



A HANDBOOK
FOR LAY
INTERNSHIP
COMMITTEES



Lutheran School of
Theology *at* Chicago

Greetings Internship Lay Committee!

When we gather together to worship God and to give each other loving support we shape ourselves into congregations. In this context all those who have been called by God, both rostered ministers and lay people, work together to reach out to others. We work together to do ministry.

Together! Perhaps more than any other calling, the ordained ministry is one which cannot be accomplished alone. Intrinsic to any form of ministry is a give and take requiring the presence and involvement of *others*. One cannot do ministry in a vacuum. Truly effective parish ministry involves the ideas, energies and leadership skills of both the lay people and rostered ministers. That is why a lay committee is so important to the education and experience of a future pastor or deacon.

You have been asked to be a part of that lay committee. Perhaps you have served on church committees before -- education, property, stewardship, worship - - but this committee is different. This committee is related to the work of all of the other committees, and to the pastor, the staff, the council and every other member of the congregation whose lives are touched by the ministry of the intern. You are a part of a committee which will **support, evaluate, interpret, challenge and teach the intern - - here, in this congregation and in this unique community in which you live and work.** By the very existence of your committee, you will **teach the intern how to carry out ministry *together*.** Through your evaluative support the intern will continue to grow in their understanding of how to interact positively with others, irrespective of age, sex, race, education or status.

Of course, your pastor will serve as the intern's supervisor, but there will be lessons to learn which only lay people can teach. You are a part of a partnership between the seminary, the Church, the pastor-supervisor, the community and the intern. Your goal is to learn to do ministry *together*.

Welcome to the task!

What is an Intern?

Interns are, of course, individuals. Today's intern could be any age, single, partnered or married, and identify (as, with) an array of gender and/or race diversity. They may have worked extensively in another career as teachers, engineers or church musicians. Some interns may have been lay professionals in the church prior to their entry into seminary and some may be relatively new to the faith. The intern's under-graduate study may have been nuclear physics or family law just as easily as philosophy or religion.

One overarching description of today's intern is that they are a candidate for rostering in the ELCA as a Word and Sacrament or Word and Service candidate for which an MA or seminary level education is required. Further, at least one required component of that education is supervised field work within a parish context.

Master of Divinity interns typically will be in their third year of a four-year program of study unless they have received approval to complete a fourth year or capstone internship. All interns seeking eventual ordination will have spent time completing required courses in theology, biblical studies, church history and ministry arts. All will have completed one academic quarter of Clinical Pastoral Education. (CPE is a program which allows interns to function in a hospital or social service agency as chaplains while they learn more about themselves and their abilities to give and receive pastoral care.) Master of Arts in Ministry candidates will have spent at least one year in academic study and have also completed one academic quarter of CPE. Most, if not all, intern candidates will have been endorsed as ready for field work by their synod of origin prior to assignment to your congregation.

Following internship, those completing a third-year internship will return to the seminary for their final studies. This return to campus gives them the opportunity to evaluate their strengths and weaknesses as perceived during internship, to take additional course work to bring those qualities into balance, and to prepare for the process of their first call.

Some of our interns are commuters who have lived and worshipped in the Chicago area prior to beginning their course work at LSTC. These interns may continue to reside in their own homes, commuting to their internship congregation, while spouse/partner and children continue to worship in their "home" parish. Also, each year LSTC supervises the internships of a number of affiliate students who, although members of the ELCA, have completed their academic degree at a non-Lutheran seminary (perhaps Princeton or the University of Chicago). These students become LSTC interns for the internship year and many of them complete LSTC classes before or after internship for additional study.

How does the Congregation fit in?

If this is your first time hosting an intern it is important that the pastor and the council work together both in the selection of the lay committee members and in informing the congregation about the internship program. Once the congregation has been accepted into the internship program and funding has been approved, the pastor and/or council

should appoint a committee of about five to nine people from a cross-section of the congregation so that you have as much diversity as possible - age, race, gender identity, class status, etc. It may be helpful to include one council member on the committee roster, but the committee should not be composed solely of council members.

Once your pastor has interviewed internship candidates and the seminary faculty has approved final placements, you will receive data from the seminary about the intern assigned to your congregation. It is important that both the intern and the lay committee approach their experience together as openly as possible. It is our hope that you will be able to see yourselves both as a working team and a circle of friends.

