



## Part I: Information Regarding the Congregation

Number baptized:

Number confirmed:

Christian Education enrollment:

Average worship attendance:

**Staffing: *Please indicate whether each position listed below is full time, part time, or not applicable:***

Associate/Asst. Pastor:

Deacon:

Administrative Staff:

Musicians:

Youth Director:

Property Staff/Custodian:

Others (specify):

### **Total Budget:**

Percentage for Benevolence:

Mission Support to Synod/ELCA:

Other Benevolence:

**Type of Congregation:**

**If Other, please describe:**

**Type of Locale:**

**If Other, please describe:**

**Approximate Population of the Community in which the Congregation is Located :**

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

African American/Black:

Asian/Pacific Islander:

Latine/Latinx:

Native American/Alaska Native:

White:

**Nearest Airport:**

**How many miles away?**

**Nearest Business Center:**

**How many miles away?**

**Major Businesses and Industries in Community:**

**Other Unique Features of the Community:**

## 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 to the place of internship. (Not required but may be contributed for geographically restricted interns.)
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 \$1800.00.
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:** ELCA seminaries do not offer student health insurance coverage, nor does PLTS require that internship sites provide health insurance for interns. Students applying to seminary should have their own health insurance to be compliant with the federal mandate for health care coverage. Individual health insurance coverage is expected to be maintained throughout attendance at PLTS, including internship.
4. **Work Expenses:** The congregation/agency will reimburse the intern for approved expenses incurred in their 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 (water, electricity, gas, trash, and internet). If unfurnished or under-furnished housing is provided, the congregation/agency will pay moving expenses 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 in which they will be serving. (Housing is not required but may be offered for geographically restricted interns.

Housing is already secured:

Type:

No. of bedrooms:

Pets:

**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)

- |   |     |    |
|---|-----|----|
| 1. The congregation/agency will assist in paying the intern's share of FICA based on the <b>total value</b> of the stipend plus the housing provided to the intern:             | Yes | No |
| 2. The congregation/agency desires, <b>at its own expense</b> , that the intern/vicar visits prior to the start of internship for the 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)

**Leading worship** (Including planning specific services, working with worship and music committees, using multi-media resources, and the experience of various worship types and styles)

**Participating in pastoral acts** (Observing and/or assisting with wedding rehearsals, weddings, baptisms, and visitation)

**Evaluating sermons** (Meeting with a representative group of worshipers once per quarter is average)

**Participating in worship learning opportunities** (e.g., courses, seminars, text study groups)

*Please list worship learning opportunities already in place:*

**Other:**

### B. Pastoral Care

**Visiting with active members** (including youth, aged, shut-ins, etc.)

**Visiting with inactive members**

**Visiting with unchurched people**

**Grief ministry**

**Participating in existing visitation ministry**

**Other:**

### C. Lay Ministry

**Participating in programs related to lay vocations** (Stephen Ministry, Ministry in Daily Life, Befrienders, Shepherding programs, etc.)

**Participating in marriage enrichment programs, parenting programs, singles ministry, etc.**

**Encouraging lay persons to identify and use their talents in church and in daily life**

**Educating, training, and supervising volunteers working in various congregational or agency programs**

**Engaging in dialogue with members on the interaction of vocation and faith**

**Other:**

## D. Education

Teaching in the congregation's educational programs at all levels

Modeling and teaching appropriate use of inclusive and expansive language

Participating in the review of curricular materials

Using a variety of educational resources (the arts, media, technology, etc.)

Participating in the training of teachers and providing feedback on their work

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

Participating in the global mission of the church, including becoming involved in and encouraging members to participate with persons overseas, in study seminars, in Global Mission events, etc.

Other:

## F. Social Ministry

Participating in social ministry programs of the congregation

Studying the social statements of the ELCA

Becoming familiar with agencies dealing with alcoholism, drug dependency, child or spouse abuse, etc.

Leading the congregation or agency into active mission and service beyond its boundaries

Studying the social, economic and political realities of the local congregation and community

Participating in advocacy/service programs

Other:

## G. Stewardship

Working with the congregation to enhance a holistic understanding of biblical stewardship

Experiencing opportunities to articulate the connections among faith, financial stewardship and the mission of the church

Participating in the stewardship program of the congregation, including development of its budget, administration, time/talent surveys and spiritual gifts inventory

Supporting church and community organizations beyond congregational boundaries

Participating with the congregation in programs of caring for the earth and environment

Other:

## H. Ecumenism/Interfaith

Engaging in dialogue with people of other Christian congregations

Engaging in dialogue with people of other faiths

Engaging in acts of service with other Christians and those of other faiths

Becoming familiar with church-wide policy on ecumenical and inter-religious relationships

Studying the multicultural and global context within which the Christian church makes its witness

Other:

## I. Administration

Assisting in preparation of annual congregation reports

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

Familiarizing 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 processes

Leading in inclusive ministry

Ministry with LGBTQIA+ persons

Ministry with persons of diverse racial, class and economic situations

Helping the congregation bring about constructive change and deal creatively with conflict

Participating collegially with leaders of other congregations in the community and synod

Being in contact with representatives of synods/church-wide agencies, and increasing understanding of their work

Exercising appropriate leadership authority

Other:

## K. Leadership Project

Each intern will complete a project in one of the areas listed below. The 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. This will permit the intern to test their ability to function as a leader who mobilizes people 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:

Advocacy in the Public Sphere

Evangelism

Stewardship

Ecumenism/Interfaith

Multiculturalism

Creation Care

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

It is expected that:

1. The supervisor will attend 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 diaconal/pastoral identity and ministry, including theological reflection. This time should be kept free of external interruptions and routine calendar planning, focusing on the development of the intern as pastor or deacon.
3. An internship committee, consisting of the intern and about five members of the congregation, will be a special resource to the intern. The internship committee is expected to meet with the intern at least once a month.

Has this committee already been designated?

Has the committee been consulted in the preparation of this application?

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 month of internship and then reviewed and/or revised periodically.
5. The "Criteria and Standards for Setting" section of the Candidacy Manual stipulates that "congregations are expected to have a written policy for sexual ethics." Please check the appropriate box below:

Our congregation has a written policy against sexual misconduct and harassment. We have included a clause regarding internship.

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.

## Part IV: Information Concerning the Supervisor

Supervisor's name:

Pronouns:

Years of ordained ministry:

Years in present position:

How many interns supervised?

What are your days off?

List any important books, podcasts, movies, or TV shows and continuing education events that have enriched your life personally and professionally in the past three years:

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



**Describe your supervisory style.**

**Describe your conflict management style.**

**Describe your relationship with giving and receiving feedback.**

## Part V: Supervisor Autobiography and Congregation Description

*Please write a 300-500 word autobiography and congregation description in the sections below.*

*Supervisor Autobiography: Include your call to ministry and other important details not mentioned above.*

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

Site Name:

City/State:

Supervisor:

Pronouns:

**Supervisor's Autobiographical Statement**

## Part VI: Review and Signature

*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

Applicant's Name:

Applicant's Title:

Please send completed application to:

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