



D.C.E.

Director of Christian Education

Internship Application Materials

WELCOME!

The purpose of this booklet is to assist the congregation in considering a Director of Christian Education (DCE) Intern. The following materials are presented to help Congregational leaders in the planning and preparation for this additional staff person. Hopefully, the attached information will answer some of our basic questions about the DCE Intern Program at Concordia University Texas.

The deadline for applying for the Spring Internship assignments is February 1. If there are additional questions, please direct them to the Concordia University Texas DCE Office at (512) 313-5106. Please apply to only **ONE** Concordia University for an intern. If we are not able to supply your congregation an intern, we will seek permission to share your information with one of the other Concordias for a placement.

Contents:

Exhibit A: What is a DCE?	Page 2
Exhibit B: Overview and Goals of the DCE Intern Program	Page 3
Exhibit C: The Congregational Intern Site	Page 4
Exhibit D: The Supervising Pastor/DCE	Page 5
Exhibit E: Concordia University Texas	Page 6
Exhibit F: DCE Program Director	Page 7
Exhibit G: The DCE Intern	Page 8
Exhibit H: Sample job Description for a DCE Intern	Page 10
Exhibit I: Yearly Timeline of the DCE Internship Program	Page 13
Exhibit J: Application Form for a DCE Intern	Page 14

- Part 1: Parish Information
- Part 2: Financial Commitment Form
- Part 3: Internship Agreement

Dr. Jacob Youmans
DCE Program Director

WHAT IS A DCE?

A DCE IS A CALLED MINISTER OF THE GOSPEL WHO IS A PROFESSIONALLY TRAINED PARISH EDUCATION SPECIALIST WORKING IN A TEAM MINISTRY WITH THE PASTOR, STAFF AND LAY LEADERS OF THE CONGREGATION.

HIS/HER PRIME RESPONSIBILITY IS IN THE ADMINSTRATING AND RESOURCING OF PARISH EDUCATION AND YOUTH MINISTRY PROGRAMS, TEACHING THE FAITH, AND TRAINING LAITY FOR SERVICE WITHIN AND BEYOND THE PARISH.

DEPENDING UPON GIFTS, PRIOR EXPERIENCE AND TRAINING, AND CONGREGATIONAL NEED, A DCE MAY ALSO PROVIDE LEADERSHIP IN THE YOUNG ADULT, SINGLES, FAMILY, MUSIC, AND/OR EVANGELISM MINISTRY OF THE CONGREGATION.

IN ADDITION, OTHER TITLES USED TO DENOTE A DCE ARE MINISTER OF PARISH EDUCATION, MINISTER OF EDUCATION, DIRECTOR OF PARISH EDUCATION, DIRECTOR OF EDUCATION AND YOUTH, AND DIRECTOR OF RELIGIOUS EDUCATION.

Overview of the DCE Intern Program

The DCE Internship (REDU 41210, 41211) is a directed and supervised, academic, one-year training program for those students in the DCE Program. It enables the students to experience as many aspects of the educational ministries in a congregation as possible, including part-time instructional agencies, youth work, family life, adult education, counseling, evangelism and, in some cases, church music.

The Internship is designed to be a mutually cooperative ministry relationship between students, congregations, and the University that will meet the needs of the field work experience, additional staff, and provide a structured learning laboratory.

The Pastor or another called worker serves as the Intern's Supervisor and is responsible to advise, oversee, and evaluate the work of the Intern, and report their observations and conclusions to the University DCE Program Director. The Intern is expected to gain exposure through a wide variety of congregational experiences to better prepare him/her spiritually, practically and academically for his/her first call as a Director of Christian Education.

