Pacific Lutheran Theological Seminary

Ministry in Context III – Site Fact Sheet

1. **Purpose**

To expose PLTS students to Bay Area non-profits so that they might learn about:

A. The mission of the non-profit

B. The structure and administration of the non-profit including:

1. Staffing
2. Volunteer recruitment and management
3. Funding and Fundraising

C. How this non-profit is connect to other Bay Area non-profits (including but not limited to faith communities)

So that the students will be better equipped to partner with non-profits in the areas in which they receive pastoral leadership calls in the future

1. **Program Requirements**
2. Attendance at the kick-off meeting
3. Welcome two separate groups of 2-3 students for seven week periods
4. Provide the students with volunteer activities for 6 hours/week during those times
5. Students may volunteer at different times during the week depending on their course schedules.
6. The students’ volunteer time should be used in such a manner that they will be able to meet the purpose of the program stated above.
7. Students will complete a volunteer hours reporting worksheet each week that will require a signature from a staff member. No further evaluations will be required from the site
8. **Examples of Usage of time include but are not limited to:**
9. Joining regularly scheduled volunteer hours
10. Attending board meetings
11. Participation in events for the non-profit
12. Attending meeting or events with partnered non-profits

**Office of Contextual Education**

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