

## CL & Internship Host Site Application

**Thank you for your interest in hosting a seminary student in your congregation or other ministry site!**

To serve as a “teaching & learning” site is a great honor & a great responsibility. You commit to teaching the students entrusted to you, but also to learning alongside them. You become an extension of the seminary faculty, accompanying a student in meaningful & incredibly important ways as they are formed for ministry. Wartburg cannot do this work without you. We are so grateful for your willingness to explore partnering with us for the sake of the gospel!

**We offer a variety of ways to host students!**

### Hosting a student for the duration of their academic program

- TEEM (Theological Education for Emerging Ministries) & Journey Together
  - TEEM & Journey Together sites & students are identified by their synods. Once you’ve been selected by your synod to serve as a TEEM or Journey Together site, please contact [TEEM@wartburgseminary.edu](mailto:TEEM@wartburgseminary.edu) to inquire about completing the TEEM Ministry Site Application
  - Learn more about the TEEM program by clicking [HERE](#)
  - Learn more about the Journey Together program by clicking [HERE](#)
- Collaborative Learning (CL)
  - Collaborative Learning sites may host a student in formation to become Word & Sacrament rostered leaders (pastors). CL sites host a student for up to 4 years depending on when in their program, the student begins this pathway. The student takes minimum full-time coursework online while serving 20-25 hours per week at your site.
  - Learn more about the Collaborative Learning program by clicking [HERE](#)

### Hosting a student for an internship

The internship is an important piece of both the academic & ELCA requirements for Word & Service & Word & Sacrament rostered leaders.

- Word & Service Internship (for future deacons)
  - Congregations & other ministry sites (hospitals, care facilities, non-profit agencies, etc.) may serve as internship sites for a student in formation to become a deacon. The deacon internship is 6 months full-time or the equivalent, for a total of 1000 hours.
  - Learn more about the Word & Service program by clicking [HERE](#)
- Word & Sacrament Internship (for future pastors)
  - Congregations & other ministry sites (hospitals, care facilities, non-profit agencies, etc.) may serve as internship sites for a student in formation to become a pastor. The pastor internship is 12 months full-time or the equivalent for a total of 2000 hours.
  - Learn more about the Word & Sacrament program by clicking [HERE](#)

**Discerning your call to host a student!**

Prospective sites are encouraged to spend time with our Discernment Resources found on our [website](#). (Scroll to the blue box at the bottom of the page on the right side under “Discernment Resources.”) These resources offer you the opportunity to thoroughly explore what it means to be a teaching & learning site. The Contextual Education Office is happy to answer questions or consult with you on the best fit for your site.

**Are you ready to apply? Follow the steps below!**

1. Applications will be accepted year-round. You may complete the application at your convenience. Make sure to answer all questions on the application form.
2. The Contextual Education Office will be in contact with you if we have any questions about your application. If/when we identify a potential student for your site, you will be notified by the Contextual Education Office. If a student is not identified for your site within the placement cycle indicated on your application, you will be invited to reapply for the next placement cycle.
3. By submitting an application, you will be in consideration for a placement starting anytime from January-September of the calendar year. You may withdraw your application at any time for the current placement cycle (i.e. if you experience a leadership transition, if you decide to pursue an application with another seminary, if you need to make planning decisions for the upcoming year, etc.) Please email [contextualeducation@wartburgseminary.edu](mailto:contextualeducation@wartburgseminary.edu) if you need to withdraw your application for consideration for a placement.
4. We appreciate your prayers as Wartburg Seminary prayerfully discerns placements for students.
5. We recommend you first download this application form & save your answers as you go.

**Have questions or experiencing issues with the application form?**

Email [contextualeducation@wartburgseminary.edu](mailto:contextualeducation@wartburgseminary.edu) & either Kristi Grieder, Director of Contextual Education or Emily Prough, Contextual Education Coordinator, will assist you. We are here to accompany you as you consider this exciting opportunity!