Elect a committee chairperson who will contact the intern and maintain contact during the weeks preceding the intern's arrival. The duties of that chairperson will be as follows:

- a. Convene and chair all meetings
- b. Contact all committee members regarding meeting times and places.
- c. Discuss the agenda with the intern in advance of the meeting.
- d. Facilitate the completion of the Mid-year Evaluation report to the seminary as well as the Final report and provide copies for the intern and the pastor-supervisor.
- e. Distribute copies of this manual to all members of the committee.

Responsibilities of committee members will include:

- a. Attend meetings
- b. Be prepared to give verbal/written feedback to the intern on all aspects of ministry.
- c. Encourage and support the intern (and their identified immediate family members).

Some Guideposts for a Good Year

You may feel uncertain where to begin. Perhaps you are still wondering how you came to be a part of someone else's theological education. Or then again, it might be that this is not your first intern and you already feel quite comfortable with your role as a member of the lay committee. We do have some basic operational principles we would like to share:

1. *The intern is in the parish to learn.* The intern's role is often described as that of learner/server. The intern will be expected to accomplish this learning while working within the framework of the congregation's needs and programs. The intern should be actively engaged in planning for learning experiences and continually engaging in reflection about new learnings. It is vital that the intern be encouraged to reach out to all areas of congregational life as well as to the surrounding community in order to expand their skills and secure the most comprehensive learning experience possible. The intern should be encouraged to take learning risks, that is, to move outside their current "comfort zone."
2. *An intern has only one supervisor.* The work of the lay committee is designed to

complement, not to supplement that of the supervising pastor. Although your meetings will normally include only committee members and the intern, care must be taken that you always strive to work cooperatively with the pastor. At no time should the committee take an adversarial role toward either the intern or the pastor. *Should the intern continue to express difficulties around the supervisory relationship, with the pastor's consent, the lay committee may request that the chair of the lay committee sit in on a supervisory session with the intern and the pastor supervisor.*

3. *ALL are called to ministry.* Your special gifts for ministry have brought you to this committee. Your ideas, experiences, and reactions are vitally important. You will do the intern a grave disservice if your comments are prefaced by such disclaimers as, "Well, I'm only a lay person, but..." Remember that yours could be the most important voice the intern will hear this year.
4. *Honesty is crucial.* A portion of committee time will be spent in evaluating the intern's progress and performance of tasks as well as their pastoral identity. Unless you are honest, this will serve no purpose. It will be difficult for the intern to grow unless they receive honest constructive feedback. It is not helpful to always say, "That was great!" We *all* have areas where we can improve. And bear in mind that if honesty is basic, so also is love. Strive to evaluate and not condemn.
5. *Take time to see the intern as a person.* Internship can be a lonely experience. Even if the intern has not moved from their own residence; even if they arrive with a spouse/partner and/or children, they may feel friendless for a time. Be alert both at the beginning and throughout the year for ways in which to support the private life of the intern. Ask questions about housing concerns, spouse/ partner employment, personal time for relaxation, reflection and spiritual growth, plans for holidays. It is not only helpful but essential that you keep introducing yourself. It is hard to remember so many new names at once!
6. *Interns are not pastors.* Before the year is over, the intern will begin to think and function very much like a pastor. You may experience a similar transformation in your perception of them. But it is inappropriate to expect experienced "professional" performance from one who is still learning. As a committee member it will be one of your responsibilities to remind other parishioners that internship is an educational process and not a job description. It is especially important to not call the intern "Pastor." Intern and Vicar are acceptable titles.
7. *When silence is a virtue.* Although you are expected to be knowledgeable about the entire internship program and to actively support and interpret the program for others, issues discussed during your committee meetings must remain confidential. This applies not only to the content of your discussions, but also the *topics*

discussed. The committee, with the intern's knowledge and consent, may invite the pastor to join in problem solving. Concerns about the internship which are shared by others in the congregation in an anonymous way are not helpful. Such concerns should be addressed by the supervisor and intern in consultation with the committee chair.

