

WARTBURG THEOLOGICAL SEMINARY

2019

INTERNSHIP HANDBOOK



WARTBURG THEOLOGICAL SEMINARY

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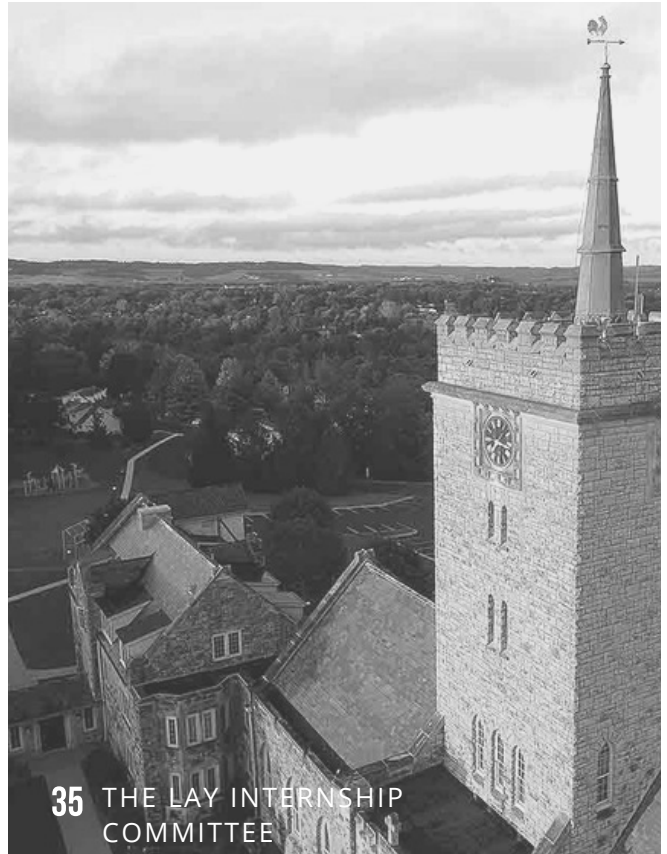
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NEEDED THROUGHOUT THE INTERNSHIP EXPERIENCE.

INTERNSHIP HANDBOOK

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WELCOME

BY REV. DR. CHAR RACHUY-COX
DIRECTOR OF CONTEXTUAL EDUCATION

Dear Partners in Ministry,

We are grateful that you have answered God's call to serve the Gospel for the sake world. We are especially grateful that you have responded to God's call to be a part of a teaching and learning experience for an intern in formation for ministry. On internship, ministry candidates both learn by doing and become by being. They learn how to do the tasks of ministry by actively doing those tasks. They also learn how to embody of the office of ministry to which they are called by being in that role in a supervised capacity.

Interns, ministry sites, and supervisors walk together in the experience of formation through both action and reflection.

This Handbook has been prepared as a guide in that process for interns, supervisors, and other interested persons There is a separate handbook for Lay Committees. We are grateful for the wisdom that is shared among the ELCA seminaries in preparing this material. All material in this Handbook may be duplicated and distributed as needed throughout the internship experience.

We hope that you see yourselves as partners with us in theological education. Please feel free to be in touch if you have any questions, concerns, or celebrations that you would like to or need to share. We thank you for your commitment of time, energy, money, and other resources that you devote to the internship program.

Wartburg Theological Seminary Mission Statement

Wartburg Theological Seminary serves Christ's church through the Evangelical Lutheran Church in America by being a worship-centered community of critical theological reflection where learning leads to mission and mission informs learning.

The community embodies God's mission by stewarding resources for engaging, equipping, and sending collaborative leaders who interpret, proclaim and live the gospel of Jesus Christ for a world created for communion with God and in need of personal and social healing.

Embodying Wartburg Seminary's Mission Statement

Our Mission Statement guides and directs our life as a seminary, including the implementation of a theological curriculum.

By "curriculum" we include both the courses offered in the classroom through the degree programs and the entire program of formation, including worship and community life. The Wartburg faculty has adopted these Twelve Pastoral Practices as a further elaboration of its Mission Statement which articulates intended curriculum outcomes, a description of what we hope to see in Wartburg graduates based on our mission. These practices are intended to be inclusive of candidates for all rosters.

By "pastoral" we intend to encompass the ministry practiced not only by the ordained but also by diaconal ministers, deaconesses, and associates in ministry.

By "practices" we do not mean mere actions that are performed. Rather, these pastoral practices are understood to be incarnated and embodied in being as well as doing. They intend coherence between one's disposition and one's practice of ministry. Ministers thus formed are able to give reason why they act in a particular way. Effective formation has instilled a fundamental attitude out of which one then does. The purpose of our setting forth these criteria is for the Wartburg faculty to invite reflection on the effectiveness of our curriculum. We seek excellence in our educational programs and invite you into conversation about these pastoral practices as a way of assessing and revising our curriculum.

The central question is: To what degree has the educational and formational process of the Wartburg Seminary curriculum accomplished its mission objectives?

Twelve Pastoral-Diaconal Practices

The Outcomes and Expectations of Wartburg

Practice of Being Rooted in the Gospel:

Articulates the Gospel in a way that is heard as Gospel. Is publicly Lutheran and Gospel-centered.

Practice of Missio Dei in Word and Sacrament:

Is grounded in Word and Sacrament as the means by which God creates and forms community (koinonia) for God's mission (diakonia) in the world. Exercises faithful worship preparation and evangelical preaching.

Practice of Biblical and Theological Wisdom: Interprets reality theologically and biblically as a habit. Has a core set of theological concepts that are interpreted with flexibility in different contexts.

Practice of Ecclesial Partnership:

Displays a healthy sense of connectedness with the whole church. Fosters partnership with the ELCA and ecumenical openness.

Practice of Complex Analysis:

Demonstrates capacity to carefully examine complex social, economic, scientific, and religious issues without oversimplification. Sees relationships from a systems perspective, remaining non-anxious in the face of ambiguity.

Practice of Curiosity:

Is fundamentally curious, employing creativity in the use of language. Is open to grow beyond current perspectives and willing to pursue learning with intellectual depth.

Practice of Pastoral Concern:

Loves God's people with a "pastor's heart," demonstrating a generous spirit in relating to others. Maintains a clear sense of pastoral identity and desire for excellence in pastoral ministry.

