



## Internship Site Supervisor Application and Agreement Form

For student and internal use

Site Name:

Site Full Address:

Supervisor Name:

Supervisor Position/Title:

Supervisor Autobiography, including description of supervisory style: (4000 character limit, about 500 words)

What books or events have recently enriched your life or leadership?

Description of Site:

Learning Opportunities: What are TYPICAL types of learning and leadership an intern could experience in your setting?

Leadership and learning opportunities: What unique learning and leadership opportunities can you envision in your context?

Intern Qualifications: Are there any special qualifications that would be helpful for an intern to have in order to serve in your context?

Describe your community service area.



Approximate population of your community service area.

Describe the ethnic, cultural and religious backgrounds within your neighborhood and community service area.

Describe the ethnic, cultural and religious backgrounds within your participants.

Describe the ethnic, cultural and religious backgrounds within your staff.

How many staff do you have (such as pastors, musicians, administrative staff, program staff, etc.?)  
Include role, number of people in the role and whether they are full time or part-time. (Ex: Pastors-  
2 FT, Administrator – 1 PT, etc.)

How many participants are part of your ministry on a regular basis (worship attendance, community meals, tutoring programs, etc.?)

Geographic Region of ELCA (if applicable):

Unique Features of your community:

Airport - Nearest commercial airport and distance:

Nearest public transportation and distance:

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

Link to congregation's website:



**Internal use only**

Supervisor Phone Number:

Supervisor E-mail Address:

Did you serve an internship?                      Yes                      No

Years of Leadership (Rostered ministry and/or organizational leadership)

When did you begin your present position (month/year)

Advanced Degrees (including degrees in progress)

Educational Institutions Attended:

CPE or Equivalent Attended:                      Yes                      No

If yes, how many units of CPE?

How many interns have you previously supervised?

How many individuals have you had a formal coaching or mentorship relationship with other than interns?



Homosexuality reflects a broken world. While we know such relationships can be lived out in love and care, we do not believe the church or the world are best served by publically recognizing such relationships as traditional marriage.

Scriptural witness does not address the context of sexual orientation as it is experienced today. However, we do not equate these relationships with marriage.

Scriptural witness does not address the context of sexual orientation as it is experienced today, and we affirm the granting of full marriage and civil rights to LGBTQ persons.

We are an RIC congregation/organization, or have made some other public commitment to welcome and openness to LGBTQ persons.

If you think your site might be a possible match for an LGBTQ+ intern please answer the following:

Describe the support system that would be present in your congregation for an LGBTQ+ student.

(If not applicable, please enter N/A)

Please comment on your ability as a supervisor to support such a student. How challenging would it be to form an internship committee who could unequivocally support a LGBTQ+ intern? (If not applicable, please enter N/A)



Personal Reference (Full name, phone number and e-mail address)

Professional Reference (Full name, phone number and e-mail address, not the Bishop or someone from the Bishop's staff)

### **Judiciary Recommendation**

I understand that the Contextual Education office will request feedback about the site and supervisor from the appropriate judiciary representative.

## Expectations for Internship Sites and Supervisors

In striving to fulfill our mission of forming leaders for Christ's church at work in the world, Trinity Lutheran Seminary partners with supervisors and sites who are best positioned to equip our students to be healthy, resilient, mature leaders. With those goals in mind, we have the following general expectations for the supervisors and sites with which we will collaborate.

### The Congregation/Organization

Every congregation/organization will have a current application on file with the Contextual Education office. Site applications must be updated and resubmitted for each cycle.

- The congregation's/organization's financial obligations cover the normally 20-22 months of internship and include stipend, FICA, housing and utilities (or allowance), work-related expenses, car/mileage reimbursement, cluster meeting expenses, synod assembly participation, supervisor-intern orientation expenses, travel pool fee (\$500.00), administration/tuition fee (\$1,000.00), and if housing is unfurnished, moving expenses. Please see the Financial Matters page for details.
- The congregation will grant the intern a minimum of one day off per week. Additionally, each year of internship will include a two-week vacation with stipend. A nine-month internship will include a ten-day vacation period with stipend.
- The ELCA requires every congregation/organization which hosts interns to have a policy against sexual harassment. The text of the policy is part of the application form.
- Please attach your congregation's most recent sexual harassment policy.
- Does your church have a safe sanctuary policy?                      Yes                      No  
If so, please attach.

## **The Supervisor**

- Supervisors commit to attending Internship Orientation with their intern.
- The supervisor is responsible for forming the Internship Support Committee.
- The supervisor will commit to at least one hour per week for a supervisory meeting with the intern concerning theological reflection, pastoral identity, and ministry. This time should be kept free from external interruptions and routine calendar planning, and should focus on the intern's development as a rostered leader.
- These supervisory meetings will be held during the entire two-year internship period.
- The supervisor will attend internship cluster meetings/retreats with the intern.
- For ELCA interns, the supervisor will complete Trinity's evaluations as requested and the ELCA Mid-Point and 12-month ("final") evaluations of the intern.

## **The Internship Support Committee**

- Usually consists of five to eight ACTIVE participants of the congregation/organization.
- Serves as a special resource to the intern.
- Meets monthly during the first year, and at least once every six weeks during the second year.
- Is in position to frequently and regularly observe the intern's work, engage in regular discussion with the intern, and provide formal and informal feedback and evaluation.
- The Internship Support Committee and committee chair will be designated before the arrival of the intern and will be prepared and available to assist the intern upon arrival.
- For ELCA interns, the Internship support committee completes the ELCA's mid-point and final evaluations during the first year of internship and Trinity Lutheran Seminary's evaluations during the second year.

## **Congregational/Organizational Approval**

The congregational/organizational leadership has approved this application for an intern.

## **Financial**

The congregation/organization affirms financial commitment for 22 consecutive months.

## **Housing**

The congregation will provide adequate housing, utilities included (personal long distance phone calls excepted.) If the housing is unfurnished, congregation will help cover cost of renting a moving van for student to bring their own furniture. If the congregation does not already have furnished housing, we recommend waiting until an intern is placed to see if they have their own furniture before trying to find any furnishings.

Housing is already secured (if so, please describe housing including whether pets would be allowed.)

Housing is not yet ascertained (if so, please describe limitations that could impact the kind of housing you could provide).

The congregation will assist in paying the intern's share of FICA based on the total value of the stipend and the housing provided for the intern.            Yes            No

The congregation, at its own expense, desires that the intern/vicar visit prior to the start of internship for the purposes of orientation and introduction.                      Yes                      No

We are interested in a one-year intern.

We are interested in a two-year intern.

We are open to either option.

Signature: (I agree that my typed signature serves as my digital signature)

Date of application or renewal of application: