

Internship Site Application



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Section 10: Approvals

Primary Email Address:

Please enter a valid 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? *

- Yes
- No

Has a supervisor been chosen? *

- Yes
- No

Title: *

Supervisor's First Name: *

Supervisor's Last Name: *

Supervisor's Email: *

Supervisor's Phone Number: *

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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:

All ministries are expected to only apply to one seminary per year for the internship program. Do you affirm that you are not applying to any other seminary for an intern for the upcoming internship cycle? *

- Yes
 No

Has your ministry served as an internship site in the past? *

- Yes
 No

If yes, when and with what seminary? *

Internship Start Date: *



Internship End Date: *



Are these dates negotiable? *

YES

NO

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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: *

Approximate population of your community service area: *

- 100 or less
- 101-500 people
- 501-1,000 people
- 1,001-3,000 people
- 3,001 or more people

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

Describe your congregational setting/context, including employment and industry base, businesses, history, etc. *

Nearest airport and distance: *

Nearest public transportation and distance: *

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Responses to the three questions below will be blindly shared with non-restricted intern candidates.

PLEASE DO NOT INCLUDE ANY INFORMATION OR DESCRIPTIONS THAT WILL CLEARLY IDENTIFY YOUR CONGREGATION'S IDENTITY OR LOCATION.

Summarize the ministry site, including what the intern can expect in terms of size, polity, internal and external ministries, relevant elements of the ministry's personality and story (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):

*

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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?

*

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

*

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

**Select your top 8 from the list below by check marking the box*

*

- Leadership
- Preaching
- Worship Leadership
- Pastoral Care
- Ministry with youth
- Ministry with young adults
- Advocacy
- Administration
- Adult Education
- Youth Education
- Children's Education
- Evangelism
- Social Justice
- Stewardship
- Lay Ministry
- Ecumenism

Inclusivity

How ready is your congregation to welcome, affirm, and joyfully receive the leadership and gifts of an openly LGBTQIA+ intern?

Please indicate on a scale of *1-Not at all ready to 10-Ready without reservations.*

*

- 1
 2
 3
 4
 5
 6
 7
 8
 9
 10

Please provide a narrative description, giving examples that demonstrate how ready your congregation is to welcome, affirm, and joyfully receive the leadership and gifts of an openly LGBTQIA+ intern.

*

How ready is your congregation to welcome, affirm, and joyfully receive the leadership and gifts of an intern who is Biracial, Indigenous, or a Person of Color?

Please indicate on a scale of *1-Not at all ready* to *10-Ready without reservations*.

*

1 2 3 4 5 6 7 8 9 10

Please provide a narrative description, giving examples that demonstrate how ready your congregation is to welcome, affirm, and joyfully receive the leadership and gifts of an intern who is Biracial, Indigenous, or a Person of Color.

*

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Check one:

*

- Housing is already secured
- Housing not yet ascertained.

Check one:

*

- Apartment/Condominium
- House
- NA

Check one:

*

Check all that apply: *

- Dogs Allowed
- Cats Allowed
- No pets allowed
- NA

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.

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What is your total budget? *

- less than \$50,000
- \$50,001 - \$100,000
- \$100,001 - \$250,00
- \$250,001 - \$500,000
- \$500,001 - \$1,000,000
- more than \$1,000,001

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.)?

*

Have adequate resources been identified to support the internship program? *

- Yes
- No

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

YES

NO

Please upload a copy of your current Sexual Harassment Policy or mail to Contextual Education
333 Wartburg Pl., Dubuque, IA 52003

Choose a file

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Supervisor Autobiography (500 words):

**If you are not the supervisor, please describe the congregation's leadership (500 words)*

*

Advanced degrees (including degrees currently in progress):

Institutions attended:

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

- less than 1 year
- 1-3 years
- 4-6 years
- 7-10 years
- more than 10 years

Years in present position: *

- less than 1 year
- 1-3 years
- 4-6 years
- 7-10 years
- more than 10 years

How many interns have you supervised previously?

- None
- 1-3
- 4-6
- 6 or more

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

- YES
- NO

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

*

All of the areas below are important in ministry. Identify your priorities and gifts in ministry as a pastor or deacon by ranking each item below 1-3.

The number "one," signifies top priorities. The number "two," signifies middle priorities. The number "three," signifies lowest priorities.

Preaching *

1 2 3

Worship Leadership *

1 2 3

Pastoral Care *

1 2 3

Ministry with youth *

1 2 3

Ministry with young adults *

1 2 3

Advocacy *

1 2 3

Administration *

1 2 3

Adult Education *

1 2 3

Youth Education *

1 2 3

Children's Education *

1 2 3

Evangelism *

1 2 3

Social Justice *

1 2 3

Stewardship *

1 2 3

Lay Ministry *

1 2 3

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Has this application been approved by the congregation's leadership? *

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? *

 YES NO

If yes, who is your Synod contact person? *

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: *

 