



CONCORDIA
UNIVERSITY
TEXAS

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 your 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 jacob.youmans@concordia.edu or (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.

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Thank you for your ministry! God's richest Blessings!

Dr. Jacob Youmans
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CTX DCE Program Director

What is a Director of Christian Education?

A Director of Christian Education, by The Lutheran Church-Missouri Synod definition, is a synodically certified, called, and commissioned life-span educational leader prepared for team ministry in a congregational setting. In this setting, a DCE is:

- A called minister of the Gospel;
- A professionally trained parish education specialist;
- A team minister who works with the pastor, staff and lay leaders of the congregation;
- An administrator and resource person of parish education and youth;
- A teacher of the faith, and;
- A trainer of the laity for service inside and outside of the parish.

In 1959, the LCMS in convention resolved, "that congregations be encouraged to analyze their parish program and, where needed, to establish the office of Director of Christian Education in order to provide additional leadership for the educational program of the congregation." In 1962 in convention, the LCMS encouraged "the field to grow with the passing of another resolution that teachers' colleges be encouraged, with approval of the Board of Higher Education, to intensify the program for training Directors of Christian Education in their curricula." Almost 50 years later, there are six Concordia Universities that certify DCEs. Concordia University Texas is the newest to add DCE certification to its list of majors. Concordia University Texas accepts and abides by the Synodical mission statement for all DCEs established at the 1999 DCE Summit:

Empowered by the Holy Spirit, the DCE plans, administers and assesses ministry that nurtures and equips people as the Body of Christ for spiritual maturity, service and witness in home, job, congregation, community and the world. (Ephesians 4:11-16, 2 Timothy 3:16-17)

Overview and Goals of the DCE Intern Program

The DCE Internship (REDU 41210, 41211) is a directed and supervised, academic, one-year training program for college graduates who seek DCE certification in the Lutheran Church Missouri Synod. It enables the students to gain hands on fulltime ministry experience.

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

The Pastor, DCE or another called worker serves as the Intern's Mentor and is responsible to advise, oversee, evaluate the work of the Intern, and report their observations and conclusions to the CTX 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: REDU 41210, 41211—The DCE Internship is designed to:

1. Enable the Intern to mature as a person and as a professional.
2. Develop instructional & administrative skills which may only be gained by experience.
3. Raise the professional quality of the full-time church worker.
4. Help the Intern gain a better understanding of an organization's mission and ministry.
5. Have the Intern experience a ministry team with the Pastor(s), DCE(s) & other professional staff, as well as with other professional church workers in the circuit, district & synod.
6. Let the Intern relate classroom theory to real ministry experiences.
7. Make a modest contribution to the ministry.
8. Clarify future learning needs through assessment and evaluation.
9. Develop an appreciation for & sense of commitment toward the ministry.
10. Increase self-confidence to the point where the Intern can enter his/her first DCE position with competent skills & 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”. Internship is a paradox of student and professional.

The Congregational Intern Site is to assume the following responsibilities:

1. Prepare an internship job description.
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. Assign the Intern a Mentor (usually a Pastor or DCE) and provide travel expenses for the Mentor to attend the Internship Orientation meeting at Concordia University Texas.
4. Provide for professional expenses of the Intern to attend workshops, conferences & gatherings.
5. Welcome the Intern and provide an ongoing support system for him/her through congregational boards, staff and individual members.
6. Provide the Intern an adequate salary (minimum \$950 per month) and housing.
7. Provide for the Intern’s Social Security withholdings.
8. Provide a Health Care Insurance program for the Intern if they are not covered by their parent’s health coverage.
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 Intern Reflection Conference at Concordia University Texas.
11. Provide time for introducing/consecrating the Intern in front of the Congregation.
12. Notify the University no later than January 1, whether or not it is the intention of the congregation to extend a call to the present intern.
13. Clarify with the University, no later than February 1, whether or not it is the intention of the congregation to pursue another intern.
14. Establish an Intern Support Committee.
15. Pay a \$175 Application Fee and a \$375 Administrative Fee after the intern is assigned.
Total cost to Congregation: \$550.

OPTIONAL:

16. Pay or assist in the payment of the Intern’s tuition obligation (currently at \$1,000 per semester or \$2,000 per internship) to CTX for the DCE Internship, REDU 41210, 41211. This is the Intern’s responsibility, but we encourage the ministries to assist.

The Mentor Pastor/DCE: The Intern Supervisor will normally be a DCE or Pastor with some years of proven effectiveness in ministry, who is willing to serve as a colleague of the university faculty in assigning proper responsibilities to the intern, in guiding, advising, and in evaluating the work. The Mentor should also serve as a spiritual advisor to the Intern. It is of great importance that during his/her Internship the Intern experience significant spiritual growth. The Mentor assumes the following duties:

1. Provide the university with the necessary Internship application materials and follow up materials as requested.
2. Make arrangements for a University Supervisor's initial site inspection.
3. Assist in making arrangements for the Intern's housing.
4. Provide evangelical and constructive assistance in determining the expectations and responsibilities of the Intern.
5. Help congregational leaders understand the Internship program & welcome the Intern.
6. Attend the pre-Internship Orientation Conference at Concordia University Texas.
7. Orient the Intern regarding parish functions, agencies, office procedures, publications, records, budget, and physical facilities. Clarify procedures in the event of a "crisis".
8. Be available for scheduled meetings during the University Supervisor visits.
9. Guide the Intern in the preparation of selected learning situations, administrative tasks, leadership functions, planning and techniques of evaluation.
10. Continually clarify personal and congregational expectations of the student and his/her work.
11. Occasionally observe the student as he/she teaches or leads meetings and topics, providing him/her helpful feedback on his/her performance.
12. Schedule weekly time with the Intern. Focus of these meetings should be upon the Intern's concerns, responsibilities, weekly goals, areas needing improvement, & overall team concerns.
13. Systematically set aside time for personal sharing and prayer with the intern.
14. Advise the DCE Program Director of any circumstances negatively affecting the Internship and make helpful suggestions for improving it.
15. Complete the Mentor Evaluation prior to University Supervisor visits in Fall and Spring.
16. Complete and send the Congregation Evaluation form to Concordia University DCE Program Director upon completion of the Internship.

The Director of the DCE Program: The DCE Internship program is under the direction and supervision of the university, which operates through a DCE Program Director. The responsibilities of the DCE Program Director in relation to the DCE Intern Program are to:

1. Receive Internship Applications, visit and inspect each potential site.
2. Select the Congregational Applications that are to become Intern sites.
3. See that all agreements are initiated and finalized with the Intern site.
4. Arrange with the Mentor all plans that may be necessary to insure that the Internship contributes to the development of the congregation, and the professional growth of the Intern.
5. Host an Internship Orientation at which the Mentor and the Intern are introduced to each other and trained for the Internship experience.
6. Prepare, select, assign, and orient the student for participation in the Internship program.
7. Provide a University Supervisor who will make visits while the Intern is serving the congregation. Generally, two visits are made.
8. Respond promptly to congregational and Intern requests for information and/or assistance.
9. Evaluate the work of the Intern in consultation with the Mentor Pastor/DCE on the basis of written reports and on-site visits.
10. Serve as host for the Mid-Year Intern Reflection Conference.
11. Certify the Intern for placement as a Director of Christian Education in the ministry of the Lutheran Church—Missouri Synod, based upon the recommendation of the Mentor and University Supervisor.
12. Make the initial placement of the DCE Candidate through the Board of Assignments.
13. Support the University Supervisors, Congregational Intern Sites, Internship Mentors and students in the process of training and equipping young men and women for ministry as Directors of Christian Education.
14. Develop a personal relationship with the Intern before he/she leaves for the Internship.
15. Be as conversant as possible with DCE ministry, history, philosophy and current practices.
16. Collect and file completed Supervisor & Intern Reports following each visit.
17. Review the final Written Report of the Intern.
18. Work with the CTX Placement Director in the coordination of Calls extended to Interns and the Intern Site.
19. Work with the CTX Placement Director in the coordination of placement Calls extended to interns from other congregations and agencies.
20. Make the final decision regarding termination of any Internship.
21. 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 life and ministry 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 a full-time student. The Intern is to assume the following responsibilities:***

1. Complete the coursework for the DCE/Religious Education program and be a graduate of Concordia University Texas.
2. Meet with the DCE Faculty for an internship interview.
3. Participate in pre-Internship Orientation meetings.
4. Clarify personal concerns with the DCE program Director.
5. Make arrangements to have a car available during the Internship.
6. Find out if his/her health insurance is covered by parents during Internship.
7. Register for the Internship (REDU 41210, 41211).
8. Pay all school-related costs.
9. Make travel arrangements to/from the Intern site.
10. Work with the congregation Mentor to schedule arrival time and date.
11. Participate as fully as possible in the ministry. (If married, this includes his/her family.)
12. Send the following reports and assessments:
 - a. **Weekly:** Weekly blackboard posts and responses with internship class.
 - b. **Supervisor Visit:** Complete internship evaluation forms before University Supervisor visits.
 - c. **Final Report:** During the final month of the Internship, the student is to complete a written report of the Internship experience. This report is to be done in essay form, typed, double spaced, with copies provided to the DCE Program Director, on-site Supervisor and other appropriate boards or committees.
13. Attend Mid-year Intern Reflection Conference at Concordia University Texas.
14. Facilitate the schedule and arrangements for the University Supervisor visits.
15. Report any serious concerns to the DCE Program Director immediately. He/she may be recalled to the university for consultation at any time. The Intern may not terminate his/her Internship assignment without prior approval of the congregation/agency and the DCE Program Director.
16. Complete Placement Information Form as prescribed by the CTX Placement Office.

DCE 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. DO NOT SIMPLY COPY THIS AND USE IT AS A JOB DESCRIPTION!

Education

1. Meet monthly and work closely with the Board of Education, the chairman of said board, the Sunday School superintendent and the Sunday School staff.
2. Offer regular meetings designed to assist Sunday School teachers and their preparation.
3. Offer teacher training classes to help prepare others for teaching in the Sunday School.
4. Be a resource person for all teachers as they make preparation.
5. Serve as a teaching member of the Sunday School staff.
6. Oversee the facilities & arrangements of Sunday School making sure they are adequate for educational purposes and bring needed changes and repairs to the Trustees.
7. With the Board of Education and Sunday School staff, establish goals and objectives for the coming year and devise plans to reach the stated goals.
8. Be responsible for the functioning of the Mid-week School.
9. Meet with and assist the teachers of the Mid-week School.
10. Be responsible for seeing that opening devotions are conducted at Mid-week School.
11. Be responsible to see that there is proper supervision on the playground before Mid-week School, during break and following school sessions.
12. Make follow-up calls on absentees.
13. See that the physical facilities are in proper order and teachers have needed supplies to conduct an adequate program.
14. 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.
15. Teach/lead adult education functions as mutually agreeable.
16. 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.

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. Enlist and train other adult counselors to assist in the youth program.
4. Be read to offer spiritual counseling to any and all youth seeking his/her counsel.
5. Encourage, enlist and integrate youth into the overall ministry of the church.
6. Encourage the church's youth to consider full-time professional work in the church.
7. Assist in the development of young adult programs and facilitate where appropriate.
8. Plan and execute a summer youth mission trip.
9. Take a group to the annual District Youth Gathering and Tri-annual National Youth Gathering.
10. Work for participation in joint activities with the youth of sister churches in the area.

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 and lead the Children's Message and Sunday School openings.

Evangelism

1. Attend meetings of the Board of Evangelism and work closely with the.
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.
4. Participate in all functions and programs of the Board of Evangelism.

Pastoral Assistance

1. Make regular shut-in calls.
2. Make hospital calls.
3. Be responsible to see that a plan is devised to inform the Mentor and the Evangelism Committee of all visitors present in Sunday School, Mid-week School, VBS, etc.
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, etc.
5. Make calls on the homes of students to enlist their participation in various activities of the congregation.
6. Conduct monthly nursing home services.
7. Assist the pastor in worship and other areas where it is mutually agreeable between Intern, Mentor and Board of Elders.

General

1. Keep regular office hours.
2. Have Monday as his/her day off.
3. Attend church meetings, functions of the congregations and worship regularly.
4. Expected to 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.
7. Maintain a personal devotional life as a disciple of Christ.

Accountability

1. The Intern is responsible directly to the Internship Mentor.
 - 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.

APPLICATION FOR A CTX DCE INTERN

Part 1: Ministry Information

Name of Church/Ministry: _____

Address: _____

City: _____ State _____ Zip _____

Phone(s): _____ Size of Community: _____

Describe your ministry context: _____

Website(s): _____

Contact E-Mail(s): _____

Senior Pastor: _____ Seminary & Year of Grad.: _____

Number of Baptized Members: _____ Number of Communicant Members: _____

Year Founded: _____ Average Worship Attendance: _____

Times of Worship Services & Classes: _____

Staff in Addition to Senior Pastor: _____

Are you looking for internship to turn into a call? Why or why not? _____

Who will be the official Mentor for the intern? Why? _____

Have previous DCEs served in this church/ministry? If so- who? _____

Other DCEs serving nearby churches/ministries: _____

School Ministry: (if desired attach an extra sheet explaining the following programs and ministries)

Day School? Y ____ N ____ Principal/Director: _____

Enrollment: _____ Grades: _____ Number of Teachers: _____

Preschool? Y ____ N ____ Director: _____

Enrollment: _____ Number of Teachers: _____

What percentage of students are church members? _____

What percentage of school teachers/staff are church members? _____

Describe the relationship between church and school(s):

How will the intern be involved with the school ministries?

Describe the mission and ministry potential within the day/preschool:

Youth Ministry: Give the total number of potential youth according to the church rolls.

Grades 6-8: _____ Grades 9-12: _____ Closest High Schools? _____

Ages 18-25: _____ Colleges nearby? _____

Number of youth ministry volunteers: _____

Describe current programs and potential for growth in youth ministry:

Any sponsorship of civic/community youth programs?

Children's Ministry: Give the total number of potential youth according to the church rolls.

0-2 years old: _____ Preschool: _____ K-3rd grade: _____ 4-5th grade: _____

Average attendance for Sunday School/Children's Church: _____

Number of children's ministry teachers/leaders: _____

Describe current programs and potential for growth in Children's Ministry:

Any sponsorship of civic/community Children's programs?

Describe current programs and potential for growth in Vacation Bible School:

When is VBS? _____ VBS enrollment: Members: _____ Non-Members: _____ Staff _____

Confirmation Ministry: Number in Confirmation: _____ Age/Grade(s) of Confirmation: _____

Describe current program, who teaches & potential for growth in confirmation:

Is there an "early communion" program? When are students eligible to take communion?

Family/Adult Ministry: Number of adults involved in Bible Study/small groups: _____

Describe current programs and potential for growth in Adult Discipleship:

Describe current programs and potential for growth in Family Ministry:

Any sponsorship of civic/community Adult programs?

Evangelism/Missions:

Number of baby/child baptisms last year: _____ Number of adult baptisms last year: _____

Number of new members last year: _____ Number of adult confirmands last year: _____

Describe what happens when someone desires to be baptized:

Describe the new member/Adult confirmation process:

Describe current programs and potential for growth in Outreach/Evangelism:

Describe current programs and potential for growth in domestic and foreign Missions:

Describe any partnerships with para-church ministries:

Music: Describe current programs and potential for growth in Music Ministry:

Describe what a typical worship service looks like:

Describe any other ministries or programs not previously mentioned:

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 ministry:

Intern Gender Preference (Please circle one): Male Female Either
Why?

Marital Status Preference (Please circle one): Single Married Either
Why?

Desired Intern Start Date: Please rank (1-2-3-etc.) to indicate preferred date.

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

Why is this your desired start date? _____

Part 2: Financial Commitment

DIRECTOR OF CHRISTIAN EDUCATION PROGRAM: CONCORDIA UNIVERSITY TEXAS DCE 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 (\$950.00)	_____	_____
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): \$175.00	_____	<u>\$175.00</u>
2. Intern Administration Fee (paid annually at time of billing)	_____	<u>\$375.00</u>
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.

Internship Mentor

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. 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 \$175.00 one-time new site visitation fee (to be included with this application).
- We agree to pay a \$375.00 administrative fee that will be billed to the congregation upon assignment.
- We agree to provide travel for our Internship Mentor to attend the Orientation Meeting at Concordia University Texas. The congregational Mentor will be

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- We agree to provide travel for the DCE Intern to attend the Mid-Year Intern Reflection Conference at Concordia University Texas.
 - 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.

We understand that CTX will:

1. Be responsible for assigning the Intern to our congregation;
2. Hold an Orientation Meeting on campus between the Mentor 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 ministry.**

Date

Senior Pastor

Congregation President

Internship Mentor

Send completed and signed application form and check to:

Dr. Jacob Youmans
DCE Program Director
Concordia University Texas
11400 Concordia University Drive
Austin, Texas 78726