8. *Organize your own success.* Committee meetings should have a pre-set closure time as well as a prompt beginning. This, combined with a fixed day of the month for your meeting will keep the committee members fresh and eager for the task at hand. Prepare an agenda in consultation with other members of the committee and the intern and stick with it. Constructive evaluation and challenge should not allow time for whimpering, gossiping or complaining by committee members or the intern. This can be one of the most exciting and enjoyable committees on which you will ever serve. Experience has shown that lay committees often find it easier to be responsive and enthused about their work if they do not meet at the church. Your own local customs and schedules should be considered as you select the best meeting place, but we urge you to consider meeting in the homes of members as often as possible.

Getting the Internship Off to a Good Start

1. Check the physical arrangements set up for the intern: Is housing clean and adequate? What arrangements need to be made for phone service? Discuss with the intern any potential need for moving and/or unloading assistance.
2. Where is the intern's office or work space? If space and budget allow, there should be at minimum a *private* space with a desk, computer and bookshelves. Has this area been cleaned and prepared?
3. If the intern is married or partnered, what can or should be done to assist the spouse/partner in exploring employment opportunities?
4. If your intern is a commuter, has the committee considered ways in which the commute can be made less stressful by providing a private place to rest and relax? Is there housing for emergencies? Has the intern's family been invited to take part in congregational activities where appropriate?
5. Planning a welcoming party or installation service? A much appreciated gesture is a "shower" to stock the pantry or refrigerator with basic food items. Be sure to check with the intern for any dietary restrictions or food allergies.
6. Have you told the congregation and community about the intern? If yours is a small community, you may wish to publish introductory information in the local paper. Within the parish itself you should utilize the newsletter as well as bulletin boards

to remind the congregation of the intern's arrival. The following material or something similar might be included in your church newsletter:

Ten Helpful Hints as Intern (insert name) Comes to be with Us

- 1. Please tell the intern your name (before being asked) each time you meet them for at least the first three months. They are meeting a lot of new people, and some measure of uneasiness about all the new situations may make memory for names difficult. On the other hand, don't be embarrassed if the intern corrects you, should you forget and call them by the name of some previous intern.*
- 2. Strive to get to know the intern personally as quickly as possible. They need your friendship right away. Besides, the year will pass quickly, and if you wait too long you may miss out on a great relationship.*
- 3. Remember that your new intern has just been through the experience of leaving friends and familiar routines and that they are adjusting to a new and strange situation (even if they are a commuter!).*
- 4. The seminary looks to the pastor to serve as the intern's supervisor. Requests for the intern's service on committees, etc. should be cleared through the pastor. It is unfair to expect that the intern will do everything one might suggest, even if the previous intern did! Of course, invitations for their involvement are always appropriate.*
- 5. Each intern is different from any and all others. Do not assume that the intern will do the same things in the same way as the pastor or former interns have done. Accept the new intern as they are. Remember that we are apt to grow the most when we know ourselves to be loved just as we are.*
- 6. Remember that the intern is an intern who comes as a learner/server. Though doing pastoral functions, the intern has not as yet been ordained to the pastoral office. The titles of Intern or Vicar are the only ones appropriate for this role and position.*
- 7. Defend the freedom of the intern. Help them to be free to grow, free to feel, free to try new things, and free to fail. Expect them neither to be controversial nor to avoid controversial matters.*

8. *Support the lay internship committee, but don't expect them to fulfill the congregation's total responsibilities to the intern. Work with the committee in whatever ways they request or you deem appropriate.*
9. *Invite the intern into your home sometime during the year. Don't wait for them to make the first move toward you. When is the intern's birthday? Wedding anniversary? Day off? Where and with whom will they be spending these important times as well as the holidays?*
10. *Remember that the intern is entitled to your understanding, loyalty and prayers.*

The Year in a Nutshell - Some Sample Agendas

The following agendas are suggestions only. It is the seminary's hope that all of the issues mentioned will be discussed during the intern's stay, but individual committees and interns are encouraged (and expected!) to adapt the following material to the program needs and calendar of their specific congregation and community.

We would ask that you meet for the first time within two weeks of the intern's arrival and at least monthly thereafter.

Agenda Items for MONTH ONE:

1. Introduce yourselves; talk about your faith life, your work life, what opportunities for learning you feel your church and community can give an intern. Why are you serving on this committee? What are your dreams for your congregation?
2. Ask the intern about their faith journey, call to ministry, dreams for internship, and why they chose to come to this parish.
3. Inquire about the adequacy of the intern's office arrangements, housing (if applicable) and current cash flow (that first payday may seem a long way off at this point).
4. If the intern is married or partnered, inquire about the spouse/partner's adjustment to the internship – and how the committee can be supportive.

