

**The Director of Christian Education Internship Program
Concordia University Chicago**

Intern Financial Agreement

TO: Dr. Debbie Arfsten
Concordia University
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Deadline for applying for:
- January intern: September 15
- Summer intern: February 1

The undersigned has been authorized to request an intern for:

Congregation _____ Office Phone _____

Address _____

Internship Period: Month _____ Year _____ to Month _____ Year _____

Estimate of student remuneration and intern-related costs for the year:

1. Minimum salary of \$900 per month _____
2. Cost of a one bedroom apartment and utilities in a safe neighborhood _____
3. Monthly mileage reimbursement _____
4. F.I.C.A. - employer's portion _____
5. Major medical insurance plan (some students may not need this) _____
6. Other expenses contingent upon intern's work (workshops, conferences, etc.) _____
7. Travel expense for congregational supervisor's orientation at Concordia Chicago _____
8. Travel expense for intern's midyear and year-end conference at Concordia Chicago _____
9. One-time moving allowance for intern _____
10. Intern start-up expenses (deposits for apartment, utilities, etc) _____
11. Internship service fee of \$375 payable to Concordia University Chicago _____
12. Congregation application fee of \$175 _____

Please complete, print, and attach the Application Form, Congregational Agreement Form, and the Intern Job Description. You may include other materials describing your congregation's ministry and need for an intern.

Signature of Congregation Officer _____ Position _____ Date _____

Signature of Pastor _____ Date _____