

## Section 1: Primary Contact Information

Primary Email Address: \*

*This email address will be used for all communications*

Title: \*

First Name: \*

Last Name \*

Position: \*

Are you the supervisor for this Internship Site? \*

**If you are not the supervisor for this congregational site, please complete the information below:**

Title:

Supervisor's First Name:

Supervisor's Last Name:

Supervisor's Email:

Supervisor's Phone Number:

## Section 2: Congregation/Organizational Contact Info

Congregation/Organization Name: \*

Congregation Address: \*

City: \*

State \*

Zip Code: \*

Congregation Website: \*

Congregation/Organization's Faith Community or Denomination: \*

If you are in the ELCA, please select your Region & Synod:

### Section 3: Site Narrative

Supervisor Autobiography (500 words): \*

Description of Site (500 words): \*

Describe the worship life of your setting (250 words or less): \*

Describe how community is nurtured in your context (250 words or less): \*

### Section 4: Learning Opportunities, Internship Project, and Intern

What types of learning and leadership opportunities might an intern experience serving in your setting? \*

What types of internship projects might you envision in your congregation/organization? \*

Are there any skills or talents that might be helpful for an intern to have in order to serve the congregation/organization? \*

What are some keywords that describe the unique experiences and learning opportunities at your site? (ie. multi-faith, outreach, prison ministry, stewardship emphasis, environmental justice, revitalization, church planting, on-profit leadership, community organizing, etc.) \*

Internship Start Date: \*

Internship End Date: \*

Are these dates negotiable? \*

#### Section 5A: The Congregation or Organization

Approximate population of your community service area: \*

Ethnic, cultural and religious backgrounds within your community service area: \*

#### Section 5B: Setting

Staff - How many staff do you support (such as pastors, executive directors, musicians, administrators, etc.)? Please enter role, number of people in that role and ft/pt. \*

How many participants do you serve on a regular basis (ie. weekly worship attendance, mailing lists, donor lists, etc.)? \*

Geographic Region: \*

Setting: \*

List three types of employment among your served community: \*

Major business and industries: \*

Other unique features of your community: \*

Nearest airport and distance: \*

Nearest public transportation and distance: \*

Will the intern need their own transportation? \*

What news sources would be best for the intern to read as an introduction to your community? \*

#### Section 5C: Housing

Check one: \*

Check one: \*

Check one: \*

Check all that apply: \*

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.

*If housing is furnished, please note below.*

#### Section 6: Financial Information

What is your total budget? \*

Of the total budget, what percentage is dedicated to fixed costs (such as operations, staff, etc.) \*

Of the total budget, what percentage is dedicated to other costs (such as programming, initiatives, grants, benevolence, etc.)? \*

#### Section 7: Policies & Training

Our congregation does have a current Sexual Harassment Policy and will provide a copy upon notice of becoming an internship site. \*

Please upload a copy of your current Sexual Harassment Policy:

()

I have (check one): \*

Please upload a copy of your training certificate (if applicable):

()

#### Section 8: Internship Committee

The internship committee has a unique role and purpose as a part of the Formation Team. The Committee offers the student intern feedback and perspective from someone in the community as they experience the intern's presence, ministry, and leadership. For more information on the Internship Committee, please see the Internship Committee Handbook on the Contextual Learning website.

Has the Internship Committee been designated? \*

Has the Internship Committee been consulted in the development of this potential internship site application? \*

#### Section 9A: The Supervisor

Date of birth: \*

Advanced degrees (including degrees currently in progress):

Institutions attended:

Years of leadership (ordained ministry and/or organizational leadership): \*

CPE or equivalent attended:

How many interns have you supervised previously?

Are you confident with technology? (i.e. online forms, Zoom, DocuSign, etc.) \*

#### Section 9B: Supervisor Continuing Education and Community Involvement

What workshops or continuing education pertain to your Internship supervision? \*

What books and events have enriched your life or leadership recently? \*

Describe your work in your community outside your congregation or organization: \*

#### Section 9C: Supervisor Leadership Styles and Attitudes

Your view of your ministry and/or leadership: \*

*(1) Emphasis on profession and skills - (6) Emphasis on calling and vocation*

Your customary style of leadership and decision-making: \*

*(1) Strive for group consensus - (6) Strive for individual initiative*

Your customary style of problem-solving: \*

*(1) Tend to be more assertive - (6) Tend to be more passive*

Your customary approach to teaching: \*

*(1) Sharing information - (6) Sharing experiences*

Your customary approach to spiritual health and/or worship practice: \*

*(1) Traditional - (6) Innovative*

Your customary approach to sharing personal feelings: \*

*(1) More open - (6) More reserved*

Your customary way of working with colleagues: \*

*(1) Seek to coordinate and collaborate - (6) Seek to work independently*

Your customary approach to friendships in the congregation or workplace: \*

*(1) Less selective about close friends - (6) More selective about close friends*

Your attitudes regarding leadership ethics: \*

*(1) Public leaders should be held to a higher standard over others - (6) Public leaders should be held to the same standard as others*

Your use of small groups for learning and sharing: \*

*(1) Less often - (6) More often*

Your strength in interpersonal communication: \*

*(1) Speaking - (6) Listening*

People see you as: \*

*(1) Introverted - (6) Extroverted*

You understand yourself to be: \*

*(1) Highly organized and valuing structure - (6) A free spirit and valuing spontaneity*

#### Section 10: Approvals

Has this application been approved by the congregation? \*

Does the Synod know of your applying for an intern? \*

Does the Synod approve of this application? \*

Does your congregation have an interest in learning more about becoming a Collaborative Learning site? \*

**Your typed signature below holds the same weight as a traditional handwritten signature and constitutes formal application for internship and authorizes the process of brokering a placement for you.**

**Signature of Pastor (or head of congregation, if applicable): \***

**Today's Date: \***