

Word & Service Internship Financial Worksheet 2024-2025

Expenses	Payable to	Amount
Administrative Fee Onetime fee	Wartburg	\$500.00
Travel Pool Onetime fee	Wartburg	\$250.00
Stipend* \$2,000 per month, minimum	Intern	\$12,000
Housing and Utilities** Varies based on location and household size. \$500 - \$1200+/month		
FICA FICA based on the total value of the stipend plus housing provided	IRS	
Work expenses Based on approved expenses incurred for intern's work	Intern	
Synod Assembly, Theological Conference, Internship Clusters Varies with location and length of assignment. Amount listed is an estimation.		\$500.00
Travel Reimbursement*** Automobile expenses incurred in performance of assigned duties. Suggested at IRS Guidelines or an appropriate monthly stipend. Will vary per context.	Intern	
Housing – Moving Expenses Only if unfurnished or under-furnished housing is provided (in addition to the travel pool amount of \$250.00)		

Optional Expenses

Intern's share of FICA**** Based on the total value of the stipend and the housing provided to the intern	IRS	
Travel and Accommodation expenses If the congregation/agency desires that the intern/vicar visit prior to the start of the internship for purposes of orientation and introduction		
Intern's Technology Fee Approximately \$350 per year.	Wartburg	
Renter's Insurance		
Estimated Total		

* For anything less than a full-time internship, the stipend would be adjusted accordingly to reflect part-time status.

** For geographically restricted internships, housing is often not needed.

*** Travel reimbursement does NOT include travel between the intern's home and the ministry site.

**** So that the intern receives the full value of their stipend, we invite ministry sites to consider paying the intern's share of FICA taxes. Please consult with an accounting professional to determine best practices in your context.