Practice of Personal Faith and Integrity:

Lives as person of faith, grounded in a life of prayer and study. Is self-aware in seeing the larger picture, proclaiming hope, and setting healthy boundaries.

Practice of Collegiality:

Leads in a way that is responsive to the situation and promotes team building. Creates collegial groups within and beyond the church for promoting many forms of ministry.

Practice of Evangelical Listening and Speaking the Faith to Others:

Listens in a way that leads people to deeper faith questions. Engages in thoughtful witness to the Christian message, especially to youth and those outside the faith.

Practice of Immersion in the Context:

Shows awareness of the context through listening to, dialogue with and involvement in the local community. Has ability to interpret texts and contexts with insight.

Practice of Engagement with Cross-Cultural and Global Dimensions:

Is sensitive to multicultural issues and religious pluralism in the context of globalization. Understands the inclusive character of the Christian Gospel.



THEOLOGICA

Internship Getting Started



GETTING STARTED

The start of internship is an exciting time. As the intern seeks to gain experience in the life and work of a pastor or deacon as a part of their theological educational training it is important to provide hospitality and define the role of the intern.

Determining the Date of The Intern's Arrival

The start date of the intern's arrival is a conversation and decision that is made between the supervisor and intern.

If you currently have an intern, be sure the previous intern has moved from the congregation before the new intern arrives. Taking a week in between interns might be helpful for everyone.

The First Weeks of Internship

In the first weeks of internship, the supervisor and intern will spend a good deal of time together so the intern can become oriented to the church and to the community. This is also a time to build a relationship and methods for communication.

As the weeks go by, the pastor and intern may not see as much of each other except for regular planning sessions and weekly supervision sessions. They will be functioning as a team, concentrating on the ministry to and with God's people.

How should the congregation address the intern?

The title "Intern," or "Vicar" are appropriate designations for this role and function.

A "Service of Beginning"

A "Service of Beginning" is a great way to begin the internship. This service is typically added into a regular worship service. It is not an installation but a rite that can help authorize the intern's involvement in the ministry of the congregation.



Service of Beginning

Presiding Minister: O God, who through the Holy Spirit illumines the mind and sanctifies the lives of those who are called to be pastors and teachers: look with favor upon the seminaries of our church in their efforts to instruct and discipline those who are to serve in the Sacred Ministry of your Church. Bless your people in this congregation who by word and example aid your servant, _____, in learning to practice the principles of ministry that have been taught in seminary. Grant as we diligently work together, submitting ourselves in obedience to your Son and guided by your Spirit, that our lives may be enriched and our ministries fulfilled with joy -- to the glory of your Name. Amen.

The Apostle Paul writes, "People have different gifts, but it is the same Spirit who gives them. There are different ways of serving God, but it is the same Lord who is served. God works through different people in different ways, but it is the same God who achieves God's purpose through them all." (1 Cor. 12:4-6)

It is the task of the intern, under the direction of the supervising pastor, to be fully involved in the life and work of ministry in this congregation, so that you may obtain experience in the practice of pastoral ministry. You are a learning colleague in this ministry.

Congregational leader: I ask you, _____, are you willing to assume your partnership in ministry here and will you seek under God's guidance to fulfill that ministry to God's glory? If so, answer, "I am ready. May God help and empower me in this ministry."

Intern: I am ready. May God help and empower me in this ministry.

(The congregation will rise.)

Presiding Minister: It is your opportunity as members of this congregation to accept this intern as a worker within our congregational ministry, to invite and welcome _____ into your homes, and in every way strengthen and encourage him/her in this year of service.

Congregational leader: Now I ask you, will you receive this servant of God as a laborer in the Gospel of Christ and uphold and support _____ in every way? If so, answer, "Yes, with God's help."

Congregation: Yes, with God's help.

Presiding Minister: Almighty God, by whose call we are at work, bless and empower us in our ministry together.

Let us pray: Almighty God, we ask you to bless this congregation, and to offer your continual help to those who labor in it in your love and service; grant us your spirit, power and wisdom, steadfastness of faith, and hope for all good things; through Jesus Christ our Lord. Amen.

We do not recommend using the term "Installation Service" since that may lead the congregation to believe the intern is an ordained pastor.

With a slight change in terminology/wording, other services from the ELW, LBW, or Occasional Services would be appropriate.

Helping The Intern Settle In

Providing hospitality is an important part of the intern's transition. Below we have outlined some ways to assist in the intern's transition and ways to make the intern feel welcome.

The Office

Spend time together socially to get acquainted.

Give the intern a tour of the church facilities.

Acquaint the intern with office procedures and machines.

Introduce the intern to staff, council and members.

Provide an office that has adequate space, lighting, ventilation, heating, book shelves, a phone.

Introduce the intern at hospitals and care centers.

Is there a text study group the intern can participate in?

Discuss pay day. When is Intern to expect the first check? From whom?

Who does the intern contact if the check is delayed?

Explain the church's procedure for mileage reimbursement.

Calendar Items:

Schedule and discuss weekly supervisory sessions.

Make plans to attend the first Internship Cluster meeting of the year together.

Make plans to attend Conferences, Synod, and local pastoral gatherings.

Place due dates for evaluations on the calendar.

Establish a preaching schedule for the first quarter of the year.

Discuss office hours and the number of hours worked during the week.

Discuss their day off and vacation.

The Community

Help the intern get acquainted in the neighborhood and area.

Recommend grocery stores, restaurants, banks, hospitals.

Recommend professionals (dentist, doctor, etc.) in the area.

Is the housing for Intern is adequate?

Does the intern need to secure renter's insurance?

Where can the intern secure a current driver's license?

If Intern is married and/or has a family, help them ease into their new surroundings.

Discuss area schools and activities for children.

Connect the family to families in the church with similar interests.

Where is the public library? Public parks and playgrounds?

Establishing The Intern's Role

The role and responsibilities of an intern are contextual and dependent upon mutually agreed upon expectations between the student, supervisor, site, and synod.

Worship - Holy Communion - Holy Baptism - Weddings - Funerals - Confirmation - Visitations

The intern's participation in the Eucharist, Holy Baptism, weddings and confirmation is contextual and dependent upon mutually agreed upon expectations between the student, supervisor, site, and synod. It is important to have a conversation that establishes the intern's role and expectations pertaining to each of these areas.

Church Related Meetings

The intern is expected to attend all meetings of the Congregational Council and some of the auxiliaries and committees meetings. It is important to discuss reports that are helpful and expected for Congregational Council and Congregational meetings.

Church Assemblies and Conference Meetings

It is recommended that the intern attend official church assemblies and conference meetings. If at all possible, this should be at the expense of the congregation.

Teaching

Assign and clarify teaching assignments.

Conflicts

The intern is advised not to serve as an intermediary if conflict should arise between pastor and congregation, or between pastors and staff workers in a multiple-staff setting. These matters need to be pursued through established channels with leadership taken by officers of the parish or synod. In such situations the intern is to practice good Christian charity and learn through observation how to minister at times of conflict.

When approached by members with complaints about church officers or the pastor, the intern is to urge these persons to speak directly to the pastor or members of the Congregation Council. The principles involved in pastoral ethics are a good topic for Supervisory Sessions.

Vision and Expectations

Those serving as interns of Wartburg Theological Seminary will follow the provisions outlined in ELCA document "Vision and Expectations".

Interns are not to be involved in a dating relationship with a member of the intern congregation. Should a romantic relationship develop, both the supervising pastor and the Director of Contextual Education must be notified immediately in order that proper measures are taken to ensure the integrity of the internship.

Inclusive Language

From Wartburg Theological Seminary Handbook

It is expected that all Wartburg Theological Seminary graduates will enter ministry with an awareness of the personal, cultural, moral, and theological issues involved in the worldwide effort to move toward inclusiveness in church life and use of language for humankind and expansive language for God. It is, therefore, expected that all Wartburg Theological Seminary students will intentionally develop the linguistic and pastoral skills that will prepare them to lead their communities into a tradition of inclusivity that exhibits integrity and avoids awkwardness.

Accordingly, it is Wartburg Seminary policy for faculty, staff, and students, that during corporate worship, convocations, and class discussions, as well as in all written assignments (tests as well as papers), seminary publications, and scholarly works, a high standard of inclusiveness will be maintained. For example, some professors will, as standard procedure, return any essay that does not aim at the inclusive use of language and will ask the student to consider how it might be revised. It is appropriate for all members of the Wartburg community--students, staff, and faculty alike--to remind each other of our commitment to the use of inclusive language.

It is understood that inclusive language involves the "isms" as they are listed in the ELCA Statement, Guidelines for Inclusive English Language for Speakers, Writers, and Editors: sexism; racism; physical, mental, emotional disability-isms; economic and cultural classism, imperialism, or triumphalism; nationalism; militarism; anti-Jewish-ism; age-ism; family and relationship pattern-ism. A copy of the ELCA statement in its entirety can be found in the library. You can also find an excellent link from the Evangelical Lutheran Church in Canada which can be found at: <http://www.elcic.ca/Resources/Inclusive-Language.cfm>

Financial Matters



REQUIRED FINANCIAL SUPPORT

This section lays out the financial responsibilities of the internship site and the responsibilities of the intern.

Internship Site Responsibility

TRAVEL POOL

Wartburg, with other Lutheran seminaries in the country, operate under a church wide policy regarding support of intern travel costs to sites and back to the seminary. Each internship congregation pays \$500.00 to Wartburg.

SEMINARY ADMINISTRATIVE FEE

Congregations are required to pay an administrative fee for the internship year to the seminary in the amount of \$1000.00 for the year. For Collaborative Congregations, the cost of the Internship Administrative Fee is incorporated into the Annual Collaborative Learning fee.

PAYMENT OF FEES TO SEMINARY

Internship Congregations will receive a combined invoice for the Administrative fee of \$1,000.00 and the travel pool fee of \$500.00, a total of \$1,500.00 in September. Please alert your treasurer.

STIPEND

The congregation/agency will provide a monthly, undesignated, cash stipend minimum of \$1,600.00.

FICA

Both intern and congregation will need to pay the FICA tax -- an annually designated percentage of stipend and housing. The formalities for complying with this law are that interns must file a W-4 form with the church and the church must file a W-2 form for the intern and withhold the appropriate amount from the stipend. Also, make sure you are in compliance with your state law on workers' compensation.

TAXES

Under the Tax Reform Act of 1986, the stipend paid to seminary interns is to be treated as taxable income for federal tax purposes. The seminary administrative fee paid on behalf of students is not taxable. Housing allowances or the fair rental value will also be taxable.

WORK EXPENSES

The congregation/agency will reimburse the inter/vicar for approved expenses incurred in his/her work.

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 \$ 100.00.

VACATION/DAYS OFF

The congregation 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. The time to be agreed upon mutually.

HOUSING

The congregation will provide adequate furnished housing, including utilities (personal long-distance phone calls excepted). If unfurnished or under-furnished housing is provided, 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.

OPTIONAL FINANCIAL SUPPORT

The congregation/agency can assist in paying the intern's share of FICA based on the total value of the stipend and the housing provided to the intern.

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.

Interns are required to pay to the seminary a technology fee of \$62.50 per semester, a total of \$125.00 per year. The congregation is encouraged, but not required, to pay this fee on behalf of the student.

Renters insurance.

Professional liability insurance.

Intern's Responsibility

HEALTH INSURANCE

The intern is responsible for securing and paying for their own health insurance.

TECHNOLOGY FEE

Each intern is required to pay Wartburg Theological Seminary a technology fee of \$62.50 per semester to the seminary. The technology fee will be charged to the intern's seminary account. The congregation is encouraged, but not required, to pay this fee on behalf of the student.

RENTERS INSURANCE

PROFESSIONAL LIABILITY INSURANCE

FICA

Both intern and congregation will need to pay the FICA tax -- an annually designated percentage of stipend and housing. The formalities for complying with this law are that interns must file a W-4 form with the church and the church must file a W-2 form for the intern and withhold the appropriate amount from the stipend. Also, make sure you are in compliance with your state law on workers' compensation.

MILEAGE REPORT

Each intern that moves will receive mileage reimbursement at 40 cents per mile for one vehicle only. Mileage is based on the distance between Wartburg Theological Seminary and the Internship congregation. (40 cents times the number of miles) If mileage is less than 250 miles, a flat rate of \$100.00 is paid.

Mileage is paid to and from Wartburg Theological Seminary and the Internship congregation. Students who for personal reasons request and receive placements at very distant sites may be limited to \$300.00 for round trips.

To receive mileage reimbursement, the student must complete the online Internship Mileage Request. Form located at : <https://wartburgseminary.wufoo.com/forms/zl2f7am1h2o0hf/>

This link can also be found at MyWTS/Student/Contextual Education/Internship.
Please allow 2-3 weeks for delivery of your check.