Goals

The professional laboratory of REDU 41210, 41211—The DCE Internship has been designed:

1. To enable the student to mature as a person and as a professional-in-training;
2. To develop basic instructional and administrative skills which may only be gained by experience;
3. To raise the professional quality of the full-time church worker;
4. To help the Intern gain a better understanding of the purpose of mission and ministry of a congregation; and the administrative structure that supports overall parish programming; to have the Intern experience a Team relationship with the Pastor(s) and other professional staff, as well as other area professional church workers;
5. To have the Intern experience a team relationship with the Pastor(s) and other professional staff, as well as other area professional church workers;
6. To give the Intern an opportunity to relate classroom theory to real congregational experiences;
7. To make a modest contribution to the ongoing ministry of a congregation;
8. To clarify future learning needs through realistic assessment and evaluation;
9. To help the Intern develop an appreciation for and sense of commitment toward the ministry of the Church as a DCE; and
10. To increase self-confidence and a sense of security to the point where the Intern can enter his/her first DCE position with competent skills and confident feelings to the Call of Ministry.

The Congregational Intern Site

In order to avoid a possible “identity” struggle for the Intern, it is necessary that the congregation understand the goals of the Internship as previously stated before the Intern arrives. It is hoped that the congregation will accept the Intern as both a parish “worker” and also a parish “learner.”

The Congregational Intern Site is to assume the following responsibilities:

1. Prepare a job description for the Intern.
2. Have an understanding of the purpose and objectives of the Internship, recognizing that the Intern is a student and not a fully prepared professional.
3. Provide travel and expenses for the Intern Mentor to attend the Internship Orientation meeting at Concordia University Texas.
4. Provide for professional expenses of the Intern to attend workshops, conferences, and gatherings.
5. Welcome the Intern and provide an ongoing support for him/her through congregational boards, staff, and individual members.
6. Provide the Intern an adequate salary (as suggested by the University) and housing (but not including board).
7. Provide the Intern’s Social Security withholdings.
8. Provide a Health Care Insurance Program for the Intern, if not provided by the intern’s parents/guardians.
9. Reimburse the Intern for his/her mileage incurred for congregational work at a rate established by the congregation.
10. Provide travel expenses for the Intern to attend the Mid-Year Reflection Conference sponsored by Concordia University Texas.
11. Provide time for introducing the Intern to the Congregation at a worship service/meeting.
12. Notify the University no later than February 1st, whether or not it is the intention of the congregation to extend a Call to the present Intern.
13. Establish an Intern Support Committee.
14. Pay a \$150 Application Fee (to be refunded if no intern is assigned) and a \$350 Administrative Fee after the intern is assigned. Total cost to Congregation: \$500.

The Mentoring Pastor/DCE

The Intern Mentor will normally be a Director of Christian Education or Pastor with some years of proven effectiveness in parish ministry, who is willing to serve as a colleague of the University faculty in assigning proper responsibilities to the Intern, in guiding him/her, advising him/her, and in evaluating the work. The Mentor should also serve as the spiritual advisor to the Intern. It is of great importance that during his/her Internship the Intern experience significant spiritual growth.

The Mentor is to assume the following duties:

1. Provide the University with the necessary Internship application materials.
2. Assist in making arrangements for the Intern's housing.
3. Provide evangelical and constructive assistance in determining the expectations and responsibilities of the Intern.
4. Help the congregational Board of Directors understand the Internship Program and welcome the Intern into its midst.
5. Attend the pre-Internship Orientation Conference at Concordia University Texas.
6. Orient the Intern regarding parish/camp/school site functions, agencies, office procedures in the event a "crisis" occurs.
7. Be available for scheduled meetings during the Intern Supervisor's visits.
8. Guide the student in the preparation of selected learning situations, administrative tasks, leadership functions, planning and techniques of evaluation.
9. Continually clarify personal and congregational expectations of the student and his/her work.
10. Occasionally observe the student as he/she teaches or leads meetings and topics, providing him/her helpful feedback on his/her performance.
11. Systematically schedule time for reflection and supervision. Focus of these conferences should be upon concerns of the Intern, responsibilities completed, goals for the coming week, areas needing improvement, and overall team concerns.
12. Systematically set aside time for personal sharing and prayer.
13. Advise the University of any circumstances negatively affecting the Internship situation and make helpful suggestions for improving same.
14. Complete the Mentor Evaluation prior to Intern Supervisor visits in the Fall and Spring.
15. Complete and send the Congregation Evaluation form to Concordia University Texas DCE Program Director upon completion of the Internship.

