APPLICATION TO PARTICIPATE
SUPERVISED PRACTICE OF MINISTRY PROGRAM
CONGREGATIONAL MINISTRY TRACK

This application reflects your congregation’s interest in employing a student intern through the Supervised Practice of Ministry program at Austin Presbyterian Theological Seminary. Placements are made through a process of matching the student’s qualifications and learning objectives with the needs and opportunities of the congregation. The application provides us with information about your congregation and insures the required qualifications are met. The placement process involves conversation between students, pastor-supervisors, and the Associate Dean of Ministerial Formation and Advanced Studies of Austin Seminary. (Note: Completion of this application does not guarantee a student placement with your congregation.)

I. Congregational Information

Name of Congregation: ________________________________
Address: ____________________________________________________________________
Telephone: __________________________________________________________________
Email: _______________________________________________________________________
Church web site (if any): _______________________________________________________
Denominational affiliation (if any): _______________________________________________
Number of members: ____________ Number of professional/program staff: ____________

II. Supervisor Information

Supervisors in congregational settings must hold the MDiv. degree or its equivalent, be ordained by the appropriate ecclesiastical body, and have a minimum of five years post MDiv. and post-ordination experience. Exceptions to these requirements shall be granted only by the Academic Dean in consultation with the Associate Dean of Ministerial Formation and Advanced Studies. Supervisors must provide Austin Presbyterian Theological Seminary an academic transcript verifying receipt of the MDiv. degree or its equivalent.

Name of Supervisor: __________________________________________________________
Ecclesiastical Affiliation: ______________________________________________________
Educational History: __________________________________________________________
Date of Ordination: ___________________________________________________________
Telephone (if different from above): _____________________________________________
Email (if different from above): ________________________________________________
III. Program Options
This congregation would like to offer (check all that apply):

__________ Concurrent Internship (12-15 hours/week for two semesters--must be within 100 miles of Austin).

__________ Full-time Summer Internship (10 weeks on site)

__________ Full-time Year-long Internship (9 to 15 months on site)

IV. Position Description
*Please describe the duties you envision assigning to the intern. Attach additional sheets if necessary.*

__________________________________________________________
__________________________________________________________
__________________________________________________________

V. Financial Considerations

**Concurrent Internship:** Remuneration is neither expected nor required. Congregations may reimburse actual professional expenses up to an amount designated by the governing body of the congregation, in compliance with IRS guidelines.

**Summer Internship:** Suggested Minimums: $1,000/month salary ($2,500 total); appropriate housing provided; cost of move (U-Haul) to and from site reimbursed. Congregations may reimburse actual professional expenses to an amount designated by the governing body of the congregation, in compliance with IRS guidelines.

**Year-long Internship:** Suggested Minimums: $1,000/month salary ($2,500 total); appropriate housing provided; health insurance; cost of move (U-Haul) to and from site reimbursed. Congregations may reimburse actual professional expenses to an amount designated by the governing body of the congregation, in compliance with IRS guidelines.

Some financial assistance is available to churches that wish to offer a Summer Internship but do not have the means to meet the suggested minimums. The Associate Dean of Ministerial Formation and Advanced Studies will work with churches to help them meet the cost of the internship.

VI: Authorization
I certify that the governing body of this congregation has authorized participation in the Supervised Practice of Ministry Program of Austin Presbyterian Theological Seminary.

Name: ____________________________________________________________

Title: ____________________________________________________________

Date: ____________________________________________________________