Agenda Items for MONTH TWO:

1. Review with the intern the Learning Covenant which should have been completed during the first two to four weeks of internship. It is sometimes helpful to publish an abbreviated version in the church newsletter to clarify the intern's role in the life of the parish.

2. If the intern is preparing to be a deacon, review in-depth the project proposal with special focus on the time-line and the project's "fit" with congregational needs.
3. Invite the intern to share how the supervisory sessions with the pastor are going. Such a discussion will give all concerned the opportunity to review the committee's relationship to the intern and to the pastor, reminding everyone that it is not the committee's function to supervise the intern but rather to provide constructive criticism and support for the intern from a lay point of view.
4. Start the process of sharing with the intern some preliminary feedback regarding the intern's leading of worship, scripture reading, public prayer and the like. (Reserve your analysis of preaching for another session!)
5. Dream with the intern as they move toward selection of a major project to be done in areas such as stewardship, evangelism, lay ministry, ecumenism, etc. You can help give practical insight into the needs of the congregation as well as identifying resources available within the parish for the implementation of the intern's project.

Agenda Items for MONTH THREE:

1. By now the committee will have a better understanding of the intern's strengths and weaknesses. During the same time the intern will have learned a great deal about the congregation and its pastor. You may want to ask the intern if there are any portions of the Learning Covenant they would like to adjust and why. Encourage the intern to pursue this conversation with the pastor, particularly if changes are in order.
2. Discuss how the project proposal has been received. How does the project interface with local church structure? Discuss plans for implementation of the project. It is especially important that the intern not do all the work. Seek to support others involved in the project in order that lay involvement and investment will be ongoing.
3. Question the intern regarding their sermon preparation. Evaluate the sermons you have heard for content and delivery. You may design your own evaluation process, or the intern may provide you with evaluation forms available from the seminary. Decide how often you will use this process and who will be asked to participate. (For example, will you seek sermon evaluations from church members outside the committee itself?)
4. Where will the intern spend Thanksgiving? Holidays can be lonely when you are new to the community. And --- have you inquired about the intern's plans for Christmas? Don't wait until the last minute to inquire. Being alone is hard, but it can be harder yet to be an after-thought.

Agenda Items for MONTH FOUR:

1. Share your impressions of how fully the intern has entered into your congregation and community. If appropriate, challenge them to a wider presence and participation.
2. Continue in a basic evaluation of preaching and worship leadership. What evidence of growth (or lack of it) can be seen? Identify specific areas.
3. Plan now an evaluation of the intern's teaching skills to be discussed more fully at next month's meeting. Determine who has already observed the intern's work in a variety of areas and decide who among the committee will observe the intern in the month to come. Prepare for outside feedback. If there are no experienced teachers serving on the committee you may wish to seek out such a congregational member to serve as an advisor in this process. If possible, include teaching to all age groups – children, teens, adults.
4. Encourage feedback regarding how the intern is publicizing and supporting those lay people who are leading the internship project. How is the intern nurturing the project's progress through contact with the council and any related committees of the congregation?
5. Evaluate yourselves. How is the committee functioning? Are the discussions still lively and challenging, or is too much time spent simply patting the intern on the back? Do meetings have direction, or have they become mere social events? What are your strengths and weaknesses? Are you too business oriented? *What does the intern think?*

Agenda for MONTH FIVE:

1. Evaluate the intern's use of resources. If applicable, provide the intern with ideas for additional resources (including personnel) they have not been using to advantage.
2. Discuss the intern as teacher. Begin with the intern's self-evaluation. Call upon those previously assigned for their evaluations. Remember, be sure to provide the intern with opportunity for self-evaluation. Make positive suggestions for improvement. Even if you have no teaching experience, you do know what it is like to be effectively taught! How have this intern's gifts for teaching been meaningful to you? What might make their teaching even better?
3. The Mid-year report is coming up. Go over the report form together, and contract with each other to explore those areas of ministry which have not been previously evaluated. You may wish to poll individual members of the congregation who are familiar with the intern's abilities in areas not well known to members of the committee. You may wish to photocopy the mid-year report form so that each member

of the committee can consider their personal responses prior to this session.

