

WARTBURG THEOLOGICAL SEMINARY

TEEM INTERNSHIP GUIDE



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NEEDED THROUGHOUT THE INTERNSHIP EXPERIENCE.

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TEEM INTERNSHIP GUIDE



WELCOME

BY PASTOR STACEY NALEAN-CARLSON
INTERIM DIRECTOR OF CONTEXTUAL EDUCATION

Dear Partners in Ministry,

Thanks be to God for empowering us all with the gifts of the Holy Spirit! What a joy it is to partner with you for the sake of sharing God's steadfast & abiding love with a world in need of good news!

At Wartburg we are dedicated to forming servant leaders who embody the gospel & respond to God's call with faithfulness, collegiality & innovation. An essential part of this formation is the internship experience. Students learn not only how to do the tasks of ministry, but how to embody the office of ministry to which they are being called.

We give thanks to God for our students & for all those who accompany them throughout their internship-supervisors, mentors, lay internship committee members & the ministry sites themselves. Your commitment to teaching & learning together is deeply valued & beautiful to behold!

This handbook is intended to serve as a resource for you as you move through the internship experience. All material may be duplicated & distributed as needed. We are grateful for the wisdom that is shared among the ELCA seminaries in preparing this material.

Please know that I am also a resource for you, here to support & encourage you. I welcome conversations with you along the way, especially if there are particular joys you wish to share or particular challenges with which you need assistance. We do this important work together, one in the body of Christ. We weep together & we rejoice together.

May the God of hope fill you with all joy & peace in believing, so that you may abound in hope by the power of the Holy Spirit (Romans 15:13).

Peace, Stacey

Wartburg Theological Seminary Mission Statement

Wartburg Theological Seminary serves Christ's church through the Evangelical Lutheran Church in America by being a worship-centered community of critical theological reflection where learning leads to mission and mission informs learning.

The community embodies God's mission by stewarding resources for engaging, equipping, and sending collaborative leaders who interpret, proclaim and live the gospel of Jesus Christ for a world created for communion with God and in need of personal and social healing.

Embodying Wartburg Seminary's Mission Statement

Our Mission Statement guides and directs our life as a seminary, including the implementation of a theological curriculum.

By "curriculum" we include both the courses offered in the classroom through the degree programs and the entire program of formation, including worship and community life. The Wartburg faculty has adopted these Twelve Pastoral Practices as a further elaboration of its Mission Statement which articulates intended curriculum outcomes, a description of what we hope to see in Wartburg graduates based on our mission. These practices are intended to be inclusive of candidates for all rosters.

By "pastoral" we intend to encompass the ministry practiced not only by the ordained but also by diaconal ministers, deaconesses, and associates in ministry.

By "practices" we do not mean mere actions that are performed. Rather, these pastoral practices are understood to be incarnated and embodied in being as well as doing. They intend coherence between one's disposition and one's practice of ministry. Ministers thus formed are able to give reason why they act in a particular way. Effective formation has instilled a fundamental attitude out of which one then does. The purpose of our setting forth these criteria is for the Wartburg faculty to invite reflection on the effectiveness of our curriculum. We seek excellence in our educational programs and invite you into conversation about these pastoral practices as a way of assessing and revising our curriculum.

The central question is: To what degree has the educational and formational process of the Wartburg Seminary curriculum accomplished its mission objectives?

Twelve Pastoral-Diaconal Practices

The Outcomes and Expectations of Wartburg

Practice of Being Rooted in the Gospel:

Articulates the Gospel in a way that is heard as Gospel. Is publicly Lutheran and Gospel-centered.

Practice of Missio Dei in Word and Sacrament:

Is grounded in Word and Sacrament as the means by which God creates and forms community (koinonia) for God's mission (diakonia) in the world. Exercises faithful worship preparation and evangelical preaching.

Practice of Biblical and Theological Wisdom: Interprets reality theologically and biblically as a habit. Has a core set of theological concepts that are interpreted with flexibility in different contexts.

Practice of Ecclesial Partnership:

Displays a healthy sense of connectedness with the whole church. Fosters partnership with the ELCA and ecumenical openness.

Practice of Complex Analysis:

Demonstrates capacity to carefully examine complex social, economic, scientific, and religious issues without oversimplification. Sees relationships from a systems perspective, remaining non-anxious in the face of ambiguity.

Practice of Curiosity:

Is fundamentally curious, employing creativity in the use of language. Is open to grow beyond current perspectives and willing to pursue learning with intellectual depth.

Practice of Pastoral Concern:

Loves God's people with a "pastor's heart," demonstrating a generous spirit in relating to others. Maintains a clear sense of pastoral identity and desire for excellence in pastoral ministry.

Practice of Personal Faith and Integrity:

Lives as person of faith, grounded in a life of prayer and study. Is self-aware in seeing the larger picture, proclaiming hope, and setting healthy boundaries.

Practice of Collegiality:

Leads in a way that is responsive to the situation and promotes team building. Creates collegial groups within and beyond the church for promoting many forms of ministry.

Practice of Evangelical Listening and Speaking the Faith to Others:

Listens in a way that leads people to deeper faith questions. Engages in thoughtful witness to the Christian message, especially to youth and those outside the faith.

Practice of Immersion in the Context:

Shows awareness of the context through listening to, dialogue with and involvement in the local community. Has ability to interpret texts and contexts with insight.

Practice of Engagement with Cross-Cultural and Global Dimensions:

Is sensitive to multicultural issues and religious pluralism in the context of globalization. Understands the inclusive character of the Christian Gospel.



Wartburg
THEOLOGICA

Preparing for your TEEM Internship

How do I prepare for Internship?

- Talk with the TEEM advisor to discuss academic prerequisites
- Talk with your Candidacy Committee Relator to discuss candidacy prerequisites
- Typically, a student must be endorsed prior to internship
- Typically, either CPE or CPW precedes endorsement

How do I register for Internship?

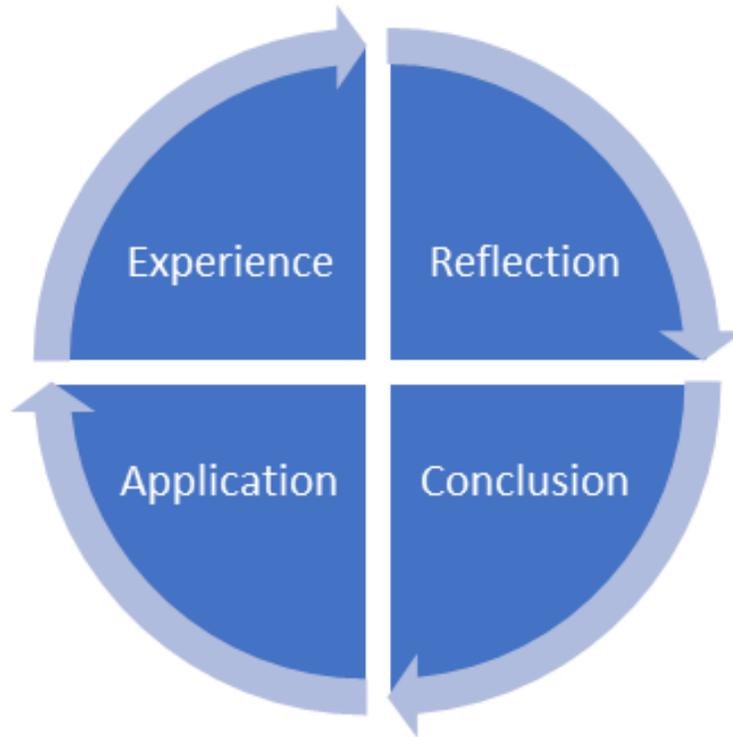
- Complete the online TEEM Internship Registration form found on the TEEM Internship page on Castle Commons
- A complete copy of this registration form will be forwarded to the Registrar and the TEEM Advisor by Contextual Education

What do I need to know about financial matters?

- Most TEEM interns continue with the same remuneration arrangements that have been determined prior to internship
- Your synod will assist in negotiating all remuneration matters
- Your synod will assist in negotiating any reimbursement or honorarium for your supervisor
- Your congregation is expected to pay any fees or expenses related to Synod Assembly, Synodical Theological Conferences, and Internship Cluster Gatherings

Action-Reflection Style of Learning

Your internship will include intentional reflection upon ministry engagement that draws conclusions and generates applications. An AR model of learning utilizes David Kolb's Experiential Learning Cycle:



What (new) experiences have you had on internship?

How have those experiences challenged your thinking and being?

What new ideas are you considering about yourself, others, ministry, the church, the Gospel, God – because of your Internship experiences?

How are you, or might you apply what you are learning by doing in and through your Internship to your pastoral or diaconal identity and imagination?

Your Internship Partners



FORMING VALUED LEADERS

Each TEEM congregation is asked to provide a Supervisor and Lay Committee. Supervisors play a critical role in the intern's growth and formation. Focusing on the intern's personal, professional, and theological development and formation as a Rostered Leader. The Lay Internship Committee (LIC) is an essential part of the internship program.

