



CONCORDIA  
UNIVERSITY IRVINE



2016  
Director of Christian Education  
Internship Application



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 Irvine.

The deadline for applying for the spring internship assignments is February 1. If there are additional questions, please direct them to the Concordia University Irvine's LCMS Church Vocations office. You can reach Carrie Donohoe, Christ College Program Coordinator at 949.214.3389 or [carrie.donohoe@cui.edu](mailto:carrie.donohoe@cui.edu).

Please apply to only ONE Concordia University for an intern. If we are not able to supply your congregation with an intern, we will seek permission to share your information with one of the other Concordias for internship placement.

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If you have questions, please contact one of us below.

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

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## DCE Internship Program Overview & Goals

The DCE Internship (CEd 490) 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, especially in the area of life-span Christian education: part-time instructional agencies, youth ministry, 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, DCE, or another called worker serves as the intern's mentor and is responsible to advise, oversee, and evaluate the work of the intern, and report their observations and conclusions to the CUI 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 CEd 490 Internship has been designed to:

1. Enable the intern to mature as a person and as a professional-in-training;
2. Develop instructional and administrative skills which may only be gained by experience;
3. Help the intern gain a better understanding of the purpose of mission and ministry of a congregation and the administrative structure which supports overall congregational programming;
4. Have the intern experience a team relationship with the pastor(s) and other professional staff, as well as other area professional church workers in circuit, district and Synod;
5. Give the intern an opportunity to relate classroom theory to real ministries experiences;
6. Make a contribution to the ongoing ministry of a congregation;
7. Clarify future learning needs through real ministry assessment and evaluation;
8. Help the intern develop an appreciation for and sense of commitment toward the ministry of the church as a DCE; and,
9. 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.

## Director of Christian Education (DCE) Mission & Values\*

**Definition:** A Director of Christian Education is a synodically certified, called and commissioned life-span educational leader prepared for team ministry in a congregational setting.

**Mission:** Empowered by the Holy Spirit, the Director of Christian Education 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.

### **Important Values for DCEs:**

- Exhibits Christian character
- Displays a spiritually maturing faith grounded in the Scriptures and Lutheran Confessions
- Relates well with people of all ages
- Expresses passion for teaching and learning
- Possesses a servant heart
- Manages personal and professional life effectively
- Seeks to work in team relationships
- Strives for excellence
- Operates in a self-directed manner
- Leads to equip leader

*\* The definition, mission, and values were officially adopted at the 1999 National DCE Summit as the professional guiding principles of all DCE programs.*

## Concordia University Irvine's DCE Program Mission & Roles

The mission of the Concordia University Irvine's DCE Program is to equip Leaders for Ministry who are passionate about the Gospel, God's people and their Calling.

*Leaders:* The DCE Program seeks students who demonstrate natural leadership abilities and display a desire to learn and grow in their leadership skills.

*Ministry:* Students are trained in the office of public ministry to serve in the area of life-span Christian education.

*The Gospel:* The good news found in Scripture that Jesus Christ died and rose from the dead so that all may have hope in life on earth and in heaven for eternity.

*God's People:* All people of every age, culture, and background. We celebrate our Lutheran identity amongst the community of all believers.

*The Calling:* The knowledge that the Holy Spirit leads individuals to share their unique gifts to serve God and his people as Directors of Christian Education.

### ***Functioning Roles/Sub-Roles of an Effective DCE***

#### **Ministry Leader**

Spiritual Life  
Professionalism  
Multi-Staff Ministry  
Leadership  
Administration

#### **Christian Educator**

Scripture Competency  
Theological Competency  
Teaching Competency

#### **Life-Span Minister**

Intergenerational Awareness  
Cultural Awareness  
Youth/Family Focus  
Children/Family Focus

#### **Care Minister**

Community Building  
Listening Skills  
Conflict Resolution  
Crisis Management  
Agency Resource  
Competency

***Ministerial Formation*** for a DCE at CUI consists of three interrelated areas:

**Theological Formation** which focuses on gaining a solid understanding of the Christian faith as taught by the Lutheran Confessions as well as the ability to make application of Lutheran theology in the practice of daily ministry.

**Character Formation** which focuses on gaining the integrity, attitude, moral fiber, and personal disposition necessary for service of the church in Christ's kingdom.

**Skill Formation** which focuses on the practical skills necessary to strategically plan, implement, and evaluation Christian education ministry in congregations of the LCMS.

## MINISTRY DESCRIPTIONS

### *Congregational Intern Site*

In order to avoid a possible “identity” struggle for the Intern, it is necessary that the congregation understands the goals of the internship as previously stated before the intern arrives. In no instance should the intern’s role be so narrowly conceived by congregational members that they regard him/her as “our youth worker” or “maintenance worker.” It is necessary for the congregation to accept the intern as both a ministry “servant” and also a ministry “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 orientation meeting at Concordia University Irvine.
4. Provide for professional expenses of the Intern to attend workshops, conferences, and 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 (as suggested by the University) and housing (but not including board).
7. Provide for the Intern’s Social Security withholdings.
8. Provide a health care insurance program for the Intern.
9. Reimburse the Intern for his/her mileage incurred for congregational work at the rate established by the congregation.
10. Provide travel expense for the Intern to attend the Mid-year Intern Conference at Concordia University Irvine.
11. Provide time for introducing the intern to the congregation at worship service/meeting in September. Formal installation is not recommended but a formal consecration and blessing is appropriate.
12. Notify the DCE Program and/or the university placement director no later than February 1<sup>st</sup> whether or not it is the intention of the congregation to extend a call to the present intern or possibly continue with the DCE Intern Program.
13. Pay a \$175 application fee to be included with application and then if an intern is assigned a \$375 internship administration fee. The total cost to the congregation is \$550.

Optional:

14. Pay or assist in the payment of the intern’s tuition obligation to CUI for CED 490 DCE Internship.

### **Mentor Pastor/DCE**

The mentor pastor/DCE will normally be a Director of Christian Education or Pastor with some years of proven effectiveness in congregational 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 the spiritual advisor to the intern. It is of great importance that during his/her internship the intern experiences significant spiritual growth.

The Mentor is to assume 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 inspection of congregation.
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 the congregational leaders understand the internship program and welcome the intern into its midst.
6. Attend the pre-internship orientation conference at Concordia University Irvine.
7. Orient the intern regarding church functions, agencies, office procedures, publications, records, budget, and physical facilities. Clarify procedures in the event a "crisis."
8. Guide the intern 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 intern 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 a weekly meeting for reflection and supervision. The focus of these meetings 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 with the intern.
13. Advise the DCE program director or university supervisor of any circumstances negatively affecting the internship situation, and make helpful suggestions for improving the same.
14. Be available for scheduled meetings during the university supervisor's fall and spring visits.
15. Complete the DCE Evaluation form prior to the fall and spring visits of the university supervisor; talk with intern about the evaluation.

### **DCE Program Director**

The DCE Internship 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 the host for the mid-year intern conference.
11. 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.
12. Review the final evaluation report of the intern mentor.
13. Review the final written report of the intern.
14. Make the final decision regarding termination of any internship.
15. Reassign interns if their presence works to the detriment of the congregation or if the student's opportunity to learn is jeopardized.
16. Make a final evaluation and report of the intern for the CUI placement office.
17. Work with the CUI placement director in the coordination of calls extended to interns by the internship site or other congregations and agencies.



**The University Supervisor (may or may not be program director)**

The university supervisor is a faculty member of the university who has been assigned the role of internship supervisor. The University Supervisor represents the school to the local congregation and supports the intern through weekly correspondence and biannual on site visits.

The responsibilities of the University Supervisor 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. Participate in the internship orientation conference.
3. Be as conversant as possible with DCE ministry, history, philosophy, and current practices.
4. Respond to intern and/or mentor correspondence/calls as promptly as possible.
5. Read and respond to the intern's Weekly Reflection reports soon after they are received.
6. Set with intern a regular day when reports are sent.
7. Make arrangements for two supervisory visits (One in fall, one in spring).
  - a. Spend from 4-9 hours (1 or 2 day span) in the church setting during these visits.
  - b. Spend needed time with the student, supervising pastor/DCE, and key lay people regarding mechanics/purposes of the internship, and defining possible problem areas during the fall and spring visits.
  - c. Remind both intern and mentor of their responsibilities regarding the various reports and evaluation forms they are to send to the university.
  - d. Share a written report with the intern at the conclusion of each visit.
  - e. Collect completed mentor and intern reports following each visit and send to the DCE office.
  - f. Be as sensitive as possible to the hopes, fears, frustrations, and joys of the intern during the supervisory visits.
8. Review the Final Evaluation report of the mentor DCE/pastor.
9. Review the Final Written report of the intern.
10. Complete a Final Evaluation report of the intern for the CUI DCE office.
11. Communicate with the DCE office regarding problems with the internship.
12. Work with DCE office and congregation to make decision regarding termination of an internship.
13. Work with DCE office and congregation to reassign interns if their presence works to the detriment of the congregation or if the student's opportunity to learn is jeopardized.

### **Director of Christian Education 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 program and be a graduate of Concordia University Irvine.
2. Meet with the DCE Program Director 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 12 credit internship (CEd 490) during the spring semester prior to internship.
8. Pay all school-related costs by University deadlines.
9. Make travel arrangements to/from the intern site.
10. Work with the congregation mentor to schedule arrival time and date.
11. Participate fully as possible in the life of the congregation/camp (If married, this includes his/her family).
12. If involved in a boarding arrangement, clarify expectations of the family so that no major misunderstandings develop.
13. Send the following reports and assessments to the DCE Program Director's office via email.
  - Ongoing Reports: Daily time log, weekly reflection and planning report forms, as well as monthly overview are to be shared with mentor DCE/Pastor and sent to university supervisor weekly/monthly.
  - Each Semester: DCE Intern Evaluations and Mentor Assessment are to be completed prior to the fall and spring visit of the university supervisor.
  - Midyear Report: Prior to the mid-year reflection retreat, the intern needs to complete a written report of the internship experience. This report is to be done in essay form, typed, and double spaced, with copies provided to the DCE program director, mentor DCE/Pastor, and other appropriate boards or committees. The student is to follow the outline given found in the internship handbook.
14. Carry out the assigned responsibilities with integrity and ambition.
15. Attend mid-year intern conference at Concordia University Irvine.
16. Facilitate the schedule and arrangements for the university supervisors visits.
17. 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.
18. Complete the candidate profile in a timely manner as prescribed by the CUI Placement Office.
19. Shall not serve as an intermediary between the mentor and congregation nor between staff members in multiple staff setting.
20. Subscribe to the "Ethical Guidelines" established by the National DCE Leadership Summit.

### **Concordia University Irvine**

The DCE Internship program is under the direction and supervision of the university and the DCE Program Director. The program director serves as liaison between the Intern, Congregation, and University.

Concordia University Irvine is to assume the following responsibilities:

1. Review the application and select the congregations that are to become internship sites.
2. See that all agreements are initiated and finalized with the intern site.
3. 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. Host an internship orientation at which the mentor and the student intern are introduced to each other and prepared for the internship experience.
5. Prepare, select, assign, and orient the student for participation in the internship program.
6. Provide for supervisory visits while the intern is serving the congregation. Generally, two visits are made.
7. Respond promptly to congregational and intern requests for information and/or assistance.
8. Evaluate the work of the intern in consultation with the supervising pastor/DCE on the basis of written reports and on-site visits.
9. Serve as host for the mid-year intern reflection conference.
10. Certify the intern for placement as a director of Christian education in the ministry of the Lutheran Church—Missouri Synod.
11. Make the initial placement of the DCE candidate through the Board of Assignments.
12. Support the DCE program director, congregational intern sites, and students in the process of training and equipping young men and women for ministry as directors of Christian education.

## Sample Job Description for a DCE Intern

*This is just a sample. Other responsibilities and duties may replace some of those listed below. For example:*

- *The intern may have musical gifts that lend to leading a music group.*
- *The intern may be working primarily in children's ministry.*
- *The intern may be working more extensively in family ministry.*

Tailor the ministry description to your congregations needs, keeping in mind a realistic set of expectations appropriate for an intern trained in Christian education leadership.

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

### **Accountability**

1. The intern is directly responsible to the mentor DCE/pastor.
  - a. A weekly schedule with plans for the coming week will be filed with the mentor.
  - b. A report of the previous week's work will be filed with the mentor.
  - c. The mentor and the intern will meet weekly to discuss his/her progress in fulfilling stated goals.
2. The intern will work directly with the Board of Youth.

### **General**

1. Be responsible to fulfill the job description established by the congregation.
2. In consultation with the mentor DCE/pastor, the intern will establish regular office hours.
3. Weekly worship at the congregation and attend other functions (meetings, events) of the congregation as guided by the mentor DCE/pastor.
4. Have a neat appearance with appropriate attire for the function he/she is performing at the time.

### **Children's Ministry**

1. Provide resource support to the Sunday school teachers of the congregation.
2. Assist in the development of a Sunday school Christmas program.
3. Take the lead in organizing the summer VBS program, including selection of curriculum, recruitment of teachers and staff, training of staff, publicity, etc.
4. Assist the pastor in teaching confirmation class.
5. Lead a monthly chapel for the pre-school.
6. Assist pre-school director in connecting pre-school families to the congregation.

### **Junior High Ministry**

1. Build relationships with junior high youth.
2. Guided by the Youth Board, assist the current youth leader in developing an effective and balanced ministry to junior high youth.
3. Develop a strategy for reaching new junior students with the Good News.

### **High School Ministry**

1. Build relationships with high school youth.
2. Guided by the Youth Board, and in conjunction with adult youth leaders, plan an effective and balanced ministry to high school youth.
3. Recruit, train, and empower adult youth leaders to assist in the high school ministry.
4. Carry out the planned ministry to high school youth.
5. Teach a high school Bible study on Sunday mornings.
6. Develop a strategy for reaching new high school students with the Good News.

### **Education**

1. Meet and work with the Board of Education and the Sunday school superintendent.
2. Offer regular training classes designed to prepare teachers for educational ministry.
3. Be a resource person for leaders of all educational ministries.
4. Work with church's school staff to establish connections between students, families, and the congregation.

## APPLICATION FOR DCE INTERN

*Mail (or e-mail) completed form to the LCMS Church Vocation office*

### **Part 1: Congregation Information**

Name of Church \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

Church Website \_\_\_\_\_ Main Contact 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Community Information**

Size of community \_\_\_\_\_ Type (rural, suburban, urban) \_\_\_\_\_

Socioeconomic profile \_\_\_\_\_

\_\_\_\_\_

Major industries/businesses \_\_\_\_\_

Unique features of the community \_\_\_\_\_

\_\_\_\_\_

### **Christian Education**

Day School? \_\_\_\_\_ Yes \_\_\_\_\_ No Principal \_\_\_\_\_

Enrollment \_\_\_\_\_ Grades \_\_\_\_\_ Number of Teachers \_\_\_\_\_

Pre-School? \_\_\_\_\_ Yes \_\_\_\_\_ No Principal \_\_\_\_\_

Enrollment \_\_\_\_\_ Number of Staff \_\_\_\_\_

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

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: \_\_\_\_\_

\_\_\_\_\_

### **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.

Number of Youth:

Grades 4-6 \_\_\_\_\_ Grades 7-8 \_\_\_\_\_ Grades 9-11 \_\_\_\_\_ Ages 18-25 \_\_\_\_\_

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

Does your church sponsor any civic youth programs (Boy/Girl Scouts, Campfire, 4-H, etc.)?

### **Confirmation**

Number of youth enrolled in confirmation class: \_\_\_\_\_

Describe the congregation's approach to confirmation instruction:

### **Adult Education**

Describe your adult education opportunities:

Describe any other Christian education programs not previously mentioned:

Describe the potential for growth of your Christian education programs:

## **Evangelism**

Number of baptisms last five years

2010\_\_\_\_\_2011\_\_\_\_\_2012\_\_\_\_\_2013\_\_\_\_\_2014\_\_\_\_\_

Number of individuals confirmed last five years

2010\_\_\_\_\_2011\_\_\_\_\_2012\_\_\_\_\_2013\_\_\_\_\_2014\_\_\_\_\_

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 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 congregation:

## **Intern Learning/Service Opportunities**

Briefly describe how a DCE Intern would be involved in ministry in the following areas:

Administration: \_\_\_\_\_

Children: \_\_\_\_\_

Youth: \_\_\_\_\_

Young Adults/ Singles: \_\_\_\_\_

Adults: \_\_\_\_\_

Older Adults: \_\_\_\_\_

Family Ministry: \_\_\_\_\_

Evangelism: \_\_\_\_\_

Music: \_\_\_\_\_

Other: \_\_\_\_\_

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

\_\_\_\_\_ June 1<sup>st</sup>      \_\_\_\_\_ June 15<sup>th</sup>      \_\_\_\_\_ July 1<sup>st</sup>      \_\_\_\_\_ July 15<sup>th</sup>

\_\_\_\_\_ Aug. 1<sup>st</sup>      \_\_\_\_\_ Aug. 15<sup>th</sup>      \_\_\_\_\_ Other: \_\_\_\_\_



## **Part 2: Financial Commitment Form**

The undersigned has been authorized to request an intern for:

Congregation \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

*The cooperating congregation is expected to support the DCE intern in the following manner regarding compensation:*

### **A. Intern Remuneration:**

**Monthly**

**Annually**

1. Salary (60% of your District's base salary for first year DCE. \$900 minimum. (See district guidelines)

\_\_\_\_\_

\_\_\_\_\_

2. Housing & Utility Allowance (minimum cost of 1 bedroom apartment, plus utilities in your area)

\_\_\_\_\_

\_\_\_\_\_

3. Mileage Allowance (\$150 recommended minimum) or \_\_\_\_\_ per mile reimbursement rate

\_\_\_\_\_

\_\_\_\_\_

4. Health Insurance (if student does not already have coverage)  
Name of Plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. FICA – employer's portion (based on salary & housing)

\_\_\_\_\_

\_\_\_\_\_

SUBTOTAL

\_\_\_\_\_

\_\_\_\_\_

### **B. Congregational Expenses:**

**Monthly**

**Annually**

1. Application Fee

\_\_\_\_\_

**\$175.00**

\_\_\_\_\_

2. Administration Fee

\_\_\_\_\_

**\$375.00**

\_\_\_\_\_

3. Travel Expense to Intern Matching Conference at CUI

\_\_\_\_\_

\_\_\_\_\_

4. Travel Expense for Intern to Mid-Year Conference at CUI

\_\_\_\_\_

\_\_\_\_\_

5. Moving Assistance (to cover moving expenses, apartment and utility deposits – usually refundable)

\_\_\_\_\_

\_\_\_\_\_

6. Continuing Education (workshops, conferences, retreats, etc.)

\_\_\_\_\_

\_\_\_\_\_

SUBTOTAL

\_\_\_\_\_

\_\_\_\_\_

GRAND TOTAL

\_\_\_\_\_

\_\_\_\_\_

### **Part 3: Internship Agreement**

\_\_\_\_\_ of \_\_\_\_\_  
Church City State

Hereby agrees to enter into a cooperative agreement with Concordia University Irvine in obtaining the services of a director of Christian education (DCE) Intern for the 2015-16 Academic Year. The internship lasts for a period of 12 months.

- a. We agree to provide **a written job description** for the DCE intern by the time of the DCE Director's site visit.
- b. We agree to provide remuneration for the DCE Intern as described in Part 2 of this form.
- c. We agree to pay the fees as indicated in Part 2 of this form.
- d. We agree to provide supervision for the intern.
  - The congregational mentor will be \_\_\_\_\_.
- e. We agree to provide for the attendance of the mentor Pastor/DCE to attend the Internship Matching Conference at CUI.
- f. We agree to provide travel expenses for the DCE Inter to attend the Mid-Year Intern Conference at CUI.

#### **We understand that CUI will:**

1. Initiate and conduct a congregational site visitation upon receipt of application.
2. Be responsible for assigning the intern to our congregation.
3. Hold an orientation meeting on campus between the mentor and intern.
4. Arrange for two on-site supervisory visits during the course of the internship.
5. 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.
6. 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 congregation or ministry agency. We may receive more applications than we have interns available and must 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

\_\_\_\_\_  
Mentor (If other than pastor)

\_\_\_\_\_  
Congregation Chairperson

\_\_\_\_\_  
Christian Ed. /Youth Board Chairperson

Send completed and signed application forms to:

Carrie Donohoe  
Christ College Program Coordinator  
Concordia University Irvine  
1530 Concordia West  
Irvine, CA 92612