# CL & Internship Host Site Application

## Information of Person Completing This Application

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Select your preference for hosting a student: \_\_\_\_\_

If you have a particular student in mind, list their first & last name: \_\_\_\_\_

When do you want a student/intern to start on-site? Semester: \_\_\_\_\_ Year: \_\_\_\_\_

## Site Information

### Site 1 Contact Information

Site Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Site Email Address: \_\_\_\_\_

Site Phone #: \_\_\_\_\_ Website: \_\_\_\_\_

### Site 2 Contact Information

Site Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Site Email Address: \_\_\_\_\_

Site Phone #: \_\_\_\_\_ Website: \_\_\_\_\_

### Community Background

Site Setting: \_\_\_\_\_

Community Population: \_\_\_\_\_

Description of community diversity & context (ethnic, cultural, religious, employment, industry, business, history):

Closest Airport to Site: \_\_\_\_\_

Travel Distance/Time From Airport to Site: \_\_\_\_\_

Public Transportation (Taxi/Ride Share, Bus, Train, Etc.): \_\_\_\_\_

**Site Background**

What faith community/religious denomination is your site affiliated with? \_\_\_\_\_

What is your site's history with WTS? \_\_\_\_\_

# of Full Time On-Site Staff: \_\_\_\_\_ # of Part Time On-Site Staff: \_\_\_\_\_

Average weekly attendance/participation/# of clients served: \_\_\_\_\_

Briefly describe your site (size, polity, internal & external ministries, site personality, story/history, worship life & how community is nurtured):

Unique learning & leadership opportunities a student might experience at your site:

**Housing**

Housing: \_\_\_\_\_ Pets: \_\_\_\_\_

If unfurnished or partially furnished housing is provided, explain how moving expenses, in addition to the required Administrative Fee will be provided/reimbursed to the student/intern:

## Supervisor Information

### Supervisor 1 Contact Information

Name & Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Supervisor Location: \_\_\_\_\_

### Supervisor 2 Contact Information

Name & Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Supervisor Location: \_\_\_\_\_

### Supervisor 1 Background

Supervisor Autobiography:

Supervisor's Educational Background (list higher education degrees obtained/in progress):

Associate's degree(s): \_\_\_\_\_

Bachelor's degree(s): \_\_\_\_\_

Master's degree(s): \_\_\_\_\_

Doctorate degree(s): \_\_\_\_\_

Other (Explain): \_\_\_\_\_

# of Years of Ordained Ministry/Organizational Leadership: \_\_\_\_\_

# of Years in Present Position: \_\_\_\_\_ # of Students/Interns Supervised Previously: \_\_\_\_\_

### **Supervisor 2 Background**

Supervisor Autobiography:

Supervisor's Educational Background (list higher education degrees obtained/in progress):

Associate's degree(s): \_\_\_\_\_

Bachelor's degree(s): \_\_\_\_\_

Master's degree(s): \_\_\_\_\_

Doctorate degree(s): \_\_\_\_\_

Other (Explain): \_\_\_\_\_

# of Years of Ordained Ministry/Organizational Leadership: \_\_\_\_\_

# of Years in Present Position: \_\_\_\_\_ # of Students/Interns Supervised Previously: \_\_\_\_\_

### **Other Team Member Information**

#### **Site Committee Chair Information**

*The site committee accompanies the student/intern, meeting regularly throughout the student's time at the site & completes formal internship evaluations. A committee chair must be identified to complete this application. Incomplete applications will not be considered for a placement.*

Site Committee Chair Name: \_\_\_\_\_

Site Committee Chair Email Address: \_\_\_\_\_

Site Committee Chair Phone #: \_\_\_\_\_

## Mentor Information

*The mentor accompanies the student/intern, meeting regularly throughout the student's time at the site. The mentor never formally evaluates the student, but is instead another partner in the work of discernment and formation. Identification of a mentor is required only if applying to host a Collaborative Learning student.*

*Please contact your synod for assistance in identifying a mentor. Incomplete applications will not be considered for a placement.*

Mentor Name: \_\_\_\_\_

Mentor Email Address: \_\_\_\_\_

Mentor Phone #: \_\_\_\_\_

## Inclusivity

### Site Inclusivity

Site readiness to welcome, affirm & joyfully receive the leadership & gifts of an openly LGBTQIA+ student/intern (1-Not Ready at All, 10-Ready Without Reservations): \_\_\_\_\_

Describe & Give Examples:

Is your site Reconciling in Christ (RIC) certified? \_\_\_\_\_

Site readiness to welcome, affirm & joyfully receive the leadership & gifts of a student/intern who is biracial, indigenous or a person of color (1-Not Ready at All, 10-Ready Without Reservations): \_\_\_\_\_

Describe & Give Examples:

### Supervisor Inclusivity

Supervisor readiness to welcome, affirm & joyfully receive the leadership & gifts of an openly LGBTQIA+ student/intern (1-Not Ready at All, 10-Ready Without Reservations): \_\_\_\_\_

Describe & Give Examples:

Supervisor readiness to welcome, affirm & joyfully receive the leadership & gifts of a student/intern who is biracial, indigenous or a person of color (1-Not Ready at All, 10-Ready Without Reservations):

\_\_\_\_\_

Describe & Give Examples:

## Surrounding Community Inclusivity

Community surrounding site readiness to welcome, affirm & joyfully receive the leadership & gifts of an openly LGBTQIA+ student/intern (1-Not Ready at All, 10-Ready Without Reservations): \_\_\_\_\_

Describe & Give Examples:

Community surrounding site readiness to welcome, affirm & joyfully receive the leadership & gifts of a student/intern who is biracial, indigenous or a person of color (1-Not Ready at All, 10-Ready Without Reservations): \_\_\_\_\_

Describe & Give Examples:

## Site Reference

If your site is affiliated with the ELCA, provide the contact information below for your Synod to be used as a reference. If your site is not affiliated with the ELCA, provide the contact information of someone who can give a reference of the site (preferably someone in leadership/governance of the site, but outside of the immediate congregation/organization – a board member, regional leader, etc.)

ELCA Synod & Region: \_\_\_\_\_ ELCA Contact Name: \_\_\_\_\_

ELCA Contact Email Address: \_\_\_\_\_

ELCA Contact Phone #: \_\_\_\_\_

## OR if not affiliated with the ELCA

Reference Name: \_\_\_\_\_

Reference Relationship to Site: \_\_\_\_\_

Reference Email Address: \_\_\_\_\_

Reference Phone #: \_\_\_\_\_

## Submission

## Additional Information

## Attestations

- I understand my preferences for hosting a student/intern & even receiving a student/intern placement are not guaranteed. Placements will be determined by WTS in collaboration with the synod & site leadership & references & will depend on student need.
- I understand that I may withdraw my application from consideration for a placement at any time during a placement cycle by emailing the Contextual Education Office.
- I understand that my site is required to provide housing for a student/intern living more than a reasonable commutable distance (60 miles) from the site.
- If a student/intern is placed at my site, I understand that it is my site's responsibility to inform the Contextual Education Office at WTS of any major concerns or incidents that occur with regards to the student/intern.
- I understand have reviewed & understand the financial responsibilities site have for hosting a WTS student (administrative fees, cluster gathering fees, student compensation, etc.)
- I understand that applications received without including contact information for a supervisor, site committee chair & mentor (if required) will not be considered for a student/intern placement.
- It is the expectation of the ELCA that sites only apply to one seminary to host a student/intern. I confirm that our site is only submitting an application to WTS.
- My synod/organizational leadership are aware that my site is submitting this application to host a WTS student/intern.
- My site is aware that this application is being submitted to host a WTS student/intern & is prepared to be a teaching/learning site.

I certify that I have read & agree to adhere to the attestations listed above:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Sexual Harassment Policy

A copy of your site's sexual harassment policy is required as part of this application. If your site does not have a sexual harassment policy in place, you may use our [template](#) to create one. Be sure to fill in all the boxes on the template & include the "adopted date" at the bottom of the policy.

## Submitting Your Application

Once all the questions have been answered on this application, email a copy of your completed application along with your site's sexual harassment policy to [contextualeducation@wartburgseminary.edu](mailto:contextualeducation@wartburgseminary.edu).