Fax Cover Sheet

To: Paul K. Hooker
From: Todd Wright
Re: Internship

Fax#: 512-479-0738  Pages: 5
Phone Contact: 304-925-7265  Date: 8/27/14
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: Village Chapel Presbyterian Church
Address: 3816 Venables Ave, Charleston, WV 25304
Telephone: (304) 925-7245
Email: twright@vcpresby.org
Church website (if any): www.vcpresby.com
Denominational affiliation (if any): PCUSA
Number of members: about 250 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: Todd Wright
Ecclesiastical Affiliation: PCUSA
Educational History: BA - UVA | MDiv - RTS, Richmond; DMin - CTS, Decatur
Date of Ordination: Aug. 23, 1992
Telephone (if different from above):
Email (if different from above): twright@vcpresby.org
III. Program Options

This congregation would like to offer (check all that apply):

- Teaching Church 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)
- Elective (4 months, Sept.-Dec. 2015 on site)

IV. Position Description

Please describe the duties you envision assigning to the intern. Attach additional sheets if necessary.

See attached description

V. Financial Considerations

Teaching Church: 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.

See attached for our financial information

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: Rose Ann Walker
Title: Clerk of Session
Date: March 30th 2014
Intern Position Description

Christian Education:
- Develop lesson plans for modified workshop rotation model Sunday school based on the scope and sequence approved by the session. Lead or recruit leaders for classes and provide all necessary materials.
- Provide curriculum and resources to the adult Sunday school class leaders.
- Work with the education ministry team on all-ages events such as Rally Day, Advent festival, etc.
- In conjunction with other staff, provide programming and leadership for the midweek afterschool program Close Encounters.
- Recommend and/or develop resources and co-lead and/or lead adult education opportunities such as an Advent study.
- Provide resources, programming and leadership for youth ministry activities.
- Attend education ministry team meetings.
- Attend monthly presbytery educators' gatherings if possible.

Worship:
- Provide liturgy for worship as directed by pastor.
- Serve as liturgist for worship on second and fourth Sundays each month, and otherwise as directed by the pastor.
- Lead "Time with Children" as directed by the pastor.
- Preach once per month as directed by the pastor.
- Provide resources and work with pastor to design and lead special services, including World Communion Sunday, Reformation Sunday, Thanksgiving, Advent season.
- Assist with planning and producing the four Arts worship services and events: Arts and Worship; Arts and Mission; Arts and Outreach; Arts and Community.
- Participate in planning funerals, weddings, and baptisms as directed by the pastor.
- Attend worship ministry team meetings.

Pastoral Care:
- Visit homebound members.
- Visit hospitalized members.

Administration:
- Attend weekly staff meetings.
- Attend monthly session meetings.
- Maintain and update the church's webpage and Facebook page.
- Submit material for the church newsletter regarding educational ministries and special programs.
- Participate in/observe new officer preparation course.
- Participate in/observe stewardship season and budgeting processes.
- Attend a meeting of the Presbytery of West Virginia.
- Attend other ministry team meetings to learn the full scope of the church's work.

This internship was created to cover the responsibilities of the part-time Educator/Pastoral Assistant while she is on sabbatical. Additional pastoral responsibilities will provide a diversity of experiences and opportunity for exploring all aspects of pastoral ministry, making this a full-time internship. The intern will be encouraged to engage the church in other ministries based on his or her gifts, skills, and interests.
Stipend information

We have received a Lily Endowment grant that will allow us to pay $4000 as a stipend ($1000 per month for four months -September – December 2015). In addition we have $5000 available for housing, transportation, and moving costs. We will secure appropriate housing.