Please Note: When returning FROM internship, all three (3) SIGNED final evaluations (Supervisor, Internship Committee and Intern's) must be received by the Contextual Education Office before a mileage check will be dispersed.

Internship Financial Worksheet

Expenses	Payable to	Amount
Administrative Fee Onetime fee.	Wartburg	\$1,000.00
Travel Pool Onetime fee.	Wartburg	\$500.00
Stipend \$1,600.00 per month.	Intern	\$19,200.00
FICA FICA based on the total value of the stipend plus housing provided.	IRS	
Work Expenses Based on approved expenses incurred in his/her work.	Intern	
Synod Assembly, Synod Theological Conference, Internship Clusters Varies with location & length of event. Approximately \$1,000.00 for the year.		1,000.00
Travel Reimbursement Automobile expenses incurred in performance of assigned duties. IRS Guidelines or a monthly allowance of \$100.00.	Intern	
Housing and Utilities Varies based on location and family size. \$500.00 - \$1200.00 per month.		
Housing -Moving Expenses Only if unfurnished or under-furnished housing is provided. (in addition to the travel pool amount of \$500.00)		
Optional Expenses		
Intern's share of FICA based on the total value of the stipend and the housing provided to the intern.	IRS	
If the congregation/agency desires, that the intern/vicar visit prior to the start of the internship for purposes of orientation and introduction.		
Interns Technology Fee \$62.50 per semester	Wartburg	\$125.00
Renters Insurance		
Professional Liability Insurance		
Estimated Total		

Supervision and The Supervisory Sessions



GUIDELINES AND TOPICS FOR SUPERVISORY SESSIONS

Supervisors play a critical role in the intern's growth and formation. Focusing on the intern's personal, professional, and theological development and formation as a Rostered Leader.

Supervisory Sessions

Internship supervisors will typically be ordained Lutheran pastors or deacons with at least three years of pastoral or diaconal experience. As models for future Rostered Leaders, they play a critical role in the intern's growth and formation.

Supervisors are also expected to actively participate in training sessions prior to each internship and participate in cluster gatherings during the year with other supervisors and interns in their region.

The focus and character of the Supervisory Sessions are different than management or planning meetings that focus on parish plans and goals. Supervisory Sessions focus on the intern's personal, professional, and theological development and formation as a Rostered Leader. These sessions provide the opportunity to affirm gifts for ministry, assess particular experiences and critique areas where further growth is indicated.

The intern will set much of the agenda in these sessions. Reporting on experiences, offering self-critique, raising questions, exploring ideas, and addressing pastoral/diaconal/professional growth in ministry.

The supervisor has the responsibility to help the session to be as useful as possible for the intern.

Guidelines

Focus supervisory conversations on two pivotal questions. What am I learning by doing? Who am I becoming by being?

Maintain a regular weekly schedule with both parties giving top priority to the sessions. For interns serving in detached sites, Supervision can be in-person, via video conference (such as zoom) or a combination of both. Consider noting it on the church calendar so congregational members know not to contact you during the session.

Find a quiet and neutral place to meet, devoid of interruptions (especially phone calls, email, and other digital distractions).

Consider beginning with scripture/devotional reading and prayer and alternating the leading of this time.

Expect the intern to bear a large share of responsibility for the focus and direction of the meeting.

Be a creative, intensive, empathetic listener. Overall, the intern will do more talking than the supervisor.

Ask questions which stimulate, challenge, and clarify without dominating the reflective process. The supervisor seeks to maintain focus on the development of the intern as a pastor or deacon. A key task will be to identify and articulate issues which impede the performance of effective ministry.

Invite theological reflection on God's role in the intern's life and in the ministry of the congregation.

The relationship should not become that of a counselor-counseled. It is difficult to keep a useful balance between the roles of supervisor and counselor. If the intern needs professional counseling, this needs to be arranged with a professional other than the supervisor.

At the conclusion, take time to summarize the conclusions and evaluate the session. In order for the quality of the reflection to remain focused, intentional evaluation for the supervisory session itself should take place regularly. On these occasions, the supervisor will want to take the initiative in requesting feedback regarding the helpfulness of the Supervisory Sessions and consider constructive suggestions from the intern.

Topics

- One's call to ministry
- The pastor or deacon as resident theologian
- Incorporating study into the weekly routine
- Prayer and the spiritual life
- Leading worship
- Social ministry
- Sermon preparation (including exegesis) and preaching
- Pastoral care, visitation, evangelism
- Ecumenism and the local congregation
- Church administration
- The pastor or deacon as person (self-care)

Pre-planning for sessions by intern and supervisor may be useful (e.g. intern may prepare verbatim of a recent call and give to supervisor to read a day or two ahead of session.) If major focus is to be on a recent sermon, each will have previewed the audio or video tape. Occasionally the intern may wish to share a journal of recent days. In the early weeks as the LSA is being prepared, the intern will submit a draft of Goals Statements two days or more prior to the weekly supervision session.

Expected Forms and Communication



HOW WE
EXPECT
TO HEAR FROM
YOU

It is the intern's responsibility to maintain good communication with the Lay Internship Committee, the Seminary, the Supervising Pastor, the Synodical Candidacy Committee, and the Contextual Education Office.

Required Forms of Communication

- Internship Application
- Restriction Letter (if needed)
- Basic Information Form (BIF) *online form*
- Mileage Form (to site) *online form*
- Learning Service Agreement (LSA)
- 3 Month Evaluation
- 6 Month Evaluation
- Final Evaluation
- Mileage Form (from site) online form

Documents must be signed by all parties when necessary. Do not submit documents without the proper signatures. If you submit a form or document without proper signatures it will not be recorded.

Due Diligence Details

Please pay special attention to the deadlines below.

If you begin your internship by **August 1st, 2019**, the deadlines given are at the latest the Contextual Education Department should receive the documentation noted below:

**Due prior to internship assignment.
Dates Announced annually.**

Internship Application
To be completed by the intern.

**Due Due prior to internship assignment.
Dates Announced annually.**

Restriction Letter (if needed)
To be completed by the intern.