Concordia University Texas

The DCE Internship program is under the direction and supervision of the university, which operates through a DCE Program Director and Program Manager under whose direction the student serves. The Director and Program Manager of the program, as well as the Intern Supervisors, are the liaisons between the Intern, Congregation, and University.

Concordia University assumes the following responsibilities:

1. To select the Congregational Applications that are to become Intern sites.
2. To see that all agreements are initiated and finalized with the Intern site.
3. To arrange with the congregational site Mentor all plans that may be necessary to insure that the Internship contributes to the effective development of the congregation members, and the professional growth of the Intern.
4. To host an Internship Orientation at which the Mentor and the student Intern are introduced to each other and prepared for the Internship experience.
5. To prepare, select, assign, and orient the student for participation in the Internship program.
6. To provide for supervisory visits while the Intern is serving the congregation. Generally, two visits are made, one in the fall semester and one in the spring semester.
7. To respond promptly to congregational and Intern requests for information and/or assistance.
8. To evaluate the work of the Intern in consultation with the supervising Pastor/DCE on the basis of written reports and on-site visits.
9. To serve as host for the Mid-Year Intern Reflection Conference.
10. To certify the Intern for placement as a Director of Christian Education in the Ministry of the Lutheran Church – Missouri Synod.
11. To make the initial placement of the DCE Candidate through the Board of Assignments.
12. To support the DCE Program Director, Congregational Intern Sites, and Students in the process of training, and equipping young men and women for the ministry as a Director of Christian Education.

DCE Program Director

The responsibilities of the DCE Program Director in relation to the DCE Intern Program are to:

1. Develop a personal relationship with the Intern before he/she leaves for the Internship.
2. Conduct Intern Orientation Meetings.
3. Be as conversant as possible with DCE ministry, history, philosophy, and current practices.
4. Make arrangements for two supervisory visits. (One in the fall, one in the spring)
5. Clarify the objectives of each visit, in advance and in writing.
6. Spend from 3 – 10 hours (1 or 2 day span) in the parish setting.
7. Be as sensitive as possible to the hopes, fears, frustrations, and joys of the Intern during the supervisory visits.
8. Spend needed time with the student, mentoring Pastor/DCE, and key lay people regarding the mechanics/purposes of the Internship, and defining possible problem areas during the fall and spring visits.
9. Respond to Intern and/or Mentor correspondence/calls as promptly as possible.
10. Remind both Intern and Mentor of their responsibilities regarding the various reports and evaluation forms they are to send to the university.
11. Collect completed Mentor and Intern reports following each visit.
12. Read the Intern's weekly "tweets".
13. Review the Final Evaluation Report of the Intern Supervisor.
14. Review the Final Written Report of the Intern.
15. Make Final Evaluation and Report of the Intern for the CTX Placement office.
16. Work with the CTX Placement Director in the coordination of placement Calls extended to Interns by the Intern site.
17. Work with the CTX Placement Director in the coordination of placement Calls extended to interns from other congregations and agencies.
18. To make the final decision regarding termination of any Internship.
19. To reassign interns if their presence works to the detriment of the congregation or if the student's opportunity to learn is jeopardized.

The DCE Intern

It should be remembered that the Intern is a student gaining experience in the life and ministry of a parish as part of his/her DCE training. He/she is not an experienced Director of Christian Education, and therefore, the Intern is not to assume all the work and responsibility of a graduate DCE.

