

TEEM Host Site Registration Form

Thank you for serving as a TEEM Site for a Wartburg Seminary TEEM Student! This is a great honor and a great responsibility. You commit to teaching the students entrusted to you, but also to learning alongside them. You accompany students in meaningful and incredibly important ways as they are formed for ministry. Wartburg cannot do this work of raising up leaders for the church without YOU! Thank you so much for serving in this way!

Information of Person Completing This Site Registration Form

Name: _____ Email Address: _____

Role in the Congregation: _____

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: _____

ELCA Synod Information

ELCA Synod & Region: _____ ELCA Contact Name: _____

ELCA Contact Email Address: _____

ELCA Contact Phone #: _____

Student Information

Name of the TEEM Student Your Site is Hosting: _____

TEEM Site Partner Expectations

It is Wartburg's expectation that TEEM sites will have the following partners in place who will work with the TEEM student at the starting point of their official TEEM program: an on-site or detached supervisor (a current or retired pastor) and a mentor (current or retired pastor typically not associated with the site). Typically, synods are involved in appointing these partners & we understand some synods currently prefer to wait until the student is ready to begin internship to appoint an internship supervisor. Prior to a TEEM student's internship beginning, an Internship Committee will also be formed by members from within the congregation(s) and include an appointed committee chairperson.

As a TEEM site for a Wartburg Seminary TEEM Student, we promise to:

- Serve wholeheartedly as a teaching and learning site, especially supporting, encouraging, and praying for the TEEM student entrusted to us
- Inform both the synod and the contextual education office at the seminary (563-589-0298) of any major concerns or incidents that occur with regards to the TEEM student
- Read the TEEM Handbook ([click here](#))
- At the time of internship, form an internship committee made up of lay members who will accompany the student and offer formal evaluation by completing forms provided by the seminary
- Return, with this registration form, a copy of the site's Sexual Harassment Policy

I certify that we have read and agreed to honor the above promises at the Church Council meeting on

(Date)

Sexual Harassment Policy

A copy of your site's sexual harassment policy is required as part of this registration form. 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.

Submission

Signature _____ Date _____

Please email this completed registration form, along with the site's sexual harassment policy, to contextualeducation@wartburgseminary.edu.

Thank you for raising up a leader for the church for the sake of the gospel!