

***Please read these instructions before your proceed!***

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Do **not** complete this form within a web browser. If you are viewing this form from within a web browser, please go back to the original document link and save the PDF file to your computer. To do this with a PC, right-click on the document link and select either "Save Target As" or "Save Link As" and save. On a Mac, use Command-Click to save locally. If you try to complete this form from within a browser, some features such as saving your completed document may be unavailable. If after saving the file on your hard disk, you click to open the document and it *still* opens in a browser, you may have to open Adobe Reader as your first step, and then browse your hard disk to find the form file to open.

### FILLING IN THE FORM

This form can be filled out and saved for later editing, printing, or emailing. To fill out this form, position your cursor within a light blue field, click and begin typing. When you have completed a field, tab or click to the next. Periodically save your work. The first time you may be prompted to save with a different file name; you may name your file anything you want. If you include your name in the file name, that will make it easier to identify your file among other submissions. To ensure success, fill out a small portion of the form, save and exit. Open the form again and verify that your entries were saved.

### STILL HAVING TROUBLE FILLING OUT AND SAVING THIS FORM?

If you are still having trouble completing and saving this form, please contact the churchwide unit responsible for the form.



## CONGREGATIONAL APPLICATION FOR AN INTERN

Seminary applying to: \_\_\_\_\_

Name of Congregation: \_\_\_\_\_ Congregation Number: \_\_\_\_\_

Congregation or Agency Phone: \_\_\_\_\_ Congregation Email: \_\_\_\_\_

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

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

Address: \_\_\_\_\_  
CITY STATE POSTAL CODE

Dates of Internship – From: \_\_\_\_\_ To: \_\_\_\_\_ Are these dates negotiable?  Yes  No  
MM/DD/YYYY MM/DD/YYYY

Are there any special qualifications desired in an intern/vicar?  Yes  No

While careful attention will be given to providing a full and varied experience in the work of the church with consideration for the needs of the student and the parish/agency, determination of final placement is the responsibility of the seminary.

Information provided on this and the following pages is intended to guide both students and seminaries in the placement process.

### PART 1 — INFORMATION REGARDING THE PARISH OR AGENCY

Baptized Members: \_\_\_\_\_ Confirmed Members: \_\_\_\_\_ Average worship attendance: \_\_\_\_\_ Church School Enrollment: \_\_\_\_\_

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

\_\_\_\_\_ Associate/Assistant Pastor \_\_\_\_\_ Parish Nurse \_\_\_\_\_ Church Musicians

\_\_\_\_\_ Deacon \_\_\_\_\_ Parish Secretary \_\_\_\_\_ Youth Ministry Director

Other Staff (Please specify):

**Budget:**

Total Budget	Percentage of total congregational giving for benevolence	Benevolence directed to Synod / ELCA	Other Benevolence
	%		

Type of Congregation: \_\_\_\_\_ Type of Locale: \_\_\_\_\_

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

**Ethnic/Cultural composition (Specify relative percentage of each.)**

<b>African American / Black</b>	%	<b>Latino / Mexican</b>	%
<b>Appalachian</b>	%	<b>Native American/ Alaska Native</b>	%
<b>Asian / Pacific Islander</b>	%	<b>White</b>	%

What is the nearest airport? \_\_\_\_\_ How far away? \_\_\_\_\_

What is the nearest business center? \_\_\_\_\_ How far away? \_\_\_\_\_

Major businesses and industry:

Other unique features of the community:

What newspaper(s) would be most useful for the intern/vicar to read as an introduction to your community prior to arriving?

**PART 2 — FINANCIAL SUPPORT OF THE INTERNSHIP PROGRAM AND STUDENT INTERN/VICAR**

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**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 by Vocation and Education/Candidacy)**

1. STIPEND: The congregation/agency will provide a monthly, undesignated, cash stipend of \$1,600.00.
2. FICA: The congregation/agency will pay the employer's share of FICA based on the total value of the stipend plus housing provided.
3. WORK EXPENSES: The congregation/agency will reimburse the inter/vicar for approved expenses incurred in his/her work.
4. 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 (or a monthly allowance of \$ \_\_\_\_\_ .)
5. DAY OFF/VACATION: The congregation/agency will grant the intern a minimum of one day off per week. Additionally, a twelve-month internship will include a two-week vacation with stipend. A nine-month internship will include a ten-day vacation period with stipend.
6. HOUSING: The congregation/agency will provide adequate furnished housing, utilities included (personal long distance phone calls excepted.) Please indicate arrangements -

- |   |  |  |                                       |
|---|--|--|---------------------------------------|
| <input type="checkbox"/> Housing is already secured.  | <input type="checkbox"/> Apartment/Condominium | <input type="checkbox"/> One bedroom   | <input type="checkbox"/> Dogs allowed |
| <input type="checkbox"/> Housing not yet ascertained. | <input type="checkbox"/> House                 | <input type="checkbox"/> Two bedroom   | <input type="checkbox"/> Cats allowed |
|   |  | <input type="checkbox"/> Three 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 the seminary.*

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

- Yes     No    The congregation/agency will assist in paying the intern's share of FICA based on the **total value** of the stipend and 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 the internship for purposes of orientation and introduction.

