

**CONCORDIA UNIVERSITY COLLEGE OF ALBERTA  
DIRECTOR OF PARISH SERVICES  
INTERNSHIP APPLICATION FORM**

Application deadline for internships is March 1. Please submit signed DPS Internship Application Form, DPS intern job description, and signed DPS Internship Agreement as one package to your District President

Congregation \_\_\_\_\_ District \_\_\_\_\_

Sr. Pastor \_\_\_\_\_ Secretary (pt or ft) \_\_\_\_\_

Other church staff \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Office Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name and home phone number of intern supervisor \_\_\_\_\_

Supervisor e-mail address \_\_\_\_\_ Congregation's website \_\_\_\_\_

I. **SUMMARIZE YOUR KEY REASON(S) FOR SEEKING A DPS INTERN** (include any relevant history of the process of your decision to seek an intern) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. **INFORMATION ABOUT THE CONGREGATION**

Year Organized \_\_\_\_\_ Baptized Members \_\_\_\_\_ Communicant Members \_\_\_\_\_

Worship service times and average attendance at each: \_\_\_\_\_  
\_\_\_\_\_

DEMOGRAPHIC OVERVIEW OF PARISH MEMBERS' AGE

0-4 \_\_\_\_\_ 5-11 \_\_\_\_\_ 12-14 \_\_\_\_\_ 15-18 \_\_\_\_\_ 19-25 \_\_\_\_\_ 26-35 \_\_\_\_\_  
36-45 \_\_\_\_\_ 46-55 \_\_\_\_\_ 56-65 \_\_\_\_\_ 66 and older \_\_\_\_\_

Important background relative to the historical development of the congregation:

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**A. EDUCATIONAL MINISTRIES** (list potential (P) and actual (A) enrollment)

Sunday School (P)\_\_\_\_\_ (A)\_\_\_\_\_ Midweek School (P)\_\_\_\_\_ (A)\_\_\_\_\_

Confirmation (P)\_\_\_\_\_ (A)\_\_\_\_\_ Sr. Youth Ministries (P)\_\_\_\_\_ (A)\_\_\_\_\_

Adult Classes (P)\_\_\_\_\_ (A)\_\_\_\_\_ Teacher Training (P)\_\_\_\_\_ (A)\_\_\_\_\_

Adult Education Opportunities include: \_\_\_\_\_

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Preschool \_\_\_\_\_ Number of Teachers \_\_\_\_\_ Enrollment \_\_\_\_\_

Lutheran School \_\_\_\_\_ Number of Teachers \_\_\_\_\_ Enrollment \_\_\_\_\_

Summer Programs \_\_\_\_\_

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**B. YOUTH MINISTRIES: PLEASE DESCRIBE YOUR PRESENT YOUTH MINISTRY EFFORTS**  
(frequency of activity, number of counselors, etc.)

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**C. OTHER CONGREGATIONAL ACTIVITIES WORTH NOTING**

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**D. CONGREGATIONAL/COMMUNITY CHARACTERISTICS**

Population/type of locale (rural, suburban, urban, etc.) \_\_\_\_\_

Socioeconomic make-up of congregation \_\_\_\_\_

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Major industries or business \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**III. INTERN JOB DESCRIPTION SUMMARY**

A congregation must develop and attach a comprehensive job description for the intern.

Desired qualifications of the intern (personal gifts, focus of schooling, previous experiences...) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Desired areas of responsibilities for the intern (also indicate the approximate percentage of time the intern will be expected to spend in each ministry area) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The intern would be responsible to (name of intern supervisor – include also any boards and committees that the intern would work closely with) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please identify other possible learning activities that the intern may be able to participate in, even if they aren't a part of the desired areas of responsibility \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. INFORMATION ABOUT SUPPORT AND SUPERVISION**

a. Person directly responsible for supervision \_\_\_\_\_

b. Educational Experiences (Formal and Continuing Education)

<u>University or Seminary Attended</u>	<u>Years attended</u>	<u>Degree/Certificate</u>
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c. Previous Congregations/Schools Served

<u>Congregation/School</u>	<u>Dates</u>	<u>Function</u>
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d. Teaming (please briefly describe your philosophy and previous experience in working with other full-time professional staff – use the back of the page if necessary.)

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e. How many and what type of students have you supervised previously? (vicars, DPS interns, student teachers, etc.)

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V. BEGINNING DATE OF INTERNSHIP (P=preferred, A=acceptable, U=unacceptable)

-----	Jun 1	-----	Jul 15	-----	Sep 1
-----	Jun 15	-----	Aug 1	-----	Other
-----	Jul 1	-----	Aug 15		

Comments: -----

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**VI. TYPE OF INTERN**

a. Preference regarding the sex and family status of the intern (P=preferred, A=acceptable, U=unacceptable)

_____	Single Male	_____	Single Female
_____	Married Male	_____	Married Female
_____	Married Male with children	_____	Married Female with children

b. Congregation is \_\_\_\_\_ is not \_\_\_\_\_ considering keeping the intern after he/she completes the year?

c. Intern description (Please describe the type of intern you would ideally like to work with concentrating upon personality characteristics, ministry style, and any other personal qualifications.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VII. OTHER MATTERS OF WHICH THE DISTRICT/UNIVERSITY SHOULD BE AWARE**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VIII. JOB DESCRIPTION** – (Please attach a comprehensive intern job description – contact the Director of Church Work Programs at Concordia University College of Alberta (780-479-9348 or 1-866-479-5200 x 348) if you need help in preparing such a document.)

We, the undersigned, attest to the truth of the material contained in this application and seek to be a future ~~CPS~~ **DPS** intern.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(Signature – Intern Supervisor)

\_\_\_\_\_  
(Signature-Congregational Representative)

\_\_\_\_\_  
(Signature – Senior Pastor)



**IN THE NAME OF THE FATHER, SON AND HOLY SPIRIT  
DIRECTOR OF PARISH SERVICES INTERNSHIP AGREEMENT  
Lutheran Church-Canada**

***Agreement to care for the Director of Parish Services Intern:***

We do hereby agree to accord our DPS Intern honour, love and encouragement as befits one in his/her position. We will be ever mindful that he/she is in our congregation primarily to learn as he/she serves, and accordingly we will support him/her with our diligent and faithful prayers.

Following are our plans for providing proper maintenance for the Director of Parish Services Intern and meeting the financial costs associated with the internship.

\_\_\_\_\_ **Basic Annual Salary** - This is set annually by Council of Presidents and is available from your District Office (may need to be increased depending on cost of living for the area where church is located or if intern has a family) (includes 2 weeks of vacation)

\_\_\_\_\_ **Basic Housing Costs** (cost of basic one bedroom apartment in the area where congregation is located) If intern is mature student with family this may need to cover cost to rent two or three bedroom apartment or home.

\_\_\_\_\_ **Basic Utility Costs** if not included in monthly rent (gas, electricity, water/sewer, phone, garbage collection for year--does not include long distance, cable TV, internet service and the like). Congregation might also expect to help intern pay initial deposits for these utilities.

\_\_\_\_\_ **Payroll Deductions** The congregation is expected to make appropriate employer contributions for Employment Insurance and Canada Pension Plan. These deductions are to be made on the combined amount for salary, housing, and utilities. As well the congregation should take appropriate employee payroll deductions for Income Tax, Employment Insurance and Canada Pension Plan.

\_\_\_\_\_ **DPS Internship Orientation Conference** costs for congregational supervisor to attend conference at CUCA in May (travel, food and accommodation for one day)

\_\_\_\_\_ **Mid Year Internship Retreat** (travel, food and accommodation for two days back at CUCA).

\_\_\_\_\_ **Moving Expenses** from CUCA to congregation using economical self move (and from congregation to back to CUCA if intern is note placed in LCC as a candidate).

\_\_\_\_\_ **Mileage** at district rates for church related travel (home visits, youth retreats, circuit meetings, etc).

\$1,000 \_\_\_\_\_ **DPS Internship Administration Fee** (payable to CUCA)

\_\_\_\_\_ **TOTAL congregational commitment to the costs associated with a DPS Intern**

This agreement between the congregation, the district of Lutheran Church–Canada in which the Intern is assigned, Concordia University College of Alberta, and the student is based on the assumption that all share in the responsibility of providing and educating Directors of Parish Services for the church.

The Council of Presidents of Lutheran Church–Canada, in consultation with the Director of Church Work Programs of Concordia University College of Alberta, will place Director of Parish Services Interns into teaching congregations.

These placements are made with the assumption that students need the opportunity to gain experiences and insights in a parish setting in preparation for full-time service to the church.

The Intern is to regard himself/herself and is to be regarded by the supervisor and the congregation as a Director of Parish Services in training.

He/she shall serve in accordance with the objectives and policies of Concordia University College of Alberta, of which he/she is a student.

The congregation through its on-site supervisor (pastor or other supervising personnel) retains complete responsibility for the programs and spiritual life of the members of the congregation.

The on-site supervisor accepts the responsibility to provide the kind of professional guidance and direction that will enable the Intern to derive the greatest possible value from his/her congregational experience.

The congregation supports the practical education experience of Lutheran Church–Canada’s Director of Parish Services students by submitting a payment of \$1,000.00 to Concordia University College of Alberta for the administration of the internship program.

Concordia University College of Alberta holds itself responsible for site identification visits; orientation of the student, the on-site supervisor, and the congregation; for supervision and evaluation during the internship, and for the assignment of the grade for the internship.

The agreement is ordinarily terminated at the end of the internship.

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This agreement covers the 12 month (or 9 month) term beginning \_\_\_\_\_

and ending \_\_\_\_\_

(fill in dates after assignment has been made and starting dates determined)

1. CONGREGATION

Witness our hands as evidenced that this agreement has the full approval of

\_\_\_\_\_ of \_\_\_\_\_  
(Name of congregation) (address)

Date \_\_\_\_\_ Pastor \_\_\_\_\_

Date \_\_\_\_\_ Congregational Chair or Secretary \_\_\_\_\_

2. DISTRICT PRESIDENT

Witness my hand as evidence that this internship agreement has the full approval of the president of the

\_\_\_\_\_ District of Lutheran Church–Canada.

Date \_\_\_\_\_  
(Signature of District President)

3. UNIVERSITY OFFICIAL

Witness my hand as evidence that \_\_\_\_\_, a duly trained Director of Parish Services student of Concordia University College of Alberta is hereby, at the direction of the Board of Assignments, placed to serve in the capacity described in the accompanying application, job description and this agreement.

Date \_\_\_\_\_  
(Signature of Director of Church Work Programs)

4. STUDENT

Witness my hand as evidence that I, \_\_\_\_\_, do hereby accept this assignment fully aware of the great responsibility and trust which it expresses. It shall be my constant prayer that God may bless me with a willing spirit, a large measure of faith, and strength to learn as I fulfil my duties as a Director of Parish Services Intern.

Date \_\_\_\_\_  
(Signature of student intern)