The Intern is to assume the following responsibilities:

1. Participate in pre-Internship Orientation meetings.
2. Clarify personal concerns with a DCE Program Director.
3. Make arrangements to have a car available during the Internship.
4. Fill out the Registration forms for the Internship (REDU 41210, 41211) during the Spring semester prior to Internship.
5. Make travel arrangements to Intern site and with the congregation Mentor set up arrival time and date.
6. Participate as fully as possible in the life of the congregation/camp/school. (If married, this includes his/her family).
7. Discuss his/her Weekly Action Plan with his/her on-site Mentor once a week.
8. Send the following reports to the Intern Supervisor:
 - a. Weekly “tweets” (140 characters or less) on Blackboard that outline learnings, joys, and frustrations of your week. These will be shared with the entire internship class and the CTX DCE staff.
 - b. During the final month of the Internship, the student is to complete a 5-page written report of the Internship experience. This report is to be done in essay form, typed, double spaced, with copies provided to a DCE Program Director, the Intern Supervisor, on-site Mentor, and other appropriate boards or committees. The student is to follow the outline given in Section V.
9. Attend Mid-Year Intern Reflection Conference sponsored by Concordia University Texas.
10. Shall not serve as intermediary between the Mentor and congregation nor between staff member in multiple staff setting.
11. Facilitate the schedule and arrangements for the Intern Supervisor’s visits.
12. Report any serious concerns to the DCE Program Director or Intern Supervisor immediately. He/she may be recalled to the University for consultation at any time.
13. The Intern may not terminate his/her Internship assignment without prior approval of the congregation/agency and the DCE Program Director.
14. Near completion of the internship, complete Placement Application as prescribed by the Concordia University Texas Placement Office.

Intern Job Description (sample)

Special Note: The following sample Intern Job Description is an example of some of the items that a DCE Intern might perform. It should be noted that each congregation should develop a job description based upon the needs and unique opportunities of their parish that is realistic for a student learner to accomplish.

A. Education

1. Meet monthly and work closely with the Board of Education, the chairman of said board, and Sunday School superintendent.
2. Meet regularly with the Sunday School staff.
3. Offer regular meetings designed to assist Sunday School teachers and their preparation.
4. Offer teacher training classes to help prepare others for teaching in the Sunday School.
5. Be a resource person for all teachers as they make preparation.
6. Serve as a teaching member of the Sunday School staff.
7. Oversee the physical facilities and arrangements of the Sunday School making sure they are adequate for educational purposes and bringing needed changes and repairs to the attention of the Trustees.
8. With the Board of Education and Sunday School staff, she/he is to establish goals and objectives for the coming year and devise plans to reach the stated goals.
9. Be responsible for the functioning of the Mid-week School.
10. Meet with and assist the teachers of the Mid-week School.
11. Teach the 7th Grade class in Mid-week School. (Confirmation)
12. Be responsible for seeing that opening devotions are conducted at Mid-week School.
13. Be responsible to see that there is proper supervision on the playground before Mid-week School, during break and following school sessions.
14. Make follow-calls on absentees, and ascertain the reason for their repeated absences.
15. See that the physical facilities are in proper order and teachers have needed supplies to conduct an adequate program.
16. With the Board of Education and Mid-week staff, establish goals and objectives for the coming year and devise plans to reach the stated goals.
17. Aid in the development and expansion of the adult education programs within the parish ministry. Teach/lead adult education functions as mutually agreeable.
18. Assist in teaching Mid-week Bible study as necessary.
19. Be responsible for all education equipment, audio-visual resources, etc. to see that they are in good repair, properly stored, used and cared for in a proper way.

B. Youth

1. Meet and work closely with the youth committee and youth counselors.
2. Work with and help further develop a post-confirmation ministry that allows for Christian fellowship, study and service.
3. Work with and help further develop a pre-confirmation ministry that allows for Christian fellowship, study and service.

4. Meet regularly with each of the above groups.
5. Enlist and train other adult counselors to assist in the above mentioned programs.
6. Develop programs of fellowship and study for other age brackets.
7. Be ready to offer spiritual counseling to any and all youth seeking his/her counsel.
8. Encourage, enlist and integrate youth into the overall ministry of the church.
9. Encourage the church's youth to consider full-time professional work in the church.
10. Assist in the development of young adult programs and facilitate where appropriate.
11. Work for participation in joint activities with the youth of sister churches in the area.

