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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.

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WORD AND SERVICE INTERNSHIP SITE APPLICATION

Seminary to receive application: _____

Name of potential intern (if applicable): _____

Name of Congregation/Organization: _____

Congregation Number (if applicable): _____

Address: _____

Synod (if applicable): _____

Supervisor: _____ Position: _____

Phone: _____ Email: _____

Dates of Internship:

From: _____ To: _____

Hours _____ per _____ (week/month)

PART 1 – INFORMATION REGARDING THE CONGREGATION OR INSTITUTION

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

Responsibilities of ministers of Word and Service include:

1. Be rooted in the Word of God, for proclamation and service;
2. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
3. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;
4. Equip the baptized for ministry in God's world that affirms the gifts of all people;
5. Encourage mutual relationships that invite participation and accompaniment of others in God's mission.
6. Practice stewardship that respects God's gift of time, talents, and resources;
7. Share knowledge of the ELCA and its wider ministry of the gospel, and advocate for the work of all expressions of this church; and
8. Identify and encourage qualified persons to prepare for the ministry of the gospel.

FOR TECHNICAL QUESTIONS CALL 773-380-2870 • WWW.ELCA.ORG/CANDIDACY

FOR QUESTIONS REGARDING THE FORM CONTACT THE SEMINARY DIRECTLY

How is your congregation/organization equipped to help an intern grow in these areas?

Brief description of congregation or organization and the surrounding community

PART 2 – INFORMATION CONCERNING THE SUPERVISOR

Name of person directly responsible for supervision: _____

Years in Present Position: _____

Years of Rostered Ministry (if applicable): _____

Seminary Attended (if applicable): _____

Advanced Degrees (professional education, certification, etc.):

A. Leadership Style and Attitude

1. Your view of ministry:

1 2 3 4 5 6
Emphasis on ministry as a professional and developed skill *Emphasis on spiritual call and vocation*

2. Your perspective regarding authority of Ministry 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*

Write a brief autobiographical reflection, including some indication of your approach to supervising an intern and anything about yourself which you believe to be helpful.

14. 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/Institution 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.

Support for the internship as a learning process

- The congregation/organization agrees to provide mutually agreed upon learning opportunities.
- The congregation/organization agrees to provide appropriate supervision including establishing and evaluating learning service covenants and frequent supervisory sessions to focus on the development of the candidate as a minister of Word and Service.
- The congregation/organization agrees to provide an internship committee of four to six members, who will be a special resource to the intern, observe the intern's work, engage in regular discussions with the intern, and provide feedback and evaluation. The committee will meet at least every six weeks.
- The congregation/organization agrees to reimburse the student for approved expenses incurred in their work, such as automobile expenses incurred in the performance of assigned duties.
- Provide intern a stipend or hourly compensation.

PART 3 – APPROVALS AND SIGNATURES

Yes No Has this application been approved by the appropriate people?
(congregation/board/committee)? Date: _____

Yes No For congregations, does the synod know of your applying for an intern?

Yes No For congregations, does the synod approve of this application?

Signature of Rostered Minister or head of institution: _____ Date: _____

Signature of Congregational Representative (if applicable): _____ Date: _____