

Ministry/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 and 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 and 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 now offer a variety of ways to host students!

Hosting a student for the duration of their academic program

- TEEM (Theological Education for Emerging Ministries)
 - TEEM sites and students are identified by their synods. Once you’ve been selected by your synod to serve as a TEEM site, please fill out the application below for the seminary’s records.
 - Learn more about the TEEM program by clicking [HERE](#)
- Journey Together
 - Journey Together sites and students are also identified by their synods. Once you’ve been selected by your synod to serve as a Journey Together site, please fill out the application below for the seminary’s records.
 - Learn more about the Journey Together program by clicking [HERE](#)
- Collaborative Learning
 - Collaborative Learning (CL) sites may host students in formation to become either Word & Service (deacons) or Word & Sacrament (pastors) rostered leaders. CL sites host Word & Service students for 2 years and Word & Sacrament students for 4 years. The student takes courses full-time online while also working 20-25 hours per week at your site.
 - Learn more about the Collaborative Learning program by clicking [HERE](#)
- Accelerated Ministry
 - Accelerated Ministry (AMP) sites host students in formation to become Word & Sacrament (pastors) rostered leaders. AMP sites host students for 2-3 years. The student takes courses full-time online while also working 20-25 hours per week at your site.
 - Learn more about the Accelerated Ministry program by clicking [HERE](#)

Hosting a student for an internship

The internship is an important piece of both the academic and ELCA requirements for Word & Service and 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 1,000 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 2,000 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 the Discernment Wheels as you consider hosting a student. To view the CL Discernment Wheel, click [HERE](#). To view the Internship Discernment Wheel, click [HERE](#). The Contextual Education Office is happy to answer questions or consult with you on the best fit for your site. Additionally, all of our handbooks are available by clicking [HERE](#), offering you the opportunity to thoroughly explore what it means to serve as a teaching & learning 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 update your application for the next placement cycle.
3. We appreciate your prayers as Wartburg Seminary prayerfully discerns placements for students.
4. We recommend that 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 and either Stacey Nalean-Carlson, 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!

Ministry/Internship Host Site Application

Information of Person Completing This Application

Name: _____ Email address: _____

Site Preferences

Select your preference for hosting a student (choose 1):

- Collaborative Learning Pastoral Student (Typically 4 Years)
- Collaborative Learning Diaconal Student (Typically 2 Years)
- Accelerated Ministry Collaborative Learning Pastoral Student (Typically 2 Years)
- TEEM Certificate Student (Typically 2-4 Years)
- Journey Together Certificate Student (Typically 2-4 Years)
- Pastoral Intern (Typically 1 Year)
- Diaconal Intern (Typically 6-9 Months)

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

What year do you want a student/intern to start on-site? _____

What semester do you want a student/intern to start on-site? (choose 1)

- Fall
- Spring
- Summer

Select the top 8 skills or gifts you hope a student working at your site will possess:

- Administration
- Adult Education
- Advocacy
- Children's Education
- Ecumenism
- Equipping Others
- Evangelism/Witnessing/Community Outreach
- Lay Ministry
- Leadership
- Pastoral Care
- Preaching
- Social Justice
- Stewardship
- Theological Articulation
- Worship Leadership
- Young Adult Education
- Youth Education
- Youth Ministry

Site Information

Site 1 Contact Information

Site Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Site Email Address: _____

Site Phone #: _____ Website: _____

Site 2 Contact Information (If Applicable)

Site Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Site Email Address: _____

Site Phone #: _____ Website: _____

Site 3 Contact Information (If Applicable)

Site Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Site Email Address: _____

Site Phone #: _____ Website: _____

Site 4 Contact Information (If Applicable)

Site Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Site Email Address: _____

Site Phone #: _____ Website: _____

Community Background

Site Setting (choose 1):

- Rural/Open Country
- Town & Country (5K-10K)
- Small City (10K-100K)
- Urban
- Suburban

- Inner City

Community Population: _____

Describe the diversity in your community (ethnic, cultural, religious):

Describe your community context (employment, industry, businesses, community history, etc.):

Closest Airport to Site: _____

Travel Distance/Time from Airport to Site: _____

Public transportation available in your community (choose all that apply):

- Taxi/Ride Share Service
- Local Bus System
- Local Train System
- Public Transportation is Not Available
- Other (Explain): _____

Is public transportation accessible from the site (less than 1 mile walk?):

- Yes
- No

Is public transportation accessible from the student/intern housing (less than 1 mile walk?):

- Yes
- No

Site Background

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

Adequate resources have been identified to financial support a student/intern:

- Yes
- No

Has your site hosted an intern or Collaborative Learning student in the past?

- Yes
- No

Year(s) hosted & from which seminary(s) (If Applicable):

of Full Time Staff On-Site: _____ # of Part Time Staff On-Site: _____

Average weekly attendance/participation/# of clients served at the site: _____

Responses to the following three questions may be blindly shared with students/interns.

