

# Pacific Lutheran Theological Seminary

## Internship – Congregation or Agency Site Application

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Parish/Agency: \_\_\_\_\_  
 Congregation ID#: \_\_\_\_\_ Synod: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Parish/Agency Phone: \_\_\_\_\_ Parish/Agency Email: \_\_\_\_\_  
 Parish/Agency Website: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_  
 Supervisor Phone: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

*While careful attention and consideration will be given to the needs of the student and the congregation or agency, determination of final placement is the responsibility of the seminary. Information provided in this application is intended to guide both students and seminaries in the placement process.*

### Part I - Information regarding the parish or agency

Number baptized: \_\_\_\_\_ Number confirmed: \_\_\_\_\_  
 Average Worship Attendance: \_\_\_\_\_ Christian Education Enrollment: \_\_\_\_\_

Staff includes: *(Please use an "F" for full-time staff and a "P" for part-time staff. If not applicable, leave blank)*

\_\_\_\_\_ Associate/Asst. Pastor \_\_\_\_\_ Associate in Ministry \_\_\_\_\_ Deaconess  
 \_\_\_\_\_ Diaconal Minister \_\_\_\_\_ Administrative Staff \_\_\_\_\_ Musicians  
 \_\_\_\_\_ Youth Director \_\_\_\_\_ Others, specify: \_\_\_\_\_

Total Budget: \_\_\_\_\_ % for Benevolence: \_\_\_\_\_  
 Benevolence sent to Synod/ELCA: \_\_\_\_\_ Other Benevolence: \_\_\_\_\_

Type of Congregation/Agency *(i.e. Established, Mission Development, Redevelopment, Yoked, Transition, other, etc.)*: \_\_\_\_\_

Type of Locale *(i.e. Urban, Suburban, Small Town, Rural, other, etc.)*: \_\_\_\_\_

Approximate Population of Mission Service Area: \_\_\_\_\_

Ethnic/Cultural Composition of Congregation *(Specify relative percentage of each)*

\_\_\_\_\_ African American/Black \_\_\_\_\_ Latino/Mexican  
 \_\_\_\_\_ Appalachian \_\_\_\_\_ Native American/Alaska Native  
 \_\_\_\_\_ Asian/Pacific Islander \_\_\_\_\_ White

Nearest Airport: \_\_\_\_\_ How many miles away? \_\_\_\_\_

Nearest Business Center: \_\_\_\_\_ How many miles away? \_\_\_\_\_

Major businesses and industry: \_\_\_\_\_

Other unique features of the community: \_\_\_\_\_

PLTS is an inclusive community and offers hospitality to all who participate in our programs of study. As disciples of Christ committed to public leadership among God's people in diverse and challenging cultural contexts, we eagerly learn from and welcome one another's diversity, including, but not limited to, theological perspective, race, ethnicity, nationality, gender identity, relationship status, age, physical ability, social and economic status and sexual orientation.

We ask all congregations/agencies to extend the same welcome. Please indicate whether or not you and your community agree with this statement and are currently practicing such hospitality. If you are not, please indicate in what ways you are unable to meet these expectations in the comment section below.

\_\_\_\_\_ We agree with this statement and are currently practicing such hospitality.

\_\_\_\_\_ We agree with this statement but are not currently practicing such hospitality for the reasons listed below.

\_\_\_\_\_ We do not agree with this statement.

We are unable to meet these expectations in the following ways:

## **Part II: Financial Support of the Internship Program and Student Intern**

### **A. Required Financial Support to the Seminary in Support of Internship Process**

1. The congregation/agency agrees to contribute to the seminary the sum of \$500 toward a Travel Pool to help subsidize the travel expenses for one round trip between the seminary and the place of internship.
2. The congregation/agency agrees to pay a \$1000 administrative fee for the internship year.

### **B. Required Financial Support of the Student (Requirements of Vocation and Education/Candidacy)**

1. **STIPEND:** The congregation/agency will provide a monthly, undesignated, cash stipend of \$1,600.
2. **FICA:** The congregation/agency will pay the employer's share of FICA based on the total value of the stipend plus housing provided. If the housing is paid in cash (rather than the congregation renting the apartment or offering a parsonage), that amount is also considered income. With this in mind, the congregation pays the employer's portion of FICA and withholds the employee's portion for the intern. These are paid to the government.
3. **MEDICAL INSURANCE:** PLTS does not require that internship sites provide health insurance coverage for their interns. Students applying to seminary should have their own health insurance to be compliant with the federal mandate for health care coverage. Therefore, ELCA Seminaries do not offer student health insurance coverage. Individual health insurance coverage is expected to be maintained throughout attendance at PLTS. Students studying abroad through the Horizon International program have additional insurance coverage in foreign countries provided through the EIIA.
4. **WORK EXPENSES:** The congregation/agency will reimburse the intern for approved expenses incurred in his or her work.
5. **TRAVEL REIMBURSEMENT:** The congregation/agency will pay automobile expenses incurred in the performance of assigned duties at the rate specified by the IRS as an allowable deduction.

6. DAY OFF/VACATION: The congregation/agency will grant the intern a minimum of one day off per week. Additionally, a 12-month internship will include a 2-week vacation with stipend. A 9-month internship will include a 10-day vacation with stipend.

7. HOUSING: The congregation/agency will provide adequate furnished housing, utilities included, personal long distance phone calls excepted. If unfurnished or under-furnished housing is provided, the congregation/agency will pay moving expenses. This amount is in addition to the travel pool cost. To maintain professional boundaries, the intern should not be housed with congregants, clients, or other individuals related to the ministry programs and communities he/she will be serving in.

**Please indicate arrangements:**

_____	Housing is already secured	_____	Housing is not yet secured
_____	Apartment/Condo	_____	House
_____	1 Bedroom	_____	2 Bedroom
_____	Dogs Allowed	_____	Cats Allowed
		_____	3 Bedroom

If unfurnished or under-furnished housing is provided, please explain how moving expenses, in addition to the travel pool amount of \$500.00, will be paid/reimbursed:

**Any other housing arrangements must be negotiated with PLTS.**

**C. Student Support (optional items)**

The congregation/agency will assist in paying the intern's share of FICA based on the **total value** of the stipend plus the housing provided to the intern.

- Yes       No

The congregation/agency desires, **at its own expense**, that the intern/vicar visit prior to the start of internship for purposes of orientation and introduction.

- Yes       No

**Part III - Student Learning Opportunities**

*It is understood that the student will be offered a full and varied experience of service and learning opportunities, including those specifically listed below. Please check those that are available within your setting and are your intention to provide as experience and skill development.*

**A. The Congregation at Worship**

- Preaching (*Once a month is considered minimum*)
- Worship Leadership (*Including planning specific services, work with Worship and Music Committee, using multi-media resources and the experience of various worship types and styles*)

- Observing and/or assisting with pastoral acts (*wedding rehearsals, weddings, funerals, baptisms and private communion*)
- Sermon Evaluations (*Meeting with a representative group of worshipers once per quarter is average*)
- Worship Learning Opportunities (*e.g. courses, seminars, text study groups*)  
Please list opportunities already in place:
- Other:

#### **B. Pastoral Care**

- Visitation with members (*including youth, aged, shut-ins, etc.*)
- Visitation with inactive members
- Visitation with unchurched people
- Grief ministry (*including visits with the sick, bereaved, divorced, unemployed, etc.*)
- Counseling (*informal*)
- Assisting membership in development of their own visitation ministry
- Other:

#### **C. Lay Ministry**

- Participate in programs specifically related to lay vocations (*i.e., Stephen Ministry, Ministry in Daily Life, Befrienders, Shepherding programs, etc.*)
- Participate in marriage enrichment programs, parenting programs, singles ministry classes, etc.
- Encouraging lay persons to identify and use their talents in the church and in daily life
- Educating, training and supervising volunteers working in various congregational or agency programs
- Dialogue with members on the interaction of vocation and faith
- Other:

#### **D. Education**

- Teaching in the congregation or agency's educational programs at all levels
- Modeling and teaching appropriate use of inclusive language
- Participating in the review of curricular materials
- Using a variety of educational resources (*e.g., the arts, media and technology*)
- Participating in the training of teachers and feedback on their work
- Administration of at least one educational program from initial planning through evaluation  
*Please specify:*
- Other:

## **E. Evangelism**

- Sharing one's faith in an explicit way with others
- Working with the evangelism committee to involve members in evangelism and outreach
- Leading the congregation or agency into active mission and service to others beyond its boundaries
- Involvement in the global mission of the church – including opportunities to become personally involved in and encouraging members to participate through contact with persons overseas, through study seminars, attending a Global Mission Event, etc.
- Other:

## **F. Social Ministry**

- Participation in social ministry programs of the congregation
- Study of the social statements of the ELCA
- Exposure to agencies dealing with alcoholism, drug dependency, child or spouse abuse, etc.
- Challenging any practices in the congregation or agency, or community, that foster or support sexism, racism, or ageism.
- Studying the social, economic and political realities of the local congregation and community
- Involvement with advocacy and service programs sponsored by the local ministerial association and/or the State Council/ Conference of Churches
- Other:

## **G. Stewardship**

- Work with the congregation or agency in enhancing a holistic understanding of biblical stewardship.
- Experience opportunities to articulate the connections among faith, financial stewardship, and the mission of the church
- Participate in the stewardship program of the congregation, including development of the budget and its administration, and use of time and talent surveys and spiritual gifts inventory
- Support the church and community organizations beyond congregational boundaries
- Participate with the congregation or agency in programs of caring for the earth and environment
- Other:

## **H. Ecumenism**

- Engaging in dialogue with people of other Christian churches
- Engaging in dialogue with people of other faiths
- Becoming familiar with church-wide policy on ecumenical relationships, particularly with respect to the Roman Catholic, Episcopal and Reformed traditions
- Studying the multicultural and global context within which the Christian church makes its witness
- Other:

## I. Administration

- Assisting in preparation of annual congregational reports to various judicatory offices
- Working with the church treasurer and financial secretary to understand the process of recording and reporting financial contributions, as well as the disbursement by the church treasurer of these contributions
- Familiarity with procedures for administrating the church office
- Other:

## J. Leadership

- Helping groups and committees define and communicate their goals
- Analyzing the dynamics of the congregation's decision-making process
- Leadership in inclusive ministry
- Ministry with gay, lesbian, bisexual and transgendered persons
- Ministry with persons of diverse racial, class and economic situations
- Helping the congregation or agency bring about constructive change and deal creatively with conflict
- Collegial involvement with leaders of other congregations in the community and synod
- Contact with representatives of synods or church-wide agencies leading to increased understanding of their function and ministries
- Exercising appropriate leadership authority
- Other:

## K. Leadership Project

Each intern will complete a project in one of the areas listed below. The pastor/supervisor and internship committee will be asked to approve such a project in advance and evaluate it when it is completed. The intern will be responsible for all the conceptualization, initiative, administration and reporting related to it. It will permit the intern to test his or her ability to function as a leader who mobilizes the laity in ministry.

In terms of opportunity and appropriateness for such a project, prioritize the following areas using a scale of 1 to 3, with 1 being the most appropriate.

_____	Evangelism	_____	Stewardship	_____	Multiculturalism
_____	Ecumenism/Religious Pluralism	_____	Advocacy in the Public Sphere		

## L. Support for the Internship Program as a Learning Process

It is expected that:

1. The supervisor will attend recommended training events on internship supervision as well as meetings of the internship cluster.
2. The supervisor will arrange at least one hour per week for supervision with the intern concerning pastoral identity and ministry, including theological reflection. This time should be kept free of external interruptions and routine calendar planning, focusing rather on development of the intern as pastor.

3. An internship committee, consisting of the intern and five to eight members of the congregation, will be a special resource to the intern. The committee will observe the intern's work, engage in regular discussions with the intern, as well as provide feedback and evaluation. The internship committee will also be responsible for interpreting the internship program to the parish and the community. The committee is expected to meet at least once a month.

Has this committee already been designated?  Yes  No

Has the committee been consulted in the preparation of this application?  Yes  No

4. The supervisor and lay internship committee will assist the intern in the formulation of a Learning-Service Agreement to provide the intern regular opportunities for sharing observations and evaluations. The Agreement should be drafted within the first six weeks of internship and then reviewed and/or revised periodically.

**Part IV - Information Concerning the Supervisor**

Name of person directly responsible for supervision: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Years of Ordained Ministry: \_\_\_\_\_

Years in Present Position: \_\_\_\_\_ Seminary Attended: \_\_\_\_\_

Did supervisor serve an internship?  Yes  No

Did supervisor complete CPE or its equivalent?  Yes  No

**Leadership Style and Attitudes**

*This section, which intern candidates also complete, is intended for use during interviews. The ends of the continuum are not necessarily opposites but may be complementary. Choose the spot on the continuum that best typifies your understanding.*

Your view of the ministry:	
Emphasis on profession and skills	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Emphasis on spiritual calling and special vocation
Your perspective regarding pastoral authority:	
Emphasis on call of the church	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Emphasis on own inner call
Your customary style of leadership and decision-making:	
Strive for group consensus	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Emphasis on making own Decisions
Your customary style of problem-solving:	
Faces conflict directly	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Wait for the problem to work itself out

Your usual approach to teaching:	
Sharing information	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Sharing experiences	
Your customary worship practice:	
Traditional Forms	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Innovative Forms	
Your style of sharing personal feelings:	
Open and willing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Cautious and reserved	
Your customary way of working with colleagues:	
Seek to coordinate and collaborate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Seek to work Independently	
Your use of small groups for learning and sharing:	
None	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Much	
Your strength in interpersonal communication:	
Speaking	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Listening	
Your customary approach to friendships in the parish:	
Have many close friendships	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Am selective of my close friends	
People see me as:	
Quiet and introspective	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Gregarious, an extrovert	
I understand myself to be:	
Highly organized, one who values structure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
A free spirit, one who values spontaneity	
Your attitudes regarding pastoral ethics:	
Pastors live like all other persons	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Pastors live as a model for others	



The “Criteria and Standards for Settings” section of the Candidacy Manual stipulate that “congregations are expected to have a written policy for sexual ethics.”

- Our congregation has a written policy against sexual misconduct and harassment. We agree to include a clause regarding internship.
- We are committed to developing a sexual misconduct and harassment policy prior to the arrival of our intern. We will send a copy upon its adoption by the congregation.

List any important books and continuing education events that have enriched your life in the past three years:

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Describe your work in the synod, conference, church, and community beyond your congregational conference:

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### **Part V: Supervisor Autobiography and Congregation Description**

*Please write a 300-500 word autobiography and congregation description in the section provided on the next page. This will be shared with interns during the interview process.*

*Supervisor Autobiography: please include some insight to your approach to supervising an intern and anything else you believe may be helpful to an intern or to the seminary in the placement process.*

*Congregation Description: please describe your congregation/agency, the surrounding community, and opportunities for ministry you envision in the community in which you serve.*

**Part VI: Review and Signature:**

*Please carefully review your application. After you have done this, please sign below to verify that this information is true and complete, to the best of your knowledge.*

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Applicant's Signature

Date

Please send completed application to:  
**Office of Contextual Education**

Email: [contexted@plts.edu](mailto:contexted@plts.edu)

Pacific Lutheran Theological Seminary  
Office of Contextual Education  
2000 Center Street, Suite 200  
Berkeley, CA 94704

## Supervisor & Congregation Information

<b>Site:</b>	
<b>Supervisor:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Supervisor Autobiographical Statement:</b>	
<b>Congregation Description:</b>	