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The Office of Field Education
APPLICATION FOR A MINISTERIAL INTERN
2024-25 Academic Year

Placement Dates: September 15th - April 20th

DATE: [Click or tap to enter a date.](#)

NAME OF PARISH/AGENCY: [Click or tap here to enter text.](#)

ADDRESS: [Click or tap here to enter text.](#)

CITY/STATE/ZIP: [Click or tap here to enter text.](#) **PHONE:** [Click or tap here to enter text.](#)

PARISH/AGENCY E-MAIL [Click or tap here to enter text.](#)

PARISH/AGENCY WEBSITE: [Click or tap here to enter text.](#)

NAME OF SUPERVISOR-MENTOR: [Click or tap here to enter text.](#)

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 specialized degree? Yes No

If so, please indicate school, degree awarded, and year: [Click or tap here to enter text.](#)

- Has this site hosted an intern previously? Yes No

If so, please indicate the most recent placement period and intern's name [Click or tap here to enter text.](#)

SUPERVISOR CELL PHONE: [Click or tap here to enter text.](#)

SUPERVISOR E-MAIL: [Click or tap here to enter text.](#)

We will be corresponding by email. We are limited to one email address in our system. Please direct all email to:
[Click or tap here to enter text.](#)

PARISH/AGENCY DESCRIPTION

Check One: Church Placement Agency/Non-Profit

Denomination (if applicable): [Click or tap here to enter text.](#)

Conference/Diocese/Alliance/Presbytery: [Click or tap here to enter text.](#)

District: [Click or tap here to enter text.](#)

Number of Active Members/Constituents: [Click or tap here to enter text.](#)

Number of Professional Staff: [Click or tap here to enter text.](#)

Miles from Duke: [Click or tap here to enter text.](#)

Please describe the ethnic/racial makeup of your congregation or people served by your agency
Asian/Asian-American/Pacific Islander [Click or tap here.%](#) *African/African-American/Black* [Click or tap here.%](#)
White/Caucasian (Non-Hispanic) [Click or tap here.%](#) *Hispanic/Latino* [Click or tap here.%](#)
Native American/American Indian [Click or tap here.%](#) *Other* [Click or tap here.%](#)

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?
Are there specific community ministries with whom a student intern could engage?

[Click or tap here to enter text.](#)

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

[Click or tap here to enter text.](#)

Collaboration with community partners is a core value in our formation of students. With whom do you collaborate in ministry to your community?

[Click or tap here to enter text.](#)

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

[Click or tap here to enter text.](#)

Share with us which 3-5 persons who might serve as a team of community mentors that will journey with the student and support them in their learning goals. What expertise and skills might they help an intern develop?

[Click or tap here to enter text.](#)

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 check 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 the intern 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 mentoring team to offer the student** community support? (A mentoring team is composed of 3-4 members of your community who will journey with the student and support their learning goals)

SERVICE PLAN

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

[Click or tap here to enter text.](#)

Please list the ways an intern might engage in your ministry. This is important for the Office of Field Education in placing the student and in establishing student expectations prior to their 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.**

[Click or tap here to enter text.](#)

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

[Click or tap here to enter text.](#)

Do you have need for the student to begin the internship on a date other than September 15th, the official date established by the Office of Field Education? Yes No

If yes, what date are you requesting the placement to begin? [Click or tap here to enter text.](#)

The Divinity School seeks placements that share the gospel's vision of inclusiveness. Have you, with your congregation or constituency, thoughtfully considered the opportunity of ministering with a student who would bring diversity in regard to nationality, denomination, race, culture, ability, gender identity, and/or sexual orientation? Are you willing to receive a student irrespective of **nationality, (dis)ability, denomination, race, culture, gender identity, or sexual orientation?** Please be candid.

[Click or tap here to enter text.](#)

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 rural United Methodist placement eligible for Duke Endowment grant funds**

The Duke Endowment solely determines placements eligible for the Endowment's funding.

- We have allocated \$**[Click or tap here to enter amount.](#) **to support the student for their learning and service in our community. Email address to mail invoice:** [Click or tap here to enter text.](#)
The Office of Field Education commits to a student stipend of \$10,000 for the placement period.

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 their 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 their 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 .67 cents/mile would create a travel reimbursement to the student of \$3.35 one-way or \$6.70 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 education placements 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:

[Click or tap here to enter text.](#)

Housing:

During academic year placements, settings are not required to provide housing, however if housing is available, please indicate this.

During the summer placement period, 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 in [Section 4.D. of the Policies and Procedures Manual](#). Placements selected to host a student will be asked to submit the housing checklist found in Section VI.A. by April 21, 2023.

Description of available housing (private home, apartment, guest room, etc.):

[Click or tap here to enter text.](#)

- 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.” 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, and organizational constituents. Sexually hostile environments, such as telling inappropriate 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 [Click or tap here to enter text.](#)
Supervisor-Mentor