PLEASE DO NOT INCLUDE ANY INFORMATION OR DESCRIPTIONS THAT WILL CLEARLY REVEAL YOUR CONGREGATION'S IDENTITY OR LOCATION.

In 500 words provide a summary of your site (size, polity, internal & external ministries, site personality, story/history):

In 250 words describe the worship life at your site:

In 250 words describe how community is nurtured at your site:

Keywords Describing Site (multi-faith, outreach, prison ministry, stewardship emphasis, environmental justice, revitalization, church planting, non-profit leadership, community organizing, etc.): _____

Housing

Housing for a student/intern is already determined/established:

- Yes
- No

Type of Housing (choose 1):

- Apartment/Condo
- Townhouse/Duplex
- Independent House
- Undetermined at This Time
- Housing Not Provided

of Bedrooms (choose 1):

- Studio
- 1
- 2
- 3+
- Undetermined at This Time
- Housing Not Provided

Pets (choose 1):

- Allowed (Explain): _____
- Not Allowed
- Negotiable
- Undetermined at This Time
- Housing Note Provided

Furnishings (choose 1):

- Fully Furnished
- Partially Furnished
- Unfurnished
- Undetermined at This Time
- Housing Not Provided

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

Opportunities for Student/Intern at Site

Types of learning & leadership opportunities a student/intern might experience at your site:

Types of projects your site envisions a student/intern might work on:

Supervisor Information

Supervisor 1 Contact Information

Name & Title: _____

Email Address: _____

Phone #: _____

Supervisor is detached from the applicant site:

- Yes
- No

Supervisor 2 Contact Information (If Applicable)

Name & Title: _____

Email Address: _____

Phone #: _____

Supervisor is detached from the applicant site:

- Yes
- No

Supervisor 1 Background

Supervisor Autobiography (**500 words**):

Supervisor's community involvement outside of applicant site:

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 (choose 1):

- Less than 1
- 1-3

- 4-6
- 7-10
- 10+

of Years in Present Position (choose 1):

- Less than 1
- 1-3
- 4-6
- 7-10
- 10+

of Students/Interns Supervised Previously: _____

Supervisor's Top Priorities/Gifts for Ministry (1-Top Priority, 2-Middle Priority, 3-Lowest Priority):

Administration	1	2	3
Adult Education	1	2	3
Advocacy	1	2	3
Children's Education	1	2	3
Ecumenism	1	2	3
Equipping Others	1	2	3
Evangelism/Witnessing/Community Outreach	1	2	3
Lay Ministry	1	2	3
Leadership	1	2	3
Pastoral Care	1	2	3
Preaching	1	2	3
Social Justice	1	2	3
Stewardship	1	2	3
Theological Articulation	1	2	3
Worship Leadership	1	2	3
Young Adult Ministry	1	2	3
Youth Education	1	2	3
Youth Ministry	1	2	3

Supervisor 2 Background

Supervisor Autobiography (**500 words**):

Supervisor's community involvement outside of applicant site:

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 (choose 1):

- Less than 1
- 1-3
- 4-6
- 7-10
- 10+

of Years in Present Position (choose 1):

- Less than 1
- 1-3
- 4-6
- 7-10
- 10+

of Students/Interns Supervised Previously: _____

Supervisor's Top Priorities/Gifts for Ministry (1-Top Priority, 2-Middle Priority, 3-Lowest Priority):

Administration	1	2	3
Adult Education	1	2	3
Advocacy	1	2	3
Children's Education	1	2	3
Ecumenism	1	2	3
Equipping Others	1	2	3
Evangelism/Witnessing/Community Outreach	1	2	3
Lay Ministry	1	2	3
Leadership	1	2	3
Pastoral Care	1	2	3
Preaching	1	2	3
Social Justice	1	2	3
Stewardship	1	2	3
Theological Articulation	1	2	3
Worship Leadership	1	2	3
Young Adult Ministry	1	2	3
Youth Education	1	2	3

Youth Ministry

1 2 3

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):

1 2 3 4 5 6 7 8 9 10

Describe & Give Examples:

Is your site Reconciling In Christ (RIC) certified?

- Yes
- No

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):

1 2 3 4 5 6 7 8 9 10

Describe & Give Examples:

Supervisor 1 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):

1 2 3 4 5 6 7 8 9 10

Describe & Give Examples:

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):

1 2 3 4 5 6 7 8 9 10

Describe & Give Examples:

Supervisor 2 Inclusivity (If Applicable)

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):

1 2 3 4 5 6 7 8 9 10

Describe & Give Examples:

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):

1 2 3 4 5 6 7 8 9 10

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 (Optional)

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 synod & site leadership & references & will depend on student need.
- 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 have reviewed or will review WTS’s Fees & Financial Expectations Policy with regards to hosting a WTS student/intern.
- 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 site & synod 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](#). Be sure to fill in the information throughout the template for your site (i.e. {SITE}) & 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.