

Moved by: Bill Kondrath. Seconded by: Youtha Hardwell-Cromwell. All in favor.

Bill Kondrath asked the New Steering committee to have members get involved earlier in the selection of the new location.

Motion to adjourn meeting: Moved by Timothy Johnson. Seconded by Marjorie Shannon. All in favor.

Minutes submitted by Lorraine Ste-Marie, Vice-Chair, 2009-2011.

## **CHAIRPERSON'S REPORT**

### **January 2013**

I begin by thanking you, the ATFE members for the privilege of serving as your Chair for this biennium. Having been originally elected to the ATFE Steering Committee as member-at-large in 2005, I have had the luxury of being mentored and supported by many other ATFE members who have assumed leadership roles throughout the years. I with the members of the Steering Committee stand on the shoulders of the many leaders who have served before us!

Theological field education is by its very nature an interdisciplinary field of education. Theological field educators rely on resources from a number of disciplines in theology and social sciences. One the resources I have come to appreciate over time is the work of Peter Senge<sup>i</sup> who calls upon organizations to identify themselves as learning organizations.

*A learning organization is one that seeks to create its own future; that assumes learning is an ongoing and creative process for its members; and one that develops, adapts, and transforms itself in response to the needs and aspirations of people, both inside and outside itself<sup>ii</sup>*

Since its very beginning, ATFE has known itself to be a learning organization. It has carefully plotted its way from one biennium to the next, attentive to the needs and hopes of its members and the changing environments in which we exercise our ministry. It has sought ways to continuously examine its praxis, calling upon insights and resources from both its membership and beyond. A survey of the proceedings of previous biennial consultations demonstrates ATFE's readiness to be enriched and challenged by specialists from a number of disciplines and methods for examining reality. Openness to innovation and multiple perspectives along with a willingness to self-examine our own practices are defining marks of this guild. This biennial consultation is no exception!

In a learning organization, leadership is exercised collectively by its members. Such leadership is built on commitment to a shared vision and close attention to reality both within the organization as well as their respective contexts. This has consistently been my experience of ATFE, particularly in my Steering Committee work over the past eight years.

I underline the contribution of our current Steering Committee members, all of whom have inspired me with their commitment and competence to serve our guild in a number of ways. Each of these members have provided reports in this packet. Thank you to Alice Rogers - Vice-chair, Tom Fuller - Secretary, Joe Bush - Treasurer, Laura Tuach - Communications Officer, Trudy Stringer - Member-at-large for caucus coordination, Rosanne Swanson - Member-at-large for Research & Publications. Unfortunately, Rosanne stepped down from the Steering Committee in June 2012 following a downsizing of the field education office at Lutheran School of Theology at Chicago in June 2012. Rosanne is now an ELCA missionary serving in Ethiopia. I also want to thank Matt Floding for serving as Chair of the Research and Publications

Committee during this past biennium. And finally, a big thank you to Tracy Hartman and Betty Mills, who have served as our Local Coordinating Committee.

Not only did each Steering Committee member fulfill the responsibilities of his or her respective position, together we worked at shaping a biennial consultation that reflects the experience of our membership and addresses current issues in theological field education. The programming reflects some of the ongoing developments in ATFE and its membership. Here are some developments and issues that have marked the past biennium.

**Research, Writing and Publishing** strengthen the place of theological field education in the academy. We celebrate the increase in publishing by our ATFE members. ATFE is committed to providing funds for research grants through its operating budget and want to encourage even more members to do research, write and publish in our field. ATFE also remains committed to supporting financially and working closely with *Reflective Practice: Journal in Supervision and Ministry Training*. Many of our ATFE members have published in this journal over the years, including in this last biennium. The Research and Publications Committee Report (contained in this registration packet) provides details of its activities as well as a list of the most recent publications of our members. In addition, this biennial consultation program includes three breakout sessions dedicated to the area of Research and Publishing.

**Communications** is the lifeblood of any learning organization. Your ATFE Steering Committee has worked hard to share information that is important to you and your theological field education program. Much appreciation goes to our Communications Officer, Laura Tuach, who has revamped our website, making it much easier to update and post new information. Also, we have sent out a number of email blasts throughout the biennium, advising you of new job postings in theological field education, news from *Reflective Practice*, as well as the development of the biennial consultation. We realize there is still much work to be done in this area and look forward to your feedback as to how we can improve our communication in this coming biennium.