**PART 3 — STUDENT LEARNING OPPORTUNITIES**

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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 which 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 the planning of specific services, work with the Worship and Music Committee, using multi-media resources and the experience of various worship types and styles.
- Observing and/or assist with pastoral acts - Including wedding rehearsals, weddings, funerals, baptisms and private communion.
- Sermon evaluations - Meeting with a representative group of worshipers. One meeting per quarter is average.
- Worship learning opportunities - e.g., courses, seminars, pericope study groups. Please list any 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

**Please specify programs.** As example: Stephen Ministry, Ministry in Daily Life, Befrienders, Shepherding programs, etc.

- Participate in marriage enrichment programs, parenting programs, singles ministry classes, etc.

**Please specify programs.**

- 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 educational programs at all levels.

**Please specify programs.**

- Modeling and teaching appropriate use of inclusive language.
- Participating in the review of curriculum materials.
- Using a variety of educational resources (e.g., the arts, media and technology.)
- Participation 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 own faith in an explicit way with others .
- Working with the evangelism committee to involve members in evangelism and outreach.
- Leading the congregation/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, other churches or community agencies.

**Please specify programs.**

- Study of the social statements of the ELCA.
- Exposure to agencies dealing with alcoholism, drug dependency, child or spouse abuse, etc.

**Please specify programs.**

- Challenging any practices in the congregation/agency or community which 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/agency in enhancing a wholistic understanding of biblical stewardship.
- Experience opportunities to articulate the connections among faith, financial stewardship and the mission of the church.
- Participation 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.

**G. Stewardship Continued**

- Participation in social ministry programs of the congregation, other churches or community agencies.

**Please specify programs.**

- Participation with the congregation/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 faith makes its witness.

**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 of those contributions by the church treasurer.
- Familiarity with procedures for administrating the church office.

**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 persons who identify as LGBTQ.
- Ministry with persons of diverse racial, class and economic situations.
- Helping the congregation/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





**A. Leadership Style and Attitude**

1. Your view of ministry:

1                       2                       3                       4                       5                       6

*Emphasis on ministry  
as a profession and  
developed skill*

*Emphasis on spiritual call  
and vocation*

2. Your perspective regarding authority of Ministers of Word and Sacrament and Ministers of Word and Service:

1                       2                       3                       4                       5                       6

*Emphasis on call of the  
church*

*Emphasis on own inner call*

3. Your customary style of leadership and decision-making:

1                       2                       3                       4                       5                       6

*Strive for group consensus*

*Emphasis on making your  
own decisions*

4. Your customary style of problem solving:

1                       2                       3                       4                       5                       6

*Face conflict directly*

*Wait for problem to resolve  
itself*

5. Your usual approach to teaching:

1                       2                       3                       4                       5                       6

*Sharing Information*

*Sharing Experiences*

6. Your customary worship practice:

1                       2                       3                       4                       5                       6

*Traditional Forms*

*Innovative Forms*

7. Your style of sharing personal feelings:

1                       2                       3                       4                       5                       6

*Open and willing to share  
feelings*

*Cautious and Reserved*

8. Your customary way of working with colleagues:

1                       2                       3                       4                       5                       6

*Seek to coordinate and  
collaborate*

*Seek to work independently*

9. Your use of small groups for learning and sharing:

1                       2                       3                       4                       5                       6

*Much*

*None*

10. Your style of interpersonal communication:

1                       2                       3                       4                       5                       6

*Tend to offer input*

*Tend to listen*

11. Your customary approach to friendships in the parish:

- 1                       2                       3                       4                       5                       6

*Have many close friends*

*Am selective of my close friends*

12. People perceive me as:

- 1                       2                       3                       4                       5                       6

*Quiet and Introspective*

*Gregarious, an extrovert*

13. I understand myself to be:

- 1                       2                       3                       4                       5                       6

*Highly organized; one who values structure*

*Free spirit; one who values spontaneity*

14. Your attitude regarding pastoral ethics:

- 1                       2                       3                       4                       5                       6

*Pastors live like all other persons*

*Pastors must live as a model for others*

15. List any important books and continuing education events which have enriched your life in the past three years.

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

17. Use this page for an autobiographical sketch, including some insight to your approach in supervising an intern/vicar and anything else which you believe may be helpful to an intern or the seminary. **This sketch will be distributed to internship candidates.** Please limit the sketch to this single page.

18. Use this page for a description of your congregation/agency, the surrounding community and opportunities for ministry you envision as they may develop in the community in which you serve. Please limit the sketch to this single page.

A large, empty rectangular box with a thin black border, intended for a sketch or drawing. It occupies most of the page below the question text.

19. The Criteria and Standards for Settings in 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. A copy is enclosed with this application. 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.

20. As additional information, please include with this application as many of the following as possible. Indicate with a check mark, those items which are attached.

- A copy of our congregation's sexual misconduct and harassment policy
- A copy of the Mission Statement of the congregation/agency
- A copy of your latest Annual Report
- Weekly bulletin
- Newsletter
- Any brochures about the surrounding community (-ies) from the local Chamber of Commerce, etc.

Other materials attached:

### APPROVALS AND SIGNATURES

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- Yes     No      Has this application been approved by the congregation?
- Yes     No      Does the Synod know of your applying for an intern?
- Yes     No      Does the Synod approve of this application?

Date: \_\_\_\_\_  
MM/DD/YYYY



Signature of Pastor (or head of institution, if applicable): \_\_\_\_\_

Date: \_\_\_\_\_  
MM/DD/YYYY

To unlock form, right-click on signature and select Clear Signature



Signature of Congregational Representative: \_\_\_\_\_

Date: \_\_\_\_\_  
MM/DD/YYYY

To unlock form, right-click on signature and select Clear Signature

Send a **signed** copy of this form to the seminary.