**Due within
14 days of arriving at your internship.
Deadline: August 14, 2019**

Basic Information Form (BIF)
To be completed by the intern.
The online form can be accessed through
MyWTS/Student/Contextual
Education/Internship

Mileage Form (to site)
To be completed by the intern.
The online form can be accessed through
MyWTS/Student/Contextual
Education/Internship

**Due within
60 days of arriving at your internship
Deadline: September 30, 2019**

Learning Service Agreement (LSA)
To be completed by the intern with thorough consultation of the supervisor.
Due by the end of the second month of internship.
Email signed copy to:
contextualeducation@wartburgseminary.edu

**Due within
30 days of your Three Month Checkpoint
Deadline: November 30, 2019**

3 Month Evaluation
To be completed by Intern and the Supervisor.
Both reports should be discussed and signed.
Email signed copy to:
contextualeducation@wartburgseminary.edu
AND your Synod Candidacy Committee.

**Due within
30 days of your Mid-year Checkpoint
Deadline: March 1, 2020**

6 Month Evaluation
To be completed by the Intern, the Lay Committee and Supervisor.
All three evaluations should be discussed and signed.
Email signed copy to:
contextualeducation@wartburgseminary.edu
AND your Synod Candidacy Committee.

**Due within
30 days of Completing your internship
Deadline: September 1, 2020**

Final Evaluation
To be completed by the Intern, the Lay Committee and Supervisor.
All three evaluations should be discussed and signed.
Email signed copy to:
contextualeducation@wartburgseminary.edu, your advisor **AND** your Synod Candidacy Committee.

Mileage Form (to site)
To be completed by the intern.
The online form can be accessed through
MyWTS/Student/Contextual
Education/Internship

At the completion of your Internship you will have submitted the following forms and documents to the Contextual Education Department.

Basic Information Form (BIF)

This online form is to be completed by the intern and due within 14 days of arrival to your internship site.

The form can be accessed through the link below
<https://wartburgseminary.wufoo.com/forms/z1ccuhyk101l3qm/>

Or

through Mywts/Student/Contextual Education/Internship

To complete this form, you will need answers to these questions and the following information:

- Your new address
- The name and phone number of your Internship Site
- The name and phone number of your Supervisor
- The name and phone number of the Chair of your Internship Committee
- The name and phone number of the Church Treasurer
- The amount of and how you receive your pay.
- How you are reimbursed for mileage.
- Is the treasurer withholding taxes?
- Will you receive a W-2?
- The "Fair Market" rental value of your housing.

Mileage Form

This online form is to be completed by the intern and due within 14 days of arrival to your internship site.

The form can be accessed through the link below
<https://wartburgseminary.wufoo.com/forms/zl2f7am1h2o0hf/>

Or

through Mywts/Student/Contextual Education/Internship

Each intern that moves receives mileage reimbursement for one vehicle at a rate of \$.40 per mile times the number of miles from Wartburg Seminary to your internship congregation or a flat fee of \$100.00 if the distance is 250 miles or less. This applies moving to your internship site and from your internship site.

Mileage is based on the distance between Wartburg Theological Seminary and the Internship congregation.

PLEASE NOTE:

When returning FROM internship, all three (3) SIGNED final evaluations (Supervisor, Internship Committee and Intern's) must be received by the Contextual Education Office before a check will be dispersed.

Learning Service Agreement

The Learning Service Agreement (LSA) is considered an essential tool for achieving the overall purposes of internship. It is a living document that becomes the key working guide for the internship.

The LSA clarifies both the intern's growth goals and the ministry goals of the parish. Faithful development of this document at the beginning of the year helps to keep the internship focused, integrated, and productive. Timely preparation of the LSA also demonstrates the discipline and capacity for planning that a future Rostered Leader will want to bring to ministry.

The Learning Service Agreement (LSA) is a means for setting realistic objectives that are responsive to the expectations of the Church and the seminary; to the needs and opportunities of the congregation; and the needs, dreams, goals and creativity of the intern. It is a vehicle for planning intentional learning experiences and developing competencies.

In addition to specific learning needs, all interns are expected to address two topics:

- Holistic health – address the wellness wheel's components, in particular – Spiritual Life.
- Stewardship leadership – incorporate the ELCA seminary wide model for the internship year.

Building A Learning Service Agreement

STEP ONE

The intern develops a priority list of skills that she/he would like to further develop.

STEP TWO

The supervisor and appropriate lay leaders develop a priority list of congregational opportunities and needs.

STEP THREE

The intern and supervisor review the essential competencies.

STEP FOUR

The intern and supervisor review the Readiness for Ministry criteria.

STEP FIVE

The intern and supervisor negotiate and craft a Learning Service Agreement, taking into account the needs of the intern, the needs of the parish, and the essential competencies and characteristics. Goal statements are formulated based upon these priorities. Each goal should include a notation of the competencies and characteristics that will be met by that goal.

A Goal is a broad summary statement which is inclusive, far-reaching and visionary.

Objectives are "mini-goals" which focus upon specific aspects of the overall goal.

Objectives should be written in a SMART format:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

Goals and objectives should also include a reference to evaluation, completion or achievement will be noted. Who will be evaluating? What criteria will be used? How will evaluation be done: questionnaires, comments from parishioners, verbatims, observation from supervisor and peers?

Assumptions made in using this model include:

- a desire on the part of the intern to be self-directed and responsible for personal learning;
- an intern will benefit by learning activities that fit personal, perceived needs for learning;
- a supervisor will benefit from clear communication as to the intern's needs and desires;
- interns are learners, not cheap help;
- the Learning Service Agreement will be updated as necessary during the year.

The Learning Service Agreement follows a "Goals and Objectives" format.

The Learning Service Agreement must be signed by the Supervisor, the Lay Internship Committee chairperson, and the Intern.

The LSA is submitted to the Contextual Education Office (contextualeducation@wartburgseminary.edu) by the end of the second month of internship. For internships that begin during the summer, the LSA is due no later than October 1.

11 Essential Competencies for Pastoral Ministry in the ELCA

1. Leadership

Consider your leadership in serving God's mission in the world (for example: through the congregation, in partnership with the ELCA - including synods and churchwide - and with ecumenical partners)

2. Theological Articulation

Consider your ability to speak clearly and with insight about the Christian faith from a Lutheran perspective.

3. Leading Worship

Consider your poise and presence, voice and language as you read scripture, lead prayer and conduct liturgy.

4. Preaching

Consider biblical interpretation, connection to the congregation/community, use of illustrations and organizational clarity, as well delivery of sermons.

5. Teaching Adults

Consider teaching methods including the ability to facilitate discussion and create a comfortable learning environment as well as the quality, depth and presentation of concepts.

6. Teaching Youth and Children

Consider both material and presentation for various age groups.

7. Evangelism

Consider the ability to welcome and interact with strangers as well as offering a witness to Jesus Christ.

8. Pastoral Care

Consider the ability to develop trusting relationships, listen empathetically, respond to crisis and grief situations, discern the needs of people and respect confidential information.

9. Administration

Consider your ability to work with committees, deal with change and conflict, respond constructively to criticism and accomplish tasks in a timely manner.

10. Stewardship Leader

Consider your ability to articulate and model Christian stewardship of life, talents and money in pastoral leadership and personal life.

11. Leadership of Social Ministry

Consider your sensitivity to issues of need and justice in the community and your ability to empower others to respond out of their faith commitment.

9 Essential Competencies for Diaconal Ministry in the ELCA

1. Primary Area of Specialization

Name and consider the intern's demonstrated skills in the intern's primary area of specialization.

2. Secondary Area of Specialization

Name and consider the intern's demonstrated skills in their secondary area of specialization.

3. Diaconal Leadership

Consider the intern's ability to articulate the interconnectedness of the church and the world and the capacity to engage people and lead them toward active participation in God's mission in the world. Ability to be adaptive and sensitive to context of ministry. Live out a clear Christian identity as example in a community of faith.

4. Social Justice

Consider the intern's ability to speak and act publicly to the world in solidarity with the poor and oppressed, call for justice and peace, and proclaim God's love for the world.

5. Consider the intern's **ability to witness** to the realm of God in the community, the nation, and globally and empowering others to do the same.

6. Theological Articulation

Consider the intern's ability to speak clearly and with insight about the Christian faith from a Lutheran perspective in teaching, preaching, and daily life.

7. Equipping Others

Consider the intern's demonstrated capacity to mobilize people of faith with different gifts and perspectives that can enrich the church's witness in the world.

8. Administration

Consider the intern's ability to plan, lead, coordinate, and delegate work/responsibilities. To communicate effectively in various situations through both written and spoken means.

9. Stewardship Leader

Consider the intern's ability to articulate and model Christian stewardship of life, talents and resources in ministry leadership and personal life.

The Learning Service Agreement usually revolves around involvement in the various tasks of ministry. It is also important to address in the LSA other important aspects of internship, such as theological and personal reflection on ministry and on one's calling to this particular leadership role in the church.

READINESS FOR MINISTRY CRITERIA

As a way of facilitating the reflective component of internship, we encourage you to create a plan for reflecting on and discussing the following nine "Readiness for Ministry" criteria during internship:

1. Service without regard for acclaim

The ability to accept personal limitations and the ability to serve without concern for public recognition.

2. Personal integrity

The ability to honor commitments by carrying out promises, despite pressures to compromise.

3. Exemplifies faith in word and action.

4. Competence in pastoral functioning

The ability to initiate and complete tasks, the ability to handle differences of opinion, and to sense the need to grow in pastoral skills.

5. Leadership skills in community building

The ability to develop a sense of trust with the persons with whom one ministers and the ability to become acquainted with others.

6. Skills in counseling

The ability to reach out to persons under stress with perception, sensitivity, warmth and supportiveness.

7. Minister as theologian and thinker

The ability to communicate and the desire to sharpen one's knowledge through theological study and careful attention to clarity of thought and expression.

8. Ability to handle stressful situations

The ability to remain calm under pressure while continuing to affirm persons.

9. Ability to acknowledge limitations and mistakes

The ability to recognize the need for continued growth and learning.

Integration and Reflection

There are several ways to approach reflection upon the integration of personal goals, congregational goals, competencies, and readiness criteria.

1. Choose some of the topics for supervisory sessions and / or committee conversations.
2. Write a one-page reflection paper on each of specific themes, and discuss your paper with your Supervisor and / or committee.
3. Seek out activities within the congregation that will help you grow in the areas where the most growth is needed. Keep a journal of your reflections on this process of growth. Discuss with your supervisor and / or committee.

Evaluations

Formal evaluations assist the intern in growth toward competency.

Word and Sacrament evaluations are due at approximately three, six, and 12 months. Due dates are provided in the “Due Diligence Details” section of this Handbook.

Word and Service evaluations are due at the end of the second month, at mid-internship, and at the conclusion of internship.

These evaluations assist in monitoring the progress of the intern in mastering the theological, professional, and personal skills which are necessary for ordination as a pastor or deacon in the Evangelical Lutheran Church in America.

All evaluation forms are available on the Wartburg web site, ELCA website and MyWTS.

The **first evaluation and mid-internship** evaluations are especially useful for the seminary in providing oversight to the internship year. Encouragement can be given and problems addressed when these forms are used to provide honest and compassionate evaluation. This report and evaluation also aim to foster discussion between intern, supervisor, and LIC about issues which promote a candidate's readiness for ministry.

The **twelve-month/final evaluation** has special importance insofar as it is used by the seminary and the synodical candidacy committee in measuring the successful completion of the internship year. For this reason, the Final Evaluation asks for more detail than the earlier evaluations of the intern's progress.

Please complete and sign all evaluations on-line and submit them electronically to contextualeducation@wartburgseminary.edu

Please note that **unsigned evaluations will not be accepted.**

The seminary faculty makes the final determination as to whether or not the completed internship meets the requirements of the seminary and the church.

A Note About the Confidentiality of Internship Reports

The evaluative reports sent to the Contextual Education Office –Three-, Six-, and Twelve-Month Evaluations-- are seen by the Contextual Education Office, the intern's advisor and Faculty committee, and the synodical candidacy committee. **The evaluations are confidential and not to be shared without the permission of the respective authors.**

The exceptions to the above are the statements written by the intern, supervisor and lay committee that appear on the form that is sent to the bishops of the ELCA as part of the assignment and first call process.

Internship Visit



NURTURING RELATIONSHIPS

Nurturing the relationship with the intern, supervising pastor and internship congregation is important to Wartburg Theological Seminary. In addition to the occasional mailings that are sent from the Seminary during the internship year, a site visit may be made by someone from the Wartburg faculty or staff.

Internship Visit

The purpose of the visit is relational and caring, and an opportunity to express our profound gratitude to the congregation for their partnership in the Internship ministry. Conversations focus around reflections on the growth, learning, and formation of pastoral identity that are intrinsic to the internship year, and the pastoral formation of one participating in God's mission in the Church.