4. If the intern is a deacon candidate, review the theological basis of their project proposal. This will be a part of the final written record of the project.

Agenda Items for MONTH SIX *Evaluation Month*

1. All committee members should share their written responses openly with each other and with the intern present in a dialogical manner. Differences should be expected and discussed. This form is not so much a report card as a learning process. During this meeting the intern should also give a self-evaluation in response to the questions on the form.
2. Please do not send more than one completed mid-year committee report form to the seminary. The committee chair or an elected recorder should complete the form incorporating the collective comments of the group. (If there is division among the group in some areas, do not attempt to "average" the numbers or resolve disputed information.) The intern should receive a copy of the report and the original should be sent to the seminary. Participating members of the committee should sign the completed form, and it should also be initialed by the intern, indicating that they have read the contents. If working with a deacon candidate, assess how the intern is maintaining the energy of their project. Evaluate the progress in delegation of tasks. Where there are weak points, consider re-delegating those areas.
3. Plan for a future evaluation of the intern's activities in pastoral care and visitation. What are realistic guidelines for both clergy and laity in meeting the needs of the sick, the bereaved, those in need of counsel? Has the intern completed pastoral care calls as assigned by the pastor? Has the intern initiated pastoral care calls within the congregation? Again, solicit information beyond the membership of your committee.
4. Check with the intern regarding any revisions in the Learning Covenant and any supervisory concerns. Challenge the intern to evaluate which learning areas of the covenant are being completed satisfactorily and which need additional attention. Note these areas for future discussion. Push the intern to move into new areas

Agenda Items for MONTH SEVEN:

1. Evaluate pastoral visitation and counseling. Included in this process should be a discussion of the intern's rationale and personal agenda for home visitations. Time should be spent discussing the value and appropriate priority for this aspect of ministry. A great deal of pastoral visitation is directed to the homes of the aging. Take time to discuss the intern's relationship with the older members of the parish. How might this be improved, supported, affirmed?

2. The intern should be challenged regarding their self-care. Ask the intern about their time off and work balance. How are they doing physically, emotionally and spiritually?
3. Discuss with the intern the progress of their special project. Bear in mind that one of the silent agendas of completing this project is the development of administrative skills and the inclusion of lay leaders in the planning and implementations. They should not be the only one moving the project to completion. How is the intern doing with this? Spend some time discussing the intern's identity and self-image as *leader*.
4. If necessary, a representative from the seminary will make a site visit, normally before the end of the seventh month of the internship. If this site visit has occurred, time might be spent at this session reviewing any issues surfaced by the seminary representative. If the site visit has not yet taken place, this time can be used to raise questions and concerns you would like to share during the visit.
Unless severe problems have surfaced during the early months of the internship, the site visit should be viewed much like a pastoral call. Using this model of a pastoral care visit, the seminary representative will inquire about the intern's current physical, emotional and spiritual health. Normally the seminary visitor will ask to meet for approximately ninety minutes with the intern and the pastor, with a second meeting of the same length with the intern and lay committee. These meetings serve to acquaint the seminary with the congregation and community (and vice versa) and may also serve to improve communication between the intern, pastor and lay committee.

Agenda Items for MONTH EIGHT

1. Ask about the Learning Covenant once more. This covenant should not be a static document. Change and adjustment should be viewed as positives. If most of the initial goals have been accomplished, new areas should be considered to provide additional growth for the intern.
2. Easter may well have been celebrated by now. This will be a good opportunity to review the intern's participation in special church holidays -- from Thanksgiving to Christmas to Holy Week to Easter. Is the intern creative? Is there healthy respect for local tradition? Do they manage personal energy well over the "long haul?" And where did they go that day for dinner?
3. It's Spring -- time for cleaning house and letting in fresh air. Are there elements in the intern's behavior, technique or personality that you would like to see swept out with the winter dust? In what ways has the intern brought to the congregation (or to you individually) a breath of fresh air?
4. You may have received word by now about the student for your next internship year. Consider asking the current intern for suggestions regarding preliminary preparations and introductions. This will serve to remind the current intern that it will

soon be time to begin dealing with the challenges of closure and the pain of goodbyes.

