

**LUTHERAN SCHOOL OF THEOLOGY
DIACONAL MINISTRY \ ASSOCIATE IN MINISTRY
FIELD EDUCATION SITE APPLICATION**

Retain one copy for your records; send two copies to

Field Education
Lutheran School of Theology
1100 East 55th Street
Chicago, Illinois 60615

Parish/Agency: _____

Mailing Address: _____ Zip: _____

Office Telephone (including area code): _____

Contact Person _____

Contact Person's Telephone (including area code): _____

Contact Person's Mailing Address: _____

Proposed supervisor, if other than contact person: _____

Mailing Address: _____

Telephone (including area code): _____

GENERAL DATA

PARISH SITE

Denomination: _____

Baptized members: _____ Confirmed members: _____

Average worship attendance: _____ Church school enrollment: _____

Parish staff includes: (Please indicate F for full time and P for part time)

_____ Associate/Assistant Pastor _____ Associate in Ministry (AIM)

_____ Diaconal Minister _____ Church Musicians _____ Secretary

Other (specify): _____

Total Budget: _____ Percentage of total congregational giving for benevolence: _____ %

ELCA: _____ Other: _____

Type of locale (rural, suburban, urban, etc.): _____

Approximate population of mission service area: _____

Ethnic/Cultural backgrounds of:

a. Membership: _____ b. Neighborhood: _____

List nearest:

a. airport: _____ How far away? _____

b. Business center: _____ How far away? _____

Major businesses & industries _____

Other unique features: _____

To what extent are the church facilities (worship area, educational area, office space) handicapped accessible?

AGENCY SITE

Brief description of the agency:

The agency's current mission statement:

Brief description of the mission service area:

Type of locale (rural, suburban, urban, etc.): _____

List nearest:

a. airport: _____ How far away? _____

b. Business center: _____ How far away? _____

Major businesses & industries _____

Other unique features: _____

Brief description of the mission service population:

Approximate population of mission service area: _____

Ethnic/Cultural backgrounds of:

a. Mission service population: _____

b. Agency work force: _____

To what extent are the work facilities handicapped accessible?

PARISH/AGENCY RESPONSIBILITIES

(The contact person should initial all of the following categories which apply.)

_____ The parish or agency agrees to provide mutually agreed upon learning opportunities.

_____ The parish or agency agrees to provide a lay or peer group of four to six members, who will be a special resource to the student, observe the student's work, engage in regular discussions with the student, and provide feedback and evaluation. The committee will meet at least every six weeks.

_____ The parish or agency agrees to provide appropriate supervision including establishing and evaluating learning service covenants, and weekly supervisory sessions.

_____ The parish or agency agrees to reimburse the student for approved expenses incurred in his/her work.

_____ The parish or agency agrees to reimburse the student for automobile expenses incurred in the performance of assigned duties at the rate specified by the IRS _____ or agency/parish guidelines.

_____ The parish or agency agrees to provide a student stipend at the following rate:

SEMINARY RESPONSIBILITIES

1. The seminary agrees to prescreen all students for suitability with the site.
2. The seminary agrees to provide supervisory training and/or introduction to the Diaconal Ministry process when requested.
3. The seminary agrees to provide appropriate evaluation forms as requested.
4. The seminary agrees to be available for consultation with the agency, the student, the student's committee or the supervisor upon request.
5. The seminary will make a site visit which will include time with the student and supervisor and time with the student and the student's committee. The site visit date will be scheduled for a mutually agreed time toward the end of the field work time.

Please enclose a copy of your latest annual report, weekly bulletins or newsletters, brochures or other pertinent materials which help acquaint the student with your agency or parish.

Note:

We anticipate a full and rich partnership in the work of preparing students for ordained ministry. There is a wonderful diversity in the candidates seeking internship placement in terms of age, gender, race, ethnicity, marital status and sexual orientation, each of whom is eligible for placement by virtue of having been endorsed by her/his appropriate candidacy committee. A congregation/agency requesting an intern is a potential placement site for any endorsed candidate.

If this application is accepted, it is with the understanding that as institutions of the Evangelical Lutheran Church in America, the seminaries of the church have a policy of inclusiveness with reference to the admission and education of their students. It is further understood therefore, that the seminaries will make field placements only in situations where this principle of inclusiveness is observed.

Signature of Pastor (or head of institution):

Signature of Parish/Agency Representative: _____

Date approved: _____

If not yet approved by the congregation, date at which this application will become official:

Does your Synod know you are applying for an intern? _____ Yes _____ No

Does your Synod approve of this application? _____ Yes _____ No