C. Worship and Music

1. Serve as a member of the congregations' worship committee.
2. Serve as director of the youth and/or children's choir
3. Be responsible for scheduling and coordinating the contemporary worship team.
4. Serve as worship leader and accompanist as mutually agreeable.
5. Observe the Sunday object lessons and Sunday School openings and lead the same as mutually agreed.

D. Evangelism

1. Attend meetings of the Board of Evangelism and work closely with the chairperson of said board.
2. Explore methods of reaching inactive and non-members and report suggestions to the Board of Evangelism.
3. Assist with calling upon active and inactive members where appropriate and mutually agreeable.
4. Participate in all functions and programs of the Board of Evangelism where mutually agreeable.

E. Pastoral Assistance

1. Make regular shut-in calls on a schedule mutually agreed upon between the Intern and the Pastor.
2. Make hospital calls on a schedule mutually agreed upon between the Intern and the Pastor.
3. Be responsible to see that a plan is devised to inform the Supervisor and the Evangelism Committee of all visitors present in Sunday School, Mid-week School, VBS, or other such activities.
4. Make calls on prospective homes where the initial contact with the family has been made through Sunday School, Mid-week School, Vacation Bible School or other agencies directly under pastor's supervision.
5. Make calls on the homes of students to enlist their participation in various activities of the congregation.
6. Conduct occasional nursing home services as they are mutually agreed upon between the Intern and the Pastor.
7. Assist the pastor in other areas where it is mutually agreeable between Intern, Pastor and Board of Elders.

F. General

1. Keep regular office hours.
2. Have Monday as his/her day off unless another time has been agreed upon between the Intern and the Supervisor.
3. Attend church meetings, functions of the congregations and regular worship regularly.
4. Have a neat appearance with appropriate attire for the function he/she is performing at the time.
5. Develop and describe through a flow chart the administrative function of all committees and agencies. This shall be presented and evaluated by the Church Council.
6. Prepare a statistical analysis of the congregation by age, worship participation, Christian education participation, etc.

G. Accountability

1. The Intern is responsible directly to the parish Intern Supervisor.
 - a. Shall file a weekly schedule with plans indicated for the coming week stating specific goals and objectives.
 - b. Shall report on the previous week's work.
 - c. Shall conference weekly with the supervisor at a scheduled time for discussion of his progress in fulfilling his stated goals.
2. The Intern shall function directly with the congregation's Board of Education. He shall offer to the Board each month a summary of his/her activities and plans.

Yearly Timeline of the DCE Internship Program*

<p>Congregational Internship Applications prepared</p> <p style="text-align: center;">SEPTEMBER</p>	<p>Contact letters sent to potential Intern sites</p> <p>Intern Supervisor visits current Interns</p> <p style="text-align: center;">OCTOBER</p>	<p>Intern applications sent to interested congregations</p> <p>Intern Supervisor visits current Interns</p> <p style="text-align: center;">NOVEMBER</p>
<p>Letters of Invitation sent to current Intern sites</p> <p>Intern applications accepted</p> <p style="text-align: center;">DECEMBER</p>	<p>Potential Intern Site visits</p> <p>Intern Mid-Year Reflection conference for current Interns</p> <p style="text-align: center;">JANUARY</p>	<p>Deadline for Congregational Intern applications</p> <p>Applications for internship sent to prospective interns</p> <p style="text-align: center;">FEBRUARY</p>
<p>Interviews with prospective DCE Interns</p> <p>Potential Intern Site visits</p> <p>Intern Supervisor visits current Interns</p> <p style="text-align: center;">MARCH</p>	<p>Final Intern Site selection</p> <p>Announcement of Intern assignments</p> <p>Intern Supervisor visits current Interns</p> <p style="text-align: center;">APRIL</p>	<p>Intern Orientation Meeting with Supervisors</p> <p>Final Orientation Meeting with Newly Assigned Interns</p> <p>Commencement</p> <p style="text-align: center;">MAY</p>
<p>Internships Begin/Conclude</p> <p style="text-align: center;">JUNE</p>	<p>Internships Begin/Conclude</p> <p style="text-align: center;">JULY</p>	<p>Internships Begin/Conclude</p> <p style="text-align: center;">AUGUST</p>

*The above yearly timeline is based on a summer placement. If the internship is a winter placement, please adjust accordingly.

APPLICATION FOR A DCE INTERN

Part 1: Parish Information

Name of Church _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Size of community _____

FAX _____ E-Mail _____

Pastor _____ Seminary & Year of Grad. _____

Number of Baptized Members _____ Number of Communicant Members _____

Year Founded _____ Average Sunday Worship Attendance _____

Times of Services & Classes _____

Full-time Staff in Addition to Senior Pastor _____

Day School? ___ Yes ___ No Principal _____

Enrollment _____ Grades _____ Number of Teachers _____

Preschool? ___ Yes ___ No Principal _____

Enrollment _____ Number of Staff _____

Youth Ministry

Give the total number of potential youth according to the church rolls. Attach an additional sheet if more space is needed for describing programs.

No. of Youth: _____ Grades 4-6 _____ Grades 7-8 _____ Grades 9-2 _____ Ages 18-25

Describe current programs in youth ministry and potential for growth in this area.

Any sponsorship of civic youth programs? (Boy /Girl Scouts, Campfire, 4-H, etc.)

Christian Education

Average Sunday attendance for Sunday School and Bible class:

_____ PreS-8th grade _____ Grades 9-12 _____ Adult Class(es)

Number of teachers for classes:

_____ Children's _____ Youth _____ Adults

Number of youth enrolled in Confirmation Class: _____

Describe the congregation's approach to confirmation instruction:

Describe your program of Adult Education other than Sunday morning Bible class(es):

Does your church sponsor a Vacation Bible School Program? ____ Yes ____ No

If so, when does it usually take place? _____

Last year's VBS enrollment _____ Number of teachers/staff _____

Plans for the coming year's VBS: _____

Describe any other Christian Education programs not previously mentioned:

Describe the potential for growth of your Christian Educations programs:

Evangelism

_____Number baptized last year _____Number of adults confirmed last year

Current programs being used in the area of outreach: _____

Describe the potential in the area of outreach:

Music

Adult Choir _____Yes _____No If yes, how many members? _____

Describe the music opportunities for children and youth:

Describe the style of worship used on most Sundays:

List and describe the three (3) dominant characteristics of your congregation:

1. _____ : _____

2. _____ : _____

3. _____ : _____

Share any other pertinent information regarding your parish:

Describe how a DCE Intern would be involved in the ministries of your congregation:

DESIRED STARTING DATE FOR THE DCE INTERN. Please rank in numerical order (1-2-3-etc.) to indicate the preferred date.

_____ June 1st _____ June 15th _____ July 1st _____ July 15th
_____ Aug. 1st _____ Aug. 15th _____ Sept. 15th _____ Other: _____

DIRECTOR OF CHRISTIAN EDUCATION PROGRAM
 CONCORDIA UNIVERSITY TEXAS
 STUDENT INTERN FINANCIAL AGREEMENT

Mail to: Dr. Jacob Youmans
 Concordia University Texas
 11400 Concordia University Drive
 Austin TX 78726

Deadline for applying is:
 Winter Intern – September 1
 Summer Intern – February 1

The undersigned has been authorized to request an intern for:

Congregation _____

Address _____

During the period: Month _____ Year _____ to Month _____ Year _____

It is agreed that careful attention will be given to providing a full and varied experience in the work of the church in accordance with the guidelines provided by Concordia University. Information provided on this form is intended to guide the University in the placement of a student intern.

Student Remuneration		
	Monthly	Annually
1. Monthly salary (\$900.00, minimum)	_____	_____
2. Monthly housing and utility allowance (minimum cost of 1 bedroom apartment, plus utilities. Please enter an amount appropriate for your area.)	_____	_____
3. Monthly mileage allowance (minimum of \$150) or _____ per mile for approved mileage	_____	_____
4. Health Insurance: Medical health care coverage if the student does not already have coverage	_____	_____
5. F.I.C.A. – employer’s portion (based upon salary and housing).*	_____	_____
6. Start Up Fund (to assist the intern to pay fees when moving into a new place, apartment deposit, utilities-usually refundable)	_____	_____
SUBTOTAL	_____	_____

Congregational Expense		
	Monthly	Annually
1. One time New Site Visitation Fee (to be submitted with application and is refundable if the Congregation is not assigned an intern): \$150.00	_____	\$175.00
2. Intern Administration Fee (paid annually at time of billing)	_____	\$375.00
3. Travel Expense for supervisor’s orientation at Concordia Texas	_____	_____
4. Travel Expense for Intern to attend the Mid-year intern retreat at Concordia Texas	_____	_____
5. One-time moving allowance for intern	_____	_____
6. Other expenses contingent upon intern’s work/study in this Congregation (workshops, conferences, retreats, etc.)	_____	_____
SUBTOTAL	_____	_____
TOTAL	_____	_____

*This monthly subsistence allowance and housing amount are subject to social security, state and federal tax. The social security payments are the responsibility of the congregation and the student. Congregation pays 7.65% of student’s subsistence and housing allowance, and deducts another 7.65% from the student’s earnings. Also, deduct federal and state (city, if applicable) income tax from the student’s housing and subsistence allowances. If you need further assistance, call the IRS at (800) TAX-FORM and ask for Circular E.

 Signature and Position

(Please make a copy for your records and send original to the University)

Part 3: Internship Agreement

_____ of _____
Church City State

Hereby agrees to enter into a cooperative agreement with Concordia University Texas in obtaining the services of a Director of Christian Education (DCE) Intern for the 2011-2012 Academic year. The Internship lasts for a period of 12 months.

- We agree to provide remuneration for the DCE Intern as described in Part 2 of this form.
- We agree to provide a written job description for the DCE Intern.
- We agree to pay a \$150.00 one-time new site visitation fee (to be included with this application and refundable if no Intern is assigned).
- We agree to pay a \$350.00 administrative fee that will be billed to the congregation at mid-year.
- We agree to provide travel for our DCE Supervisor to attend the Supervisor/DCE Intern Orientation Meeting at Concordia University Texas in May. The congregational mentor will be _____.
- We agree to provide travel for the DCE Intern to attend the Mid-Year Intern Reflection Conference in January or February on the Concordia University campus.

We understand that CTX will:

1. Be responsible for assigning the Intern to our congregation;
2. Hold an Orientation Meeting on campus between the Supervisor and the Intern;
3. Arrange for two on-site supervisory visits during the course of the internship;
4. Have the Program Director available for the pastor or lay leaders in the event of a serious problem that requires University intervention, discipline, encouragement or termination.
5. Have the final decision in any matter of termination.

***Please note that application for an Intern does not assure that an Intern will be assigned to your parish or ministry agency. We typically receive more applications than we have Interns available, and make assignments on the basis of the best ministry match between a student and congregation.**

*Finally, we agree to support the DCE Intern as a Christian community, seeking to show love and support for the student-in-training so that he/she might gain the needed experience to become equipped to serve our Lord and His Church in a full-time professional capacity.

Date

Pastor Congregation Chairperson

Youth Board Chairperson Board of Education Chairperson

Send completed and signed application form to:
Dr. Jacob Youmans
DCE Program Director
Concordia University Texas
11400 Concordia University Drive
Austin, Texas 78726