

VOCATIONAL INTERN PROGRAM
(FOR PASTOR, CHURCH/CONGREGATION OR MISSION CONNEXION)

PASTORS, CHURCH/CONGREGATION, OR MINISTRY CONNEXION

Questions to ask yourself:

- Would you like to have someone partnering with you in ministry to the community you serve?
- Are you available to create a ministerial training opportunity for a college-level intern?
- Have you informed the college students in your congregation of Vocational Intern Program?

Requirements for the Summer Intern Program:

1. The agreed to stipend for each intern is \$3000.00 for **10 weeks** of summer programming. 50% is reimbursed at the end of the summer internship.
2. Please submit a proposed plan for the Internship by **March 01**. This can be shared with potential applicants in your area.
3. An Intern application will be shared with a potential site for interview purposes as they are received. **We are encouraging whenever possible to consider interns other than persons from your immediate congregation.**
4. The Intern Application is due: **March 01 (of the calendar year).**
5. The immediate supervisor and or pastor will send a 1 -2-page summary of the duties performed by the intern and any added comments concerning the intern's strengths/challenges at the completion of the internship.
6. Please submit request for reimbursement of stipend, with completed internship summary at the end of the internship to Rev. Tracy Duncan. Requests for reimbursement will then be submitted to the Board of Ordained Ministry as documents are received.
7. All documentation should be submitted to: The Rev Tracy A. Duncan, Vocational Intern Program Coordinator, c/o Eastwick United Methodist Church, 8321 Lindbergh Boulevard, Philadelphia, PA 19153 or via email at RevTDuncan.Eastwick@gmail.com. You may also contact Rev. Duncan at 267-206-2181 as necessary.