

Sample Internship Agreement for Congregational Internships

MINISTERIAL INTERNSHIP AGREEMENT

This agreement is between [*congregation*], hereinafter referred to as “the Congregation” and [*name of intern*], hereinafter referred to as “the Intern,” and covers a period from [*start date*] through [*end date*].

The Congregation agrees to offer an internship position commensurate with the requirements of the Unitarian Universalist Association (UUA) and the Ministerial Fellowship Committee (MFC). Supervision will be provided by the Internship Supervisor, the Reverend _____, and the Internship Committee, whose responsibilities will coincide with those described in the UUA Internship Manual. The Congregation offers a monthly salary of _____. Additional benefits include [*professional expenses, health/life insurance, housing, etc.*] The Congregation shall be responsible for paying the employer’s portion of FICA, which equals 7.65% of the internship salary, