



Mailing address: Box 90969
 Durham, NC 27708
Telephone (919) 660-3440
Fax (919) 660-3406
Email: fieldeducation@div.duke.edu

The Office of Field Education
APPLICATION FOR A MINISTERIAL INTERN

- 10-week full-time summer term
- 30-week part-time academic term

DATE: _____

An application unique to each term is required.

NAME OF PARISH/AGENCY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____ **PHONE:** _____

PARISH/AGENCY E-MAIL _____ **FAX:** _____

PARISH/AGENCY WEBSITE: _____

NAME OF SUPERVISOR: _____

- Do you expect a change in supervision during the term of the placement? Yes No
- Is the supervisor ordained? Yes No

Does the supervisor have a Master of Divinity or equivalent degree? Yes No

If so, please indicate school and year of degree _____

- Are you participating in our Certificate in Supervision Program? Yes No

- Has this site hosted an intern previously? Yes No

If so, please indicate the most recent placement period and intern's name

SUPERVISOR CELL PHONE: _____

SUPERVISOR E-MAIL: _____

We will be corresponding by email. We are limited to one email address in our system.

Please direct all email to: _____

PARISH/AGENCY DESCRIPTION

Check One: Church Placement Agency/Non-Profit

Denomination (if applicable): _____

(If United Methodist: Conference _____ District _____)

Number of active Members/Constituents _____ Number of Professional Staff _____

Miles from Duke _____

Please describe the racial makeup of your congregation or people served by your agency

Asian _____% Black/African-American _____%

Caucasian _____% Hispanic _____%

Is your church or agency actively involved in a prison ministry in which a student intern could engage?

Yes No

If so, please describe:

Is your church or agency actively involved in ministry with a Hispanic community in which a student intern could engage?

Yes No *If so, please describe:*

Please briefly answer the following questions to give us a picture of your church or non-profit. Your answers will help us better understand your unique ministry context.

Describe the context of your community or ministry. With whom and for whom do you provide ministry?

Describe the character of your congregation or community. What ministries are simply part of your community's DNA? What makes your congregation or non-profit distinctive?

Introduce us to your ministers and ministry staff by including a short bio here. Feel free to specify any specific skills or strengths that might be shared with an intern.

If possible, share with us which 3-5 persons might serve on your lay mentoring team. What expertise and skills might they help an intern develop?

LEARNING PLAN

The Divinity School seeks to maximize the learning potential of the Divinity students by establishing appropriate educational expectations. Will you (and your parish/agency): *(Please initial each item below to indicate that you have read and agree to this requirement.)*

- _____ Participate in **supervisor/student orientation**?
- _____ Grant the intern identity as a ministering person and allow him/her to exercise an **appropriate range** of ministerial responsibilities under your careful supervision?
- _____ Use the **Learning/Serving Covenant** to establish clear goals for the intern and expectations of the parish?
- _____ Provide for the intern **regular supervisory conferences with theological reflection** on the student's lived experiences of ministry?
- _____ Complete a **final joint review** documenting learning attained and celebrating accomplishments?
- _____ **Establish and use a lay mentoring team to offer the student** lay supervision?

SERVICE PLAN

Please indicate how you will identify the student in your ministry, (student associate minister, ministerial intern, etc.)

Please list the ways an intern might be involved in your ministry. This is important for the Office of Field Education in placing the student and in establishing student expectations prior to his or her arrival for learning and service. Students should expect structure, support and accountability in their involvement. It is understood this is a tentative profile of an intern's role in your ministry. Except in limited instances, **the student is not expected to carry the full responsibility for programs or ministries of the placement.**

Are there specialized skills or experiences required for a student to be successful in your setting?

- Do you have need for the student to begin the internship on a date other than the official date established by the Office of Field Education? Yes No

If yes, what date are you requesting the placement to begin? _____

The Divinity School seeks placements that share the gospel’s vision of inclusiveness. Have you, with your congregation or constituency, explored the possibility of ministering with an **international** student, a student with **disabilities**, or a student from a **denomination, race** and /or **culture** not your own? Are you willing to receive a student irrespective of **denomination, race, gender or disability**? Please be candid.

FINANCIAL PLAN

Financial Support: Participation in the field education program assumes the student will be provided financial support. Please indicate below how you plan to support the student financially:

- We are a Duke Endowment Setting** identified and funded by The Duke Endowment [TDE].
Interns placed at United Methodist Churches in rural North Carolina communities eligible for TDE are given financial support through TDE. The Duke Endowment solely determines placements eligible for the Endowment’s funding.

- We are NOT a Duke Endowment Setting** and plan to financially support the student as follows:

\$ _____ Amount of Local Church Funding for student support

\$ _____ Other Funding Sources (i.e. judicatories, grants, etc.)

Checks from local budgets and other sources should be made payable to Duke Divinity School and forwarded to the Office of Field Education at Duke Divinity School by July 1 for the summer term and October 1 and February 1 for the academic term (Office of Field Education, Box 90969, Durham, NC 27708-0969)

Transportation Expenses:

Settings within 25 miles of Duke are not expected to provide commuting expenses. If the student is placed within 25 miles of his/her current residence, then the commuting expense may also be waived.

Students commuting more than 25 miles from Duke normally receive travel reimbursement from the ministry setting after the 25th mile, generally at the IRS reimbursement rate for travel. For example, a student who commutes 30 miles each way to his/her field education placement would be expected to absorb the first 25 miles of the commute, and the additional 5 miles of the commute would be covered by the church/agency. Applying an IRS rate of .540 cents/mile would create a travel reimbursement to the student of \$2.70 one-way or \$5.40 round-trip. Non-profit agencies are encouraged but not required to provide travel reimbursement for commuting. *All* students should be reimbursed by the ministry setting for travel incurred to do the work of the ministry.

Summer field settings beyond the Triangle area (where housing is provided) are asked to provide one round trip mileage reimbursement from Durham to the setting.

Please share your plan for covering the intern's transportation expenses:

Housing:

Settings (within 70 miles of Duke) are not required to provide housing, however, if housing is available, please indicate this. Settings more than 70 miles from Duke should provide adequate housing. Please review the Housing Guidelines available at: <http://www.divinity.duke.edu/academics/field-education/supervisors>
Description of available housing (private home, apartment, guest room, etc.):

- Can you accommodate a married couple? Yes No

COVENANT OF MINISTERIAL ETHICS:

In Ephesians 4, the apostle reminds us that all Christians are called to “lead a life worthy of the calling to which we have been called.” Only those persons of “unquestionable moral character and genuine piety” who maintain the “highest standards of holy living” are set apart for ordination. Because of this high calling, we hereby commit to upholding the following standards of behavior:

- To maintain all confessional conversations as confidential except in the cases of suspected child abuse or neglect or in cases where reporting is required by law.
- To maintain appropriate boundaries with parishioners and other clergy, supervisors or students. Sexually hostile environments, such as telling off color jokes, making indecent gestures, demeaning comments, inappropriate commenting on physical attributes, or offensive language, may be considered forms of sexual harassment. It is never appropriate to have sexual contact with parishioners/clients or with students under your care.
- To commit to keeping, as much as possible, the time commitments agreed upon in the Learning/Serving Covenant and to contact the supervisor/student when changes need to be requested, particularly related to agreed upon times for supervisory conversation.

COVENANT AGREEMENT:

We, the undersigned, covenant with Duke Divinity School to provide the support, service and learning opportunities, as outlined in this application, to the best of our abilities. In addition, we have read and commit, to the best of our abilities, to keep the covenant of ministerial ethics provided above.

SIGNED _____
Supervisor