Each visit is unique, but there are some common intentions. There will be time for conversation with the intern and supervisor. This may be individual or shared time, depending on needs, schedules and/or preferences of the intern and supervisor.

At the heart of the visit is the time in which the congregation's Lay Internship Committee and the intern meet with the Director of Contextual Education or site visitor from Wartburg. Again, the purpose of this meeting is caring, listening, and highlighting of information that may assist the Committee in attending to its work with the intern throughout the year.

These meetings may take place virtually using simple video conferencing like Zoom or Skype or may take place in person depending on circumstances, location and needs.

Lutheran Internship Cluster



PROVIDING GUIDANCE AND SUPPORT

A inter-Lutheran geographical grouping of supervising pastors and interns who meet to enhance personal and professional growth as it comes to focus in the supervisory relationship.

Lutheran Internship Clusters

The purpose of the clusters is to provide guidance to the internship process and to give personal and professional support to the intern and supervisor in this important aspect of clergy training.

Supervising pastors and interns are expected to attend cluster events which are held in their region two or more times during the internship year. One of the Lutheran seminaries in the country is assigned to facilitate the cluster events in each region.

Pastors and interns are asked to give the cluster events high priority in their schedules. Seminaries understand the need to schedule these events early to allow for good planning on everyone's part.

It is hoped that lodging and travel for pastor and intern will be covered by the congregational budget.

Goals In The Following Five Areas.

Spiritual Formation

To share the exploration of spiritual maturity, spiritual disciplines, spiritual crises.

For example:

What are the characteristics of people regarded as "spiritually mature"?

What are the most important stimulants and sources for spiritual development?

What role might growth groups play in spiritual formation?

How shall internship relate to spiritual formation, especially through supervisory processes?

Personal Growth

To develop deeper self-awareness of our own person hood, to deal with self-concept issues, to enhance self-confidence, to articulate where we are on our own growth frontiers, and to become more intentional about personal growth.

Relational Maturity

To provide an opportunity to interact with other intern/pastor teams in the sharing of mutual concerns and goals. We expect to nurture skills relating to active listening, provide useful feedback, contract expectations, work through conflict situations, and do an evaluation. Again, a primary question is, "How can caring supervision help to build relational maturity?"

Professional Development

To study and discuss the professional aspects of the ministry. Interns evaluate their pastoral identity and personal ministry via supervision. Pastors evaluate their supervisory task and their personal style of supervision.

Integration of Knowledge with Experience

To facilitate action/reflection learning by repeatedly taking a studied look at a piece of ministerial practice in light of our Christian/Lutheran heritage; to allow theory to inform practice and for practice to serve as a reality test for our theory; to keep a tensioned interplay going between the cognitive and the experiential, between knowing and doing, between "theoria" and "praxis".

Observations and Suggestions On Internship Clusters

The first Cluster meeting of the year should be held before the end of October.

Cluster programming will be balanced, having some solid educational content relating to the pragmatic functioning of ministry and some work on inter-relational processes. Sponsoring seminaries and conveners will be quite insistent on maintaining a mix since exclusive attention to one or other of the programming styles has generally been assessed as less desirable.

We like to think of Clusters as providing professional peers with an opportunity to reflect on ministerial practice in a collegial style as they analyze and assess present facts and feelings in light of normative traditions and the best of professional and personal growth standards.

Quite often it is reported that some of the best benefits associated with the Cluster operations grow out of conversations between intern and pastor while traveling to and from the Cluster meetings.

As with most group endeavors, individual needs sometimes run counter to the group's declared task agendas. Persons who seek to manipulate the group through efforts to dominate or by means of passivity need to be confronted with their blocking behaviors.

Cluster programming needs to be clearly and intentionally geared to the doing of ministry, and ought to capitalize on the unique mix of professional learning/serving teams.

Topics in theological training which might best be dealt with during the internship year include:

- Ecclesiastical polity and politics--administration and management.
- Time management--personal and professional.
- Processes of caring for community.
- Styles of evangelical outreach.
- Issues of professional ethics.
- Sacramental practices--in theological and pastoral care perspectives.
- Helps with the special offices: wedding, funerals, confirmations.
- Parish education.
- Conflict management and resolution.
- Youth and young adult ministries.
- Ministry and marriage.
- Personal finances and money management.
- Support systems for clergy.
- Congregational budget processes and stewardship education.

These suggestions are based on a format developed by Luther Seminary.

The Lay Internship Committee



FORMING
VALUED
LEADERS

Each congregation receiving an intern is asked to provide a lay committee which will give special attention to the intern program and the intern's formation for ministry. The Lay Internship Committee (LIC) is an essential part of the internship program.



The Role of The Lay Committee

As people of faith, we recognize that the work of ministry is the call of the whole people of God. The liturgy for the Affirmation of Baptism reminds us that we who are baptized into Christ, live together as God's faithful people. Together, we gather to hear the word of God and are nourished in God's holy meal. Together, we proclaim the good news of God in Christ Jesus by what we say, what we do, and who we are. Together, we embrace our common humanity, serving all people, just as Christ serves us. Together, we strive to embody the good news of God through our work for justice and peace.

Ministry therefore is not solely the work of those called and ordained to Word and Sacrament or Word and Service; nor is it solely the work of the laity. Ministry is the work of the whole people of God. To this end, the LIC helps the intern grow in understanding what it means to live out a particular call within and among the people of God. Hence, the LIC serves three primary purposes.

Uplifts The Intern

First, the LIC uplifts, supports, and embodies the **mutuality** of ministry. The LIC helps the intern grow in a lived understanding that the whole people of God share a mutual concern for the proclamation of the Gospel. The laity and the ordained together are filled with the Holy Spirit to bring Christ's love to a broken and hurting world. The LIC helps the intern embrace this mutuality while growing in their own ministerial identity. Below are some questions that might help guide the LIC's work of mutuality:

- What does the congregation need to know about the intern's life and ministry goals that will help the congregation be a partner in mutuality?
- What does the intern need to know about the congregation that will help the intern be a partner in mutuality?
- What does the congregation need to know about the intern's goals and work within the congregation, and how can the congregation be a mutual partner in that ministry?

