

CONGREGATIONAL APPLICATION FOR DCE INTERN
Concordia University, Portland, OR
(Please print, type or use computer)

_____ congregation has determined its desires to host and equip a
(name of church)

Director of Christian Education student intern beginning July of 20__ January of 20__ .

The following is provided as means to help Concordia determine appropriate assignments.

Church street address _____

City, State, Zip _____

Church telephone # (____) _____ FAX # (____) _____

E-mail address _____

Synodical District _____ Year organized _____

Pastor _____ Home # (____) _____

Other professional staff:

Name _____ Position _____

Name _____ Position _____

Reason for seeking an intern: _____

This congregation prepared to provide adequate:

<input type="checkbox"/> Housing & utilities (the equivalent of 1- bedroom apartment in your area)	<input type="checkbox"/> monthly stipend	<input type="checkbox"/> Major Medical insurance
<input type="checkbox"/> Office space	<input type="checkbox"/> taxes	<input type="checkbox"/> Travel & expenses for site-supervisor training
<input type="checkbox"/> Office equipment (computer, phone, desk, etc.)	<input type="checkbox"/> FICA	<input type="checkbox"/> Travel & expenses for intern Mid-Year Gathering
	<input type="checkbox"/> 1-way moving allowance from students home address	<input type="checkbox"/> Mentoring & Support
	<input type="checkbox"/> Start-up fund	

Average worship attendance/week _____ Number baptized members _____

Number communicant members _____ Average in Children's Sunday School/week _____

Average in Adult Bible class/week _____ # adult weekly classes _____

in junior high youth _____ # in senior high youth _____

19-25 year olds _____ # 65 and older _____

Is there a school or preschool with the church? If so, which ages/grades? _____

Mission statement of the congregation? _____

Type of local community (size, potential for growth, type) _____

The intern supervisor is usually the senior pastor of the congregation, but may be a DCE when one is present at that congregation. Please provide the following information about the supervisor.

Undergraduate School _____ Major _____

Master's School _____ Major _____

Other degrees _____

How long at this congregation? _____ Previous congregations? _____

Any occupations prior to professional ministry? _____

Experiences in team ministry

Experiences in intern/vicar supervision? _____

The congregation is required to create a concise job description which describes what its expectations are in reference to the type of work the intern will perform. A format for the job description is attached to provide guidelines. Any changes in this description during the internship are subject to the approval of the Director of Christian Ministries.

This internship has been approved by:

(name, role in congregation)

This form completed by

(name, role in congregation)

Date _____ Phone # (____) _____

**Internship applications are due by September 1 for internships starting in January.
Applications are due by February 1 for internships starting July.**

Please include the following pieces:

- _____ This application form
- _____ Financial agreement form
- _____ Job description
- _____ Sample bulletins or other church information
- _____ \$150 DCE intern application fee

**Mail to: Director of Christian Ministries
Concordia University, 2811 NE Holman, Portland, OR 97211**

**DIRECTOR OF CHRISTIAN EDUCATION PROGRAM
CONCORDIA UNIVERSITY- PORTLAND
STUDENT INTERN FINANCIAL AGREEMENT**

Mail to: Dean Hansen
Concordia University
2811 NE Holman Street
Portland, OR 97211

**Deadline for applying is:
Winter Intern – September 1
Summer Intern – February 1**

The undersigned has been authorized to request an intern for:

Congregation _____

Address _____

During the period: Month _____ Year _____ to Month _____ Year _____

It is agreed that careful attention will be given to providing a full and varied experience in the work of the church in accordance with the guidelines provided by Concordia University. Information provided on this form is intended to guide the University in the placement of a student intern.

STUDENT REMUNERATION: (*Please carefully consider the cost of living in your area!)

- | | | |
|----|---|-----------|
| 1. | Monthly Subsistence Allowance (recommended <u>minimum</u> of \$850) | _____ /mo |
| 2. | Housing Allowance (recommended <u>minimum</u> of the cost of a one bedroom apartment in your area plus utilities – i.e. \$600-\$800) | _____ /mo |
| 3. | Mileage Reimbursement of \$.485 per mile for approved mileage | _____ |
| 4. | FICA – Social Security tax on monthly subsistence allowance and housing* | _____ |
| 5. | Other expenses contingent upon intern’s work/study in this congregation (workshops, conferences, retreats, etc.) | _____ |
| 6. | Mid-year Internship Retreat at Concordia – Portland (travel, room and board) | _____ |
| 7. | One-time moving allowance | _____ |
| 8. | Start-up Fund (to assist intern to pay fees when moving in to new place, i.e. apartment, down payment, utilities – usually refundable) | _____ |
| 9. | Medical health care coverage if the student does not already have coverage | _____ |

SUPERVISION EXPENSES:

- | | | |
|----|---|-----------------------|
| 1. | Pastor-Intern Matching Conference Travel Expenses to Portland | _____ |
| 2. | Intern Consultant Travel (if student wants a consultant) | _____ |
| 3. | Annual Institutional Administrative Fee (equalization amount) | _____ \$350.00 |
| 4. | One-time new site visitation fee | _____ \$150.00 |

*The monthly subsistence allowance and housing amount are subject to social security, state and federal tax. The social security payments are the responsibility of the congregation and the student: Congregation pays 7.65% of student’s subsistence and housing allowance, and deducts another 7.65% from the student’s earnings. Also, deduct federal and state (city, if applicable) income tax from the student’s housing and subsistence allowances. If you need further assistance, call the IRS at (800) TAX-FORM and ask for Circular E.

Signature and Position

(Please make a copy for your records and send original to the University)

I. Summarize key reason(s) for seeking an intern:

II. Beginning date of internship (P=preferred, A=acceptable, U=unacceptable)

_____ June 1	_____ July 15	_____ January 1
_____ June 15	_____ August 1	_____ January 15
_____ July 1	_____ August 15	_____ Other: _____

III. Type of intern (P=preferred, A=acceptable, U=unacceptable)

_____ Single Male	_____ Single Female
_____ Married Male	_____ Married Female
_____ Married Male with Children	_____ Married Female with Children

IV. Post-Internship Plans

- Congregation IS considering keeping intern after s/he completes the year
- Congregation IS NOT considering keeping intern after s/he completes the year