

# Pacific Lutheran Theological Seminary Internship – Congregation Intent to Apply Form



Congregation Name: \_\_\_\_\_

Address: \_\_\_\_\_

Synod: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Parish/Agency Phone: \_\_\_\_\_

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

Parish/Agency Website: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

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

*This form signifies this Congregation's/Agency's intent to apply to be an internship site for \_\_\_\_\_ academic year.*

## Site Preparedness:

*Please fill in the appropriate information and select all that apply.*

- Our Congregation's Council/Agency's Board has discussed this opportunity and has given consent to the application process by formal vote.
- Our Congregation's Council/Agency's Board has reviewed the financial responsibilities required of being an internship site and has agreed to the following terms: \_\_\_\_\_
- Our Congregation as a whole has been informed of this opportunity and has given consent to the application process by formal vote.
- Our Congregation will be presented with the information regarding this opportunity at an upcoming Congregational meeting to be held on: \_\_\_\_\_
  - We will notify the PLTS Contextual Education Office of the decision made at that Congregational Meeting on: \_\_\_\_\_
- We have contacted the synodical bishop and have received their support and endorsement.

## Statement of Welcome:

*Please read the welcome statement of PLTS and select the response that best applies to your 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.

### Financial Agreement:

Internship sites are expected to contribute a one-time administrative fee of \$1000 to PLTS and a monthly stipend of \$2,000 to the intern. In addition to this, for non-geographically restricted interns, the site is also to pay \$500 into a travel pool and provide housing and utilities. Please indicate the site's ability and/or preparedness for each of these financial responsibilities.

Travel Pool Fee (\$500)

Administrative Fee (\$1000)

Housing with utilities (Please describe what housing has been secured below.)

Monthly Stipend (\$2000)

Please describe what kind of housing has been secured, if applicable, and whether pets are allowed.

*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 for to the Office of Contextual Education  
Via Email: [Contexted@plts.edu](mailto:Contexted@plts.edu)  
Via Post: PLTS  
Office of Contextual Education  
2000 Center Street, Suite 200  
Berkeley, CA 94704