

4.700 COMMITTEES OF PRESBYTERY: COMMITTEE ON MINISTRY, SALARY/WORKING AGREEMENTS

4.705 Student Internship Guidelines

- A. Preface: These guidelines apply to men and women who will be engaged in full-time ministry in a local Presbyterian Church, group of churches, or a specialized ministry within the bounds of The Presbytery of Northern Waters as a student intern. Under normal circumstances, these persons will be enrolled in a seminary, having completed at least two academic years, and are enrolled as a candidate for professional ministry with a Presbytery. The position will include a three-way commitment: from the student, the calling body, and the student's seminary.
- B. Agreement Procedures: Before a student intern can be placed within a ministry within the Presbytery, the following procedures shall be followed:
1. The calling body shall consult with the Committee on Ministry and/or representative regarding their desire for a student intern. At this consultation a student intern position description and a supervisor's position description will be submitted in writing.
 2. The calling body will follow the EEO guidelines in seeking student interns.
 3. The calling body shall agree to the guidelines established by the seminary at which the student is enrolled.
 4. The Committee on Ministry and/or its representative shall validate the Student Intern Working Agreement so as to insure adequate compensation for services rendered.
- C. Financial and Benefit Arrangements
1. Salary shall equal at least 55% of the Presbytery's salary minimum.
 2. Other Expense Items:
 - a. Car allowance covering all expenses to meet position description;
 - b. Housing accommodations and utilities;
 - c. Employer's share of Social Security payments;
 - d. Pension Payments if the student is enrolled in the Pension Plan;
 - e. Medical Insurance if the student is not enrolled in the Pension Plan; (May be available through seminary student's plan.)
 - f. Moving expenses from and to the seminary;
 - g. Other fees required by seminary,
 - h. If the student is to return to the seminary for a mid-term consultation, the calling body will pay these expenses.

3. Vacation: 1 week for every 3 months of service. Time spent at the seminary for consultation will be considered work time as opposed to vacation time.
- D. Supervision: The student intern will receive supervision according to the guidelines determined by the student's seminary. If there are expenses for supervision or for supervisor's training, the calling body will pay these expenses.