Agenda item for Month Nine:

1. Summer plans will surely be part of staff conversations but make it a part of committee discussion as well. Clarify the duties of the intern during such summer experiences as Vacation Bible School, BibleCamp, the Annual Picnic and the Pastor's vacation. And speaking of the pastor's vacation, how well does the intern work on their own? How do they plan work, set priorities, delegate authority, manage time?
2. Summer is a time for youth. Take time this month to evaluate the intern's relationship to youth and the church's youth programs-- everyone from preschoolers to young adults. It is not the seminary's intent that interns become youth directors, but it is equally important that the intern not be allowed to sidestep this vital area of ministry. Has the intern been supportive, responsive, balanced and mature in their dealings with youth?
3. The intern has had several more opportunities to preach. Take time to share sermon evaluations.
4. It is quite probable that your intern will have a special outside assignment to complete during the summer months. In preparation for the process of approval for ordination, all candidates must complete a lengthy written essay. The Leadership for Mission of the ELCA has mandated that this senior essay be completed during the final months of internship rather than during the academic year. This assignment should not interfere with the intern's assigned duties, but we take this opportunity to make you aware of the fact that the intern will need to organize study and writing opportunities into their regular weekly schedule during the summer months. Check with your intern; how is this going?
5. You've been working hard, and it's possible that committee morale could be sagging. Whether it is or not, this might be a good time to plan a special gathering to celebrate the important work you are doing!

Agenda Items for MONTH TEN:

1. Time grows short. This would be a good time to ask the intern once again if there is any way in which you can help. Specifically, how can the committee help the intern achieve any learning goals as yet unmet.
2. What is the status of the internship project? If finished, what has been its impact on the congregation? If not finished, how is the intern doing? Are there problems which

need to be resolved for completion prior to the end of the internship? What grade would you give this project?

3. Whether the intern is married or not, spend some time discussing family and personal life in the typical parsonage. What are the pluses and minuses? What expectations do congregations have? What expectations do pastors and their families have? How do the demands of dual-career households affect those expectations? And, if the intern is single, discuss the ancient myth that single persons have more time to give to their work than those who are married. How can the people of God creatively support one another in meeting all these expectations?
4. Plan now to complete the final evaluation form.

Agenda Items for MONTH ELEVEN:

1. Discuss the process of closure. Recognize the validity of grief and discuss its symptoms: sorrow at saying goodbye, denial of the approaching departure, repression of anger over unfilled expectations or unresolved conflicts, depression, and worries about the unknown future. Having done all this, spend some time enjoying the positive highlights of your year together. Be sure to share the funny stories!
2. What are the *practical* aspects of closure? Will there be a going away party and or a special "Sending" service? Have you organized volunteers to help with packing and loading boxes on moving day? What transitional arrangements need to be made for the new intern coming to you?
3. Discuss the final evaluation form with the intern. These evaluative reports provide the most effective learning when there is open discussion between the intern and the committee members regarding all of the committee responses. Do not shy away from being confrontative if that is what is called for. This would also be a good time to have a discussion with the intern about the future as they enter the First Call Candidacy Process of the ELCA. Some committees like to engage in a role-playing exercise where they act as a "call committee" to give the intern an idea of what congregations are looking for when they call a new pastor. It is not only fun, but most helpful to the intern.

Agenda for MONTH TWELVE *Evaluation Month*

1. Prepare the consensus report of the final evaluation form. This should be discussed with the intern and forwarded to the seminary only after the intern has initialed the form indicating that they have read its contents. All final reports (including that of the pastor and the intern) should be mailed to the seminary prior to the intern's departure.

2. Evaluate your committee's efforts and make recommendations for the year to come. These may include presenting to the pastor and council a list of nominations for next year's lay internship committee. Rotating membership is a good idea, so that each year there will be new committee members as well as experienced ones.
3. Each member of the committee should participate fully in saying good-bye, both individually and in any congregational observance. We invite you to covenant with the intern that you will keep them in your prayers through the rest of their candidacy process and into their first call.
4. Accept the heartfelt thanks of the seminary and the ELCA Church for the important service you have performed. The Contextual Education Office of LSTC takes this opportunity to congratulate you on a job well done!

Intern's Name:

Spouse/Partner's Name:

Children:

Birthdays

Intern:

Spouse/Partner:

Children:

Anniversary:

Parents of Intern:

Parents of Spouse/Partner:

Home Congregation:

College Attended:

Intern's Home Phone:

Intern's Office Phone:

Intern's Cell Phone:

Intern's Residence Address:

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