Your Internship Supervisor

Who will my supervisor be?

- It is the responsibility of your synod to arrange for a supervisor
- Your synod will work with you to determine an appropriate supervisor
- Typically, your supervisor will be a pastor with whom you can have regular conversations during your internship

What is expected of my supervisor?

- The supervisor focuses on the intern's personal, professional, and theological development as a rostered leader
- The supervisor meets regularly with the intern to discuss two primary questions:
 - What am I learning by doing?
 - Who am I becoming by being?

How often should I meet with my supervisor?

- It is optimal if supervision conversations happen weekly, at a regularly scheduled time
- Supervision is different from work planning. During supervision, your conversations will focus on your formation for rostered ministry
- Interns and supervisors can meet in person, via video conference, or by phone

Your Internship Lay Committee

What is a Lay Internship Committee (LIC)?

- The LIC is a representative group of congregational members who will play a significant role in your internship and therefore your formation for ministry
- The LIC accompanies the intern, uplifts and models the mutuality of ministry, and evaluates the intern
- The size of the LIC varies depending upon the congregation. The following is a guide:
 - Worship less than 50 per week – 3-5 members
 - Worship between 50 and 150 per week – 5-7 members
 - Worship more than 150 per week – 7-9 members

How often should I meet with my LIC?

- The LIC should meet monthly at a regularly scheduled time
- LIC conversations should be between 60 and 90 minutes
- The intern will assume primary responsibility for the agenda for the LIC conversations
- Conversations should address all of the competencies in a cumulative manner

Expected Forms and Communication



HOW WE
EXPECT
TO HEAR FROM
YOU

It is the intern's responsibility to maintain good communication with the Lay Internship Committee, the Seminary, the Supervising Pastor, the Synodical Candidacy Committee, and the Contextual Education Office.



Required Forms of Communication

Internship TEEM Registration

Learning Service Agreement (LSA)

3 Month Virtual Site Visit/Check-In (scheduled by the Contextual Education Office)

Mid-Year Evaluations (Committee, Supervisor, Intern)

Final Evaluations (Committee, Supervisor, Intern)

Notice of Internship Completion

Documents must be signed by all parties when necessary. Do not submit documents without the proper signatures. If you submit a form or document without proper signatures it will not be recorded. All completed documents must be uploaded to the TEEM Internship page on Castle Commons. No hard copies or emailed attachments will be accepted!

Due Diligence Details

Most internships last for 12 months.

If your Candidacy Committee has determined a different time-line, you will note that on your registration form by the beginning and ending dates that you specify

For a 12 month internship:

- The LSA is due at 2 months
- The evaluations are due at the mid-point, and at the end.

Due 30 days prior to beginning internship

TEEM Internship Registration

To be completed by the intern through the TEEM Internship page on Castle Commons.

Due within 60 days of starting internship

Learning Service Agreement (LSA)

To be completed by the intern through the TEEM Internship page on Castle Commons with thorough consultation of the supervisor.

Due at the the halfway point of your internship

Mid-Year Evaluations

To be completed by the Intern, the Lay Committee and Supervisor.
All three evaluations should be discussed and signed. Upload signed copies to Castle Commons under TEEM Internship --> Assignments. You must also email copies to your Synod Candidacy Committee.

Due within 30 days of completing your internship

Final Evaluations

To be completed by the Intern, the Lay Committee and Supervisor.
All three evaluations should be discussed and signed. Email signed copy to: contextualeducation@wartburgseminary.edu, your advisor AND your Synod Candidacy Committee.

Due following submission of Final Evaluations

Notice of Internship Completion

To be completed by the Intern through the TEEM Internship page on Castle Commons. Used by WTS to complete Form D for Approval.

Evaluations

Formal evaluations assist the intern in growth toward competency.

These evaluations assist in monitoring the progress of the intern in mastering the theological, professional, and personal skills which are necessary in the Evangelical Lutheran Church in America.

All evaluation forms are available on the Wartburg website, ELCA website and Castle Commons.

The **mid-year evaluations** are especially useful for the seminary in providing oversight to the internship year. Encouragement can be given and problems addressed when these forms are used to provide honest and compassionate performance evaluation. These evaluations also aim to foster discussion between intern, supervisor, and committee about issues which promote a candidate's readiness for ministry.

The **final evaluations** have special importance insofar as they are used by the seminary and the synodical candidacy committee in measuring the successful completion of the internship year. For this reason, the Final Evaluation asks for more detail than the earlier evaluations of the intern's progress.

Please complete and sign all evaluations online and upload them electronically to Castle Commons --> TEEM Internship --> Assignments. No hard copies or email attachments will be accepted!

Please note that unsigned evaluations will not be accepted. Evaluations should be submitted as one (1) PDF per evaluation.

The seminary faculty makes the final determination as to whether or not the completed internship meets the requirements of the seminary and the church.

You will use the standard ELCA internship evaluations, found **HERE**.

The Word and Sacrament evaluations are the gold icons

The Learning Service Agreement (LSA)



WHAT IS A
LEARNING
SERVICE
AGREEMENT
(LSA)?

The Learning Service Agreement (LSA) is the means by which the Intern charts a course for formation and growth.



The Learning Service Agreement (LSA)

The LSA is a tool that assists the Intern in discerning how best to grow toward competence through skill development, tasks, and experiences. The LSA also helps the Intern determine how to cultivate life-giving postures and attitudes for effective pastoral or diaconal ministry.

Developed collaboratively at the beginning the internship between the intern, the supervisor, and the committee, the LSA is a living document that becomes the key working guide throughout the internship.

Faithful development of this document at the beginning helps to keep the internship focused, integrated, and productive. Timely preparation of the LSA also demonstrates the discipline and capacity for planning that a future Rostered Leader will want to bring to ministry.

The LSA can be found on the TEEM Internship page in Castle Commons

The LSA has three sections:

Global formation goals reflect the ways in which you will seek to grow and develop in your overall pastoral identity and pastoral imagination during your internship.

Write a minimum of two paragraphs, reflecting upon what you will do during your internship that will help form and shape your pastoral identity and pastoral imagination. You may include in your reflections functions that are typical to the pastoral office such as preaching, leading worship, visiting the sick, comforting the dying. However, you are encouraged to think beyond these competency areas as you consider your global formation goals.

Contextual formation goals are goals that are specific to your particular internship context.

These goals reflect learning and serving opportunities that can happen only because of the context in which you serve. For example, if you serve a small congregation, you may choose to visit every household. That could not happen in a large congregation. If you serve a congregation that sponsors a mission/service trip, you may choose to be a part of such an experience. That could not happen in congregations that do not offer such opportunities. Your supervisor and ministry site committee will be good partners in assisting you in naming and developing your contextual formation goals. You are encouraged to have at least 3 contextual formation goals.

Specific formation goals are goals in each of 12 competencies. You will want at least one goal in each of the competencies listed below:

Leadership. Consider your leadership in serving God's mission in the world (for example: through the congregation, in partnership with the ELCA - including synods and churchwide - and with ecumenical partners)

Theological Articulation. Consider your ability to speak clearly and with insight about the Christian faith from a Lutheran perspective.

Leading Worship. Consider your poise and presence, voice and language as you read scripture, lead prayer and conduct liturgy.

Preaching. Consider biblical interpretation, connection to the congregation/community, use of illustrations and organizational clarity, as well delivery of sermons.

Teaching Adults. Consider teaching methods including the ability to facilitate discussion and create a comfortable learning environment as well as the quality, depth and presentation of concepts.

Teaching Youth and Children. Consider both material and presentation for various age groups.

Evangelism. Consider the ability to welcome and interact with strangers as well as offering a witness to Jesus Christ.

Pastoral Care. Consider the ability to develop trusting relationships, listen empathetically, respond to crisis and grief situations, discern the needs of people and respect confidential information.

Administration. Consider your ability to work with committees, deal with change and conflict, respond constructively to criticism and accomplish tasks in a timely manner.

Stewardship Leader. Consider your ability to articulate and model Christian stewardship of life, talents and money in pastoral leadership and personal life.

Leadership of Social Ministry. Consider your sensitivity to issues of need and justice in the community and your ability to empower others to respond out of their faith commitment.

Raising up Leaders for the Church. Consider your ability to raise up, nurture and empower both lay leadership and those who may be called to rostered leadership.

Resources



What interaction will I have with Contextual Education during my internship?

- The Office of Contextual Education processes your registration
- Your LSA and evaluations are submitted electronically to Contextual Education
- Your LSA and evaluations are read by the Director of Contextual Education (the evaluations are also summarized for faculty review)
- The Director of Contextual Education issues your grade (credit/no credit) for internship

Where do I go if I have questions about my internship?

TEEM Internship page on Castle Commons
Emily Prough, Contextual Education Coordinator
Rev. DeWayne Teig, TEEM Academic Advisor
Your Candidacy Committee Relator
