



United Lutheran Seminary

UNIFYING, LEARNING, SERVING

ELCA MDiv INTERNSHIP AGREEMENT

It is agreed by the undersigned parties to this internship that they will abide by the Internship Manual as set forth by United Lutheran Seminary. The following specific conditions are accepted.

Student _____ Supervisor _____
 Congregation _____ Synod _____
 Address _____ Supervisor's Email _____
 _____ Supervisor's Phone _____
 City State Zip
 Period of Internship: From: _____ To: _____

Internship Costs:

	Supervisor	Student
	Initials:	Initials:

Educational Stipend (ELCA standard--\$21,600 per year): \$1,800.00/per-month	_____	_____
Professional Expenses, including Mileage or Car Allowance (current IRS rate)	_____	_____
Travel Equalization Fund (ELCA standard--\$500.00) paid \$250 fall; \$250 spring	_____	_____
(Exception: Concurrent internships) – Paid by Internship Site		
Housing/utilities provided ___ yes ___ no; If "no," housing/utilities allowance.....	_____	_____
Administrative fee (ELCA standard--\$1,000.00) paid \$500 fall; \$500 spring	_____	_____
- Paid by Internship Site		
Social Security		
Congregation is responsible for employer's share; approx. \$2,110-2,400.....	_____	_____
(7.65% of stipend and housing)		
Vacation (two weeks with two Sundays) (specify, if known)	_____	_____
Day Off (one day free per week) (specify, if known)	_____	_____

There could be costs involved with cluster meetings depending on which region you are and which ELCA seminary oversees the cluster meetings in your region. Normally there are no additional cluster fees for sites in Region 7 & 8.

Special duties or considerations:

Supervisor _____ Intern _____
 Date Date
 Congreg./Agency. Rep. _____ Seminary Rep. _____
 Date Date

Please send payments to: Business Office, 61 Seminary Ridge, Gettysburg, PA 17325
Note the student's name in the memo/notes section. Thank you.

NOTES:

- ** The Congregation is responsible for employer's share of social security. Student must pay income tax on his/her income.
- ** It is understood and accepted that the authority of the supervisor is recognized by the Seminary and student.
- ** No part of the program shall be construed as interfering with responsibility of the supervisor to and for the congregation/agency, or with the congregation/agency's ministry/work in the community.
- ** Any change in the terms of this agreement should be by mutual consent and with written notice to all parties involved.