Accompanies The Intern

Second, the LIC accompanies the intern in learning, serving and integrating into the life and ministry of the congregation. The LIC walks with the intern in getting to know the congregation, its stories, its unique ways of living out its ministry, its hopes and expectations. In such a way, the LIC helps the intern learn the types of questions to ask when beginning in a new ministry setting.

Below are some questions that might help guide the LIC's work of accompaniment:

- What are the traditions of the congregation that would be helpful for the intern to know?
- What does the intern need to know about the congregation's worship life, especially with regard to Advent/Christmas, Lent/Easter, Affirmation of Baptism (Confirmation), Reformation, funerals, weddings, and other special worship times?
- What does the intern need to know about the congregation's culture and expectations regarding hospital visitation, shut-in visitation, other circumstances of pastoral care, youth ministry, and other specialized ministries such as women's ministries or men's ministries?
- How can the LIC best serve as a "listening ear" for the intern to celebrate the joys/successes of ministry as well as bear the sorrows/failures of ministry?

The LIC's work of accompaniment also assists the intern in both doing the work of ministry and reflecting upon that work. The committee, along with the supervisor, helps the intern create an on-going work plan to live into the established goals and reflect upon the work that the intern is doing.

Below are some questions that might guide this component of the LIC's work of accompaniment:

- How is your work / life balance?
- How much time are you spending on each area of responsibility? Does that feel about right to you? Are there areas of ministry for which you do not feel like you have enough time? Do your actual responsibilities "fit" within the time specified?
- What is going well?
- What is challenging for you?
- Talk about _____. What did you learn from this experience about yourself, about the congregation, about ministry?
- What would you do differently next time?
- In the face of something that did not go well: Talk about what happened? How do you respond to failure? What does failure do to you? What can you learn from this? What do you need to "pick yourself up and try again?"
- In the face of a mistake for which an apology is needed: Talk about what happened. What form of an apology is needed? How does forgiveness and reconciliation shape you?
- How can we better accompany you?

Evaluates The Intern

Third, the LIC, on behalf of the whole church, **evaluates** the intern to enhance, empower, and nurture the intern's learning crafting and leaning into learning goals for the sake of formation. The LIC formally evaluates the learning goals for the sake of formation. The LIC formally evaluates the intern's progress toward competency in ministry mid-way through the internship and at the end of the internship. A separate handbook details the full evaluative responsibilities of the LIC.

The Internship Committee

Since the purpose of internship is the preparation and formation of a future pastor or deacon for the Church, the LIC shall be composed of:

- People who understand and are excited about participating in the formation of the intern as a future pastor or deacon.
- People with the skills to discern issues and evaluate an intern.
- People with enough personal ego strength to engage in honest feedback and dialogue.
- The supervisor's spouse or other family members shall not serve on the LIC for reasons of assuring trust in the confidential nature of the relationship with the committee.
- Retired clergy who are members of a congregation should not be considered when forming the committee.

A Committee might be composed of the following:

- A Congregation Council representative.
- A Women of the ELCA representative.
- A youth representative.
- A peer-age individual or couple.
- A long-time member of the congregation.
- A member who is especially sensitive to human relationships and the needs of the congregation.

Because the LIC will look at overall effectiveness of this pastor-to-be or deacon-to-be in all aspects of ministry, two basic ingredients are recommended for each meeting of the committee:

- A report from the intern on some facet of internship, followed by some self-critique.
- Starting each meeting by one or two committee members sharing information about some aspect of their own life and ministry.

The emphasis on "ministry" at these meetings is meant not only to honor and encourage each other in ministry, but also gives the intern, this future pastor or deacon of the Church, additional insights into the ministry of church members, and the opportunity to understand how a pastor or deacon can be supportive of the ministries of God's people in everyday life.

The Lay Committee Handbook

is located on our website at: <https://www.wartburgseminary.edu/contextual-education/>

After Internship



FINISHING UP

The intern just spent the year living and learning about the life and work of a pastor or deacon. Now what?

Final Year Approval Essay

The Vocation and Education Unit of the ELCA will e-mail the "Approval Essay" to the Dean for Vocation at Wartburg during the middle of June.

The Candidacy Contact Person at Wartburg will then e-mail the intern providing a link to the questions on the ELCA website.

All candidates for ordained ministry who will be assigned in February are required to complete the essay before the September 1 deadline.

Interns and supervisors will need to work together to allow sufficient time for completing the essay. All further information will be provided by the Wartburg Candidacy Contact Person.

Debriefing

Within the first month of completing internship, the intern will need to meet with their academic advisor and debrief about their internship year. It is the intern's responsibility to contact their academic advisor and provide them with a full copy of their evaluations.

Service of Godspeed

Grace to you and peace from God, our Creator, and our Lord Jesus Christ through the Holy Spirit. Amen.

Member of committee: When we welcomed you, _____ (name of intern), last fall to _____ Lutheran Church, it was our joy and blessed privilege to extend to you the hand of Christian fellowship.

Today in the name of the Lord Jesus Christ, whom you have faithfully confessed before this altar, we wish you Godspeed as you return to your home back at Wartburg Theological Seminary, Dubuque, Iowa.

(insert name of spouse and children, as appropriate), God has blessed you in this fellowship, and God has blessed us through you, in your faithful attendance at worship as a member of (congregation). . . (Other personal remarks may be added.)

We thank God for who you are and what you did among us, for us and with us. (Insert name of intern), God has blessed you to be a blessing to us in your faithful service as our intern. (Other personal remarks may be added.)

May you be blessed, glorifying God in all things.

Presiding minister: Let us pray

Almighty God, You are present with power in every place. Listen with kindness to the petitions which we offer in behalf of _____ (insert names), who are now leaving us: shield and protect him/her/them from all evil; guide him/her/them in the right way, and bless his/her/their going out and coming in; give strength to obey Your will in the work which You are preparing to give them to do, and grant that, being united in fellowship with You, we may meet again and ultimately meet before Your Throne in Heaven and be united in Your love forever; through Jesus Christ, Your Son, our Lord, who lives and reigns with You and the Holy Spirit, ever One God. Amen.

BENEDICTION:

The Lord go; **Before** you to show you the way; **Behind** you to encourage and inspire you; **Beside** you as your Faithful Friend; **Above** you to watch over you; **Within** you to give you peace; In the name of the Father, Son, and Holy Spirit. Amen.

DISMISSAL:

Go, then, in love, joy, and peace. Serve the Lord, who will attend you with God's goodness and compassion. Amen.