**We have gone paperless** (well almost!) with respect to the biennial publicity and registration. Almost, in that we did send out a SAVE THE DATE card in late Spring 2012. It is our hope that this decision has allowed you to access the information needed and share it with your colleagues. We have asked for your comments on this communication strategy on the evaluation sheet found in this packet. Furthermore, all our proceedings are available to view and download on our open access website, eliminating the cost of producing and mailing out CD's to members.

**Practical Theology and Theological Field Education:** The connection between the two is not always clear both in the academy and the church. At the 2011 Research and Publications Committee meeting in San Juan, members of that committee expressed a desire to build links with the Association for Practical Theology (APT) in the hopes of beginning to clarify this connection. That work has now begun. In this last biennium, we were pleased to work with APT



in communicating its call for papers examining issues in theological field education for their November 2012 meeting. Both associations have now included links to our respective websites and conferences. One of our breakout sessions during this biennial consultation will look more closely at the connection between practical theology and theological field education.

**High turnover** continues to be a steady trend amongst our membership. At every biennial consultation, we welcome several new members and lament the loss of those who have left theological field education. At the last biennium, we experienced a fairly high number of retirements of some very long-time active ATFE members who have offered important leadership to this organization. Furthermore, given the current economic context, some theological field education offices have succumbed to the financial constraints of their academic institutions. Such high turnover makes continuity and connection a challenge. We need one another to continue to grow our craft. If you are new to ATFE, please identify yourselves as “new” to our ATFE colleagues. We hope that you will find us a hospitable community. If you are a longer term member, please be sure to join us in welcoming our newer members.

As a learning organization, ATFE is committed to developing, maintaining, and facilitating an atmosphere of learning that allows us to move from pasts to possibilities. Given our past 32 biennia and the strength of our ATFE community at this time, the future of ATFE and theological field education holds much promise. I am grateful for the opportunity to participate with you in the unfolding of its future.

Lorraine Ste-Marie  
Saint Paul University, Ontario, CANADA  
Chair, ATFE 2011-2013

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<sup>1</sup> Peter Senge, *The Fifth Discipline: The Art & Practice of the Learning Organization* (Revised Edition), New York: Crown Business, 2006.

<sup>2</sup> Navran Associates Newsletter 1993, cited in Moya K. Mason, *What is a learning organization?* <http://www.moyak.com/papers/learning-organization.html>. Accessed January 8, 2013.

**Treasurer's Report**  
**Association for Theological Field Education**  
**32<sup>nd</sup> Biennial Consultation, 2013**  
 January 23-26, 2013

**2-YEAR OPERATIONS BUDGET**

BUDGET REPORT FOR 2011-2012 and PROPOSED BUDGET FOR 2013-2014

<b>EXPENSES</b>	<b>2-year Budget 2011-12</b>	<b>Actual end-of- biennium totals for 2011-12</b>	<b>Difference: Between Budget &amp; Actual for 2011-2012</b>	<b>Proposed 2-year budget for 2013-14</b>
Administration	1,250.00	508.46	741.54	<b>800.00</b>
ATS	300.00	765.00	-465.00	<b>510.00</b>
Conference Planner	7,500.00	8,000.00	-500.00	<b>0</b>
Journal of Reflective Practice	3200.00	3,200.00	0	<b>3,200.00</b>
Membership Recruitment-Post	300.00	0	300	<b>100.00</b>
Miscellaneous	100.00	0	100	<b>100.00</b>
Proceedings	1,700.00	1,238.15	461.85	<b>100.00</b>
Research & Development	5,000.00	5,000.00	0	<b>5,000.00</b>
Steering Committee	18,000.00	16,248.98	5406.35	<b>18,000.00</b>
Website	200.00	250.70	-50.70	<b>400.00</b>
Scholarship	5,000.00	1,125.00	3,875.00	<b>1,000.00</b>
Registrar (fee & travel)				<b>1,000.00</b>
<b>Totals</b>	<b>42,550.00</b>	<b>36,336.29</b>	<b>12,793.84</b>	<b>30,210.00</b>
<b>REVENUE</b>				
Member Dues	39,140.00	30,206.00	-8,934.00	<b>30,210.00</b>
Other Revenue	1,000.00	982.93	-17.07	<b>0</b>
<b>Totals</b>	<b>40,140.00</b>	<b>31,189.00</b>	<b>-8,951.00</b>	<b>30,210.00</b>

**Treasurer's Report**  
**Association for Theological Field Education**  
**32<sup>nd</sup> Biennial Consultation, 2013**  
 January 23-26, 2013

**Budget Estimate/Reconciliation**  
 2011 Consultation in San Juan

<u>REVENUE:</u>	<u>Budgeted</u>	<u>Reconciliation: Actual</u>
	\$55,630.00	\$51,241.00
 <u>EXPENSES:</u>		
Facility Rental/Meeting Space:	-0-	-0-
Food and Beverage:	\$40,700.00	\$35,079.02
Audio/Visual:	3,082.00	3,209.99
Consultants/Honoraria/Entertainment:	7,200.00	5,164.09
Encounter Expenses	2,380.00	4,087.00
Printing and Mailing	1,237.00	1,279.28
Conference Amenities	749.00	643.88
Guest Room Charges	-0-	3,303.15
Conference Planner Travel	-0-	1,246.76
Other	273.00	954.43
	\$55,621.00	\$54,967.60
		-3,726.60

**Budget Estimate**  
 2013 Consultation in Williamsburg

<u>REVENUE:</u>	<u>Budgeted</u>
	\$47,970.00
 <u>EXPENSES:</u>	
Facility Rental/Meeting Space:	-0-
Food and Beverage:	\$28,400.00
Audio/Visual:	3,315.00
Consultants/Honoraria/Entertainment:	7,200.00
Printing and Mailing	1,275.00
Conference Amenities	765.00
Registrar travel and fee	2,000.00
Conference Planner travel & additional costs	2,500.00
Other	250.00
	45,705.00

**Treasurer's Report**  
**Association for Theological Field Education**  
**32<sup>nd</sup> Biennial Consultation, 2013**  
**January 23-26, 2013**

It's been a pleasure to be able to serve in the capacity of treasurer for this past biennium. I've enjoyed the fellowship of the Steering Committee, and I've deeply appreciated the trust of the membership with this stewardship. Thank you sincerely.

ATFE doesn't actually have an annual budget. Instead, we work with two different budgets with two different sources of revenue during the course of a biennium. One is the budget for our normal or regular operations throughout the two-year biennium; this is funded primarily by membership dues. Membership dues, however are annual and need to be paid by our members and member organizations each of the two years of the biennium. The other budget that we work with is the budget for the Consultation; this is funded by the Consultation registration fees. This treasurer's report, therefore, provides information about four budgets: the operations budget for 2011-2012, the operations budget for 2013-2014, the Consultation budget for 2011, and the Consultation budget for 2013.

While we have these different budgets, all funds flow in and out of the same ATFE bank accounts. (The fact that we have four bank accounts is purely coincidental.) This treasurer's report also provides information about the assets we hold in these bank accounts. The amount we have varies over time with the rhythms of bills-paying, dues-receiving, and Consultation registrations. The biggest hump we have occurs at the time of a Consultation. Funds build up in the time immediately preceding a Consultation as people pay their registrations, and then these funds are dispersed quickly during and immediately following the Consultation. The report here of our assets reflects this fluctuation over the course of the last two years.

In preparation for this meeting, I asked the Director of Accounting at Wesley Seminary to review ATFE's financial record-keeping. He conducted a reconciliation of ATFE financials for the 22 month period from January 1, 2011 to October 31, 2012, comparing our record-keeping with bank statements. He found a difference of less than \$200 which was in the positive direction and which he said could be attributed to an outstanding check. Summarily, he states, "I think you should be happy with the results of this reconciliation."

The 2011 Consultation in San Juan was under budget on the expense side by \$650; this is the good news. On the revenue side, however \$4,390 less was raised than had been budgeted. This left a deficit of about \$3,700 to ATFE funds.

The operations budget approved at the 2011 Consultation for the 2011-2012 biennium was already a deficit budget, anticipating we would spend \$2,410 more than we would take in during the course of the biennium. The good news is that we did not spend as much as we anticipated—spending only \$36,336 of the budgeted \$42,550. However, the bad news is that our revenue from member dues dropped sharply to only \$30,206 instead of the \$39,140 hoped for—a difference of almost \$9,000. So we over-spent our revenue during this period by \$5000.

Combined with the loss from the last Consultation, this leaves us \$8,700 poorer than we had anticipated. The underestimation in both instances was not on the expense of the budget so much as

on forecasted revenue. As we move into the next biennium of 2013-2014, therefore, it is important that we be realistic in our estimation of revenue for the operations budget, and that we be resolute in ensuring that our respective institutions pay their membership dues.

The Steering Committee intends during the next biennium to review our membership records and our procedures for reminding about, receiving and recording membership dues. We want our records to be up to date and our procedures to be effective. In the meantime, rather than attempt to forecast revenue from our list of members and their dues obligations, it seems prudent for us simply to assume that dues revenue for 2013-2014 will be similar to that received in 2011-2012. That figure is \$30,206. So our assumption about revenue for the operations budget for 2013-2014 is that we will receive \$30,210 in member dues to fund ATFE operations.

The expense side of the 2013-2014 budget follows from this assumption about revenue and from our actual expenses for 2011-2012. Fortunately, these expenses were low: \$36,336. This leaves only about \$6,000 needed in cuts on the expense side of the operations budget, most of which is being achieved by moving \$7,000 paid to the Conference Planner from the operations budget to the next Consultation budget. This is a justified move, in that the Conference Planner contributes directly and exclusively to the Consultation. Correlatively, \$1000 issued to the ATFE registrar--as a fee for her duties and as travel reimbursement--is being shifted from the Consultation budget into the operations budget. This is justified because the registrar attends to member records and dues throughout the biennium and not just to registration at the time of the Consultation. (Moreover, as stated, this will be a priority for the next biennium.) These two moves provide the \$6,000 reduction in expenses in the 2013-2014 operations budget in order to balance the budget at \$30,210.

The "Proposed 2-year budget for 2013-2014" can be found as the column to the far right on the budget table in this treasurer's report. Within this treasurer's report, it is only this proposed budget for 2013-2014 found in the right-hand column of the budget table that is being approved or amended by vote at this 2013 Consultation after adequate discussion.

Finally, there are two other financial matters of interest: the Emeriti Travel Assistance Fund, and Research and Development. Members should be made aware that we maintain a fund to assist emeriti members with travel to the Consultations. This fund has been largely inactive recently. The only activity to report was a donation to this fund (actually from a member emeritus) in the last two years. Please know that funds are both gratefully received and appreciatively distributed.

Funds are also both gratefully and received and appreciatively distributed for research and publishing projects. Research and Development is being budgeted again with \$5,000 for distribution to worthy projects during 2013-2014. Also several of you contributed to the volume, *Welcome to Theological Field Education!* edited by Matt Floding and published by Alban. Thank you to Matt and others not only for this work but for donating royalties from this book to fund further research and publishing projects. Those royalties have come to \$713.88, which gives a total then of \$5,713.88 available for distribution to worthy projects. Thank you, Matt.

Thank you, everyone!

Respectfully Submitted,  
Joseph Bush, Treasurer  
January 18, 2013

**Treasurer's Report**  
**Association for Theological Field Education**  
**32<sup>nd</sup> Biennial Consultation, 2013**  
 January 23-26, 2013

**ASSETS**

	1/6/11	12/31/11	10/31/12	12/31/12
Bank of America Savings	50.89	40.92	2,551.66	2,551.74
Bank of America Checking	42,365.08	20,096.71	17,627.59	34,523.26
UBS Savings	13,921.77	10,449.41	10,764.72	10,772.77
UBS Checking	<u>33,151.36</u>	<u>3,510.80</u>	<u>21,390.08</u>	<u>26,710.29</u>
<b>Total</b>	<b>89,489.10</b>	<b>34,097.84</b>	<b>52,334.05</b>	<b>74,558.06</b>

**EMERITI TRAVEL ASSISTANCE FUND**

	2003-04	2005-06	2007-08	2009-10	2011-12	2013
<b>Beginning Balance</b>	<b>\$932.53</b>					
Chicago Consultation Income	417.00					
Toronto Consultation Income		142.64				
Dallas Consultation Income			110.00			
Grant			-496.80			
Atlanta Consultation Income				323.00		
San Juan Consultation Grant					-200.00	
Williamsburg Consultation Income						25.00
<b>Ending Balance</b>	<b>1349.53</b>	<b>1492.17</b>	<b>1105.37</b>	<b>1428.37</b>	<b>1229.37</b>	<b>\$1253.37</b>

SUMMARY OF STEERING COMMITTEE ACTIVITY 2011-13  
ASSOCIATION FOR THEOLOGICAL FIELD EDUCATION

Prepared for the 32<sup>nd</sup> Biennial Consultation  
January 23-26, 2013  
Williamsburg, Virginia

**Members and Meetings**

Members of the Steering Committee elected at the 31<sup>st</sup> Biennial Consultation in January 2011 included: Lorraine Ste-Marie, Chair; Alice Rogers, Vice-Chair; Tom Fuller, Secretary; Joe Bush, Treasurer; Laura Tuach, Communications; Trudy Stringer, Member-at-Large; Rosanne Swanson, Member-at-Large; Tracy Hartman, Local Arrangements; and Betty Mills, Local Arrangements.

The Steering Committee met seven times during the biennium:

1. January 22, 2011 – San Juan
2. June 1-3, 2011 – Williamsburg
3. December 15-16, 2011 – Williamsburg
4. February 24, 2012 – Webconference
5. March 29, 2012 – Webconference
6. May 23, 2012 – Webconference
7. November 15-16, 2012 – Williamsburg

**January 22, 2011 (San Juan):** The newly-elected Steering Committee met briefly, following adjournment of the biennial consultation in San Juan, Puerto Rico. After a time of introductions, the Committee reviewed responsibilities of each member and discussed goals for the upcoming biennium. Tracy Hartman assumed responsibility for making inquiries regarding the possibility of holding the 2013 consultation in Williamsburg, Virginia. The Committee made tentative plans to meet in late May-early June 2011 at the proposed site.

**June 1-3, 2011 (Williamsburg):** The Steering Committee spent considerable time reflecting on the 2011 consultation in San Juan. Evaluations were reviewed, prompting discussions concerning priorities in planning for the 2013 consultation. Joe Bush led the Committee in a review of ATFE financial statements. The Committee acknowledged the need for Beth O'Brien, conference planner, to assume greater responsibilities for management of the consultation budget. In view of her increased responsibilities, a motion was passed to increase (from \$7500 to \$8500, for the biennium) the budgeted allocation for paying the conference planner. Beth O'Brien arranged for tours of three potential meeting sites: Hospitality House, Kingsmill Resort, and Woodlands Hotel. Decision was made to contract with Hospitality House. The Committee discussed possible themes for the 2013 consultation, seeking ways to take advantage of the Williamsburg context while also being responsive to members' needs. Lorraine Ste-Marie announced the following appointments: Matt Floding, to serve as chair of the Research & Publications Committee; Trudy Stringer, to serve as liaison to ATFE caucuses; and Rosanne Swanson, to serve as liaison to the Research & Publications Committee.

**December 15-16, 2011 (Williamsburg):** The Steering Committee continued planning for the 2013 consultation, as well as conducting current business. Decisions were made regarding theme, keynote speakers, immersion experiences, and breakout sessions. Members were assigned to contact individuals to serve as keynote speakers and breakout session presenters. There was lengthy discussion of improvements made (or coming soon) to the ATFE website. Laura Tuach would post call for breakout session proposals. The Committee decided to send save-the-date postcards for 2013 consultation, but to handle all other promotion and registration electronically. Other discussions addressed changes to the consultation schedule, membership/budget matters, and off-site venues for a plenary session.

**February 24, 2012 (Webconference):** Steering Committee members reported on contacts made with potential speakers for the 2013 consultation. Kwok Pui Lan, Bobby McClain, and Josie Hoover were confirmed for plenary sessions. Beth O'Brien presented a revised consultation schedule, which was reviewed and discussed. Tracy Hartman reported on arrangements for immersion experiences, banquet program, and off-site venues for a plenary session. The Committee approved a proposal to convene a meeting of caucus leaders on Wednesday of the consultation.

**March 29, 2012 (Webconference):** The Steering Committee reviewed and approved the final slate of presenters for breakout sessions; were updated on progress with local arrangements; and made final plans for consultation promotion and registration.

**May 23, 2012 (Webconference):** In addition to continuing preparations for the 2013 consultation, the Steering Committee discussed making budget appropriations for scholarship assistance, collaborative opportunities with the Association for Practical Theology, and disposition of the ATFE archives. The Committee expressed gratitude to Rosanne Swanson for her service, as she resigned her position to assume a new role outside of theological education.

**November 15-16, 2012 (Williamsburg):** The primary purpose of this meeting was to finalize all arrangements for the 32<sup>nd</sup> biennial consultation. The Committee reviewed the consultation schedule, giving particular attention to details concerning worship, registration, menus, bookstore, evaluation forms, and conference amenities. Committee members were given a guided tour of the facilities of First Baptist Church, Williamsburg – the site for a worship service/plenary session. There was discussion of ATFE business items, including budgeting for the next biennium, scheduling of membership dues payments, potential sites for the 2015 consultation, and the upcoming transition between Beth Smith and Desire'e Barnes as ATFE's administrative support person.

Summary prepared and submitted by Thomas Fuller, Secretary (2011-13)



## Communications Officer Report

2011-2013

Submitted by: Laura Tuach (Harvard Divinity School)

At the 2011 Biennium, the Association expressed the desire for a more user-friendly and up-to-date website for ATFE. The first order of business was to migrate the content of the website from a beta version of Wordpress, a free, user friendly website creation tool, to the most updated version. The Steering Committee also determined that by using the updated version of Wordpress that the Communications Officer could take on all content management and updates. Previously, the website content was updated by a low-cost, outside consultant. The process of "migrating" the website resulted in re-creating it from scratch and was successfully completed during the spring of 2011. (The web address remained the same [www.atfe.org](http://www.atfe.org).) Shortly thereafter, the proceedings from the 2011 Biennium were posted on the website and not mailed out to members. The Steering Committee has strategically kept the website content simple and easy to update and navigate. With an enhanced and up-to-date website, the Steering Committee used email communication to direct members to the website to register for the 2013 Biennium eliminating a mailing to members about the conference.

The process of posting an announcement or job listing on the ATFE website is to contact the Communications Officer directly. It is also appreciated when positions are filled that the Communications Officer is notified to take the listing down.

## **Caucus Report Trudy Hawkins Stringer**

ATFE currently has ten Caucus groups, seven active with identified leadership and three inactive groups. In conversation with various caucus leaders, we have identified the need to enhance website access for posting of caucus activities and information and are working on this in conjunction with the larger conversation of ATFE web presence.

In an effort to enhance visibility of and collaboration among caucuses, ATFE, for the first time, is hosting a Caucus Leadership gathering during the 2013 Biennial meeting. This will be an informal time for relationship building, conversation about current caucus work, and imagining together new possibilities.

### **ATFE CAUCUS LIST 2013**

#### African American Caucus

This Caucus welcomes any African Americans or other interested persons of color who are faculty or administrators in contextual education in a seminary.  
Contact person: □ Michael Dash □

#### Anglican/Episcopal Field Educators

#### Canadian Caucus for Theological Field Education

Welcome to the Canadian Caucus for Theological Field Education. Any members of ATFE who are from any Canadian Theological College may be a member. On alternate years from the ATFE Biennial Consultation, Canadian Field Educators meet for discussion, consultation and sharing of resources.  
Contact person: □ Lee Beach □

#### Catholic Association for Theological Field Education Caucus

This Caucus is for Catholic members of ATFE.  
Contact person: □ Carolyn A. Wright □

#### Disciples of Christ Caucus

#### The Evangelical Association of Theological Field Educators

EATFE is a professional association of evangelical theological field educators. Membership in EATFE is open to anyone serving in a seminary who is committed to effective engagement in ministries of personal and vocational formation.  
Contact person: □ Dipa Hart □ or Daryl Smith □

#### Lutheran Field Educators' Caucus

Contact person: Marji Shannon

### Moderate Baptist Field Educators' Caucus

This new caucus (formed in San Juan in 2011) welcomes field educators working in moderate Baptist seminaries and divinity schools.

Contact person: Dock Hollingsworth

### Presbyterian Theological Field Educators

PTFE is an informal fellowship of theological field educators serving the ten theological schools of the Presbyterian Church (USA), together with other field educators who are members of the PC (USA). The group serves as a collegium in which members explore various issues related to theological field education.

Papers such as "Guidelines for Theological Field Education in PC(USA) Schools," "Assessment in Theological Field Education," and "Legal Issues in Theological Field Education" have been prepared by the group in the past. PTFE typically meets annually. On odd-numbered years meetings are held immediately before or after the biennial consultation of the Association for Theological Field Education (ATFE). Leadership is rotated from meeting to meeting, with different members serving as moderator, recorder and host.

Contact person: □ [Stephanie Croom](#)

### United Church of Christ Field Educators' Caucus

### United Methodist Field Educators

UMFE meets opposite the ATFE biennial to participate in relevant issues affecting member schools – for example, travel to Cuba, meetings with Korean church leaders and ongoing discussions about research and pedagogy.

Contact person: □ [Tamara Francis Wilden](#)

## **Research and Publications Report**

**Emily Click, Matthew Floding, Abigail Johnson and Bill Kondrath  
Williamsburg, January, 2013**

Since we last met in San Juan, Puerto Rico, January, 2011 the membership of ATFE has been prodigious. Our list of publications below contains thirty-two items. Our apologies to any whose publication was omitted from the report.

The variety of publications underscores what we in field education know about ourselves. We come to our field from a variety of backgrounds in both ministerial experience and in academic training. Two things are striking. One is the increasing number of field education specific resources that are members are producing, some inter-disciplinary in nature. The second is empirical evidence suggesting the value of our professional journal *Reflective Practice*. Thirteen items appear in *Reflective Practice*.

One of the roles of the committee is to provide grants to encourage research and publication that will particularly benefit our field. There are two items to report. Happily the grant that encouraged the publication of *Welcome to Theological Field Education* written by a team of ATFE members with Matthew Floding serving as general editor and published by Alban Press in 2011 has returned \$1000.00 to be added to the resources of the committee for additional grants. Second, The Presbyterian/Reformed Theological Field Educators Caucus (PRTFE) has completed its project as listed below, creating an online supervisor training resource for the benefit of all ATFE members. The team was led by Susan Fox. As you explore this resource you'll see cameo video appearances by various ATFE members. Applications for new grants are now being received by the committee.

Another role of the committee is to encourage research and publication through workshops at the Biennial Consultation. At this consultation there are two devoted to this topic. Beth Gaede of Alban Press is conducting a workshop titled, "I Have This Idea..." How to Get Published. Also, Bill Kondrath shares "Resources and Research for Writing and Publishing." We hope you will find the content of the workshop and the networking opportunities with others at their workshops valuable.

Matthew Floding, Chair

## **Publications**

### **Books**

Willard Ashley, *Learning to Lead: Lessons in Leadership for Persons of Faith*, NY: Skylight Paths, 2012.

John H. Aukerman, General Editor, *Discipleship That Transforms: An Introduction to Christian Education from a Wesleyan Holiness Perspective*, Francis Asbury Press, 2011.

Barbara Blodgett, *Becoming the Pastor You Hope to Be*, Alban Press, 2011.

Tracy Hartman, co-author, *New Proclamation Commentary*. Augsburg Press, 2012.

Tracy Hartman, *Letting the Other Speak: Proclaiming the Stories of Biblical Women*, Lexington Books, 2011)

William Kincaid, *Finding Voice: How Theological Field Education Shapes Pastoral Identity*. Wipf and Stock, 2012.

### **Book Chapters/Contributions**

James Brandt, "Historical Theology and Practical Theology," in *The Blackwell Companion to Practical Theology*, ed. Bonnie Miller-McLemore, Blackwell/Wiley, 2011.

Emily Click, "Contextual Education and Practical Theology," in *The Blackwell Companion to Practical Theology*, ed. Bonnie Miller-McLemore, Blackwell/Wiley, 2011.

Isabel N. Docampo, "Joshua, Judges, Ruth," *Immersion Bible Studies*, Stan Purdum, ed., Abingdon Press, 2012.

Tracy Hartman, contributor, *Feasting on the Gospels*, Brown Taylor and Bartlett, eds., Westminster John/Knox Press, 2013.

Ellen Marmon, "The Transformative Path of Local, Cross-cultural Relationships" in *Pathways to Transformation: Learning in Relationship*. Carrie J. Boden McGill and Sola M. Kippers, eds., Information Age Publishing, 2012.

## **Journal Articles**

Lee Beach, "Virtual Reflection or Virtually Reflecting? Doing Group Theological Reflection Online," *Reflective Practice*, Vol. 31, 2011.

Donald E. Blumenfeld, "Assessing the Assumption," *Through Her Intercession*, Immaculate Conception School of Theology's Institute of Christian Spirituality, May 2012.

Joseph E. Bush, "Keeping Faith in Community: A Pastoral Response and Ethical Argument," *Ohio State Journal of Criminal Law*, 10:1, Fall 2012.

Isabel N. Docampo, "Identity, God-talk, Self-Critical Reflection in Religious Leadership: Contributions from a Latino/a Perspective," *Journal of Religious Leadership*, Volume 11.1, 2012.

Matthew Floding and Glenn Swier, "Legitimate Peripheral Participation: Entering a Community of Practice," *Reflective Practice: Formation and Supervision in Ministry*, Vol. 31, 2011.

Susan Fox and Stephanie Croom, "Overcoming Distance and Time: Online Supervisor Training in Contextual Education Programs," *Reflective Practice: Formation and Supervision in Ministry*, Vol. 31, 2011.

Ann M. Garrido and Carolyn A. Wright, "Contextual Education in Conflict Management: An Experimental Approach," *Seminary Journal* 17, No. 1, Spring 2011.

Neil Sims, "Theologically Reflective Practice: A Key Tool for Contemporary Ministry," *Reflective Practice: Formation and Supervision in Ministry*, Vol. 31, 2011.

Lorraine Ste-Marie, "Adult Development and Theological Field Education," *Reflective Practice: Formation and Supervision in Ministry*, Vol. 31, 2011.

Matthew Floding, "Fostering a Mentoring Environment," *Reflective Practice: Formation and Supervision in Ministry*, Vol. 32, 2012.

Roslyn H. Wright, "Incarnational Goal-Setting—Identity, Vocation and Discernment: Building Foundations for Formation," *Reflective Practice: Formation and Supervision in Ministry*, Vol. 32, 2012.

## Online Resources

Stephanie Croom, Matthew Floding, Susan Fox, Joanne Lindstrom, Sue Setzer, and Dorothee Tripodi, <http://www.supervisor-training.org/> 2012.

## Book Reviews

Joseph E. Bush, *Reclaiming Virtue: How We Can Develop the Moral Intelligence to Do the Right Thing at the Right Time for the Right Reason* by John Bradshaw (New York: Bantam, 2009) for *Reflective Practice: Formation and Supervision in Ministry*, Vol. 32, 2012.

Joseph E. Bush, *Introducing the Practice of Ministry* by Kathleen A. Cahalan (Collegeville, MN: Liturgical Press, 2010) for *The Heythrop Journal* 53, 2012.

R. Leon Carroll, *Equipping the Saints: Best Practices in Contextual Theological Education* by David O. Jenkins and P. Alice Rogers (Cleveland: Pilgrim Press, 2010) for *Reflective Practice: Formation and Supervision in Ministry*, Vol. 31, 2011.

Isabel Docampo, *Women Out of Order: Risking Change and Creating Care in a Multicultural World*, Jeanne Stevenson-Moessner and Teresa Snorton, eds., (Minneapolis: Fortress Press, 2010) for *Reflective Practice: Formation and Supervision in Ministry*, Vol. 31, 2011.

Matthew Floding, *Becoming the Pastor You Hope to Be: Four Practices for Improving Ministry* by Barbara Blodgett (New Herndon, VA: Alban Press, 2011) for *Reflective Practice: Formation and Supervision in Ministry*, Vol. 32, 2012.

Nancy Hall, *Welcome to Theological Field Education*, Matthew Floding, ed., (Herndon: VA, Alban Press, 2011) for *Reflective Practice: Formation and Supervision in Ministry*, Vol. 31, 2011.

Catherine P. Zeph, *A Concise Guide to Supervising a Ministry Student* by Ann M. Garrido (Notre Dame, IN: Ave Maria Press, 2008) for *Reflective Practice: Formation and Supervision in Ministry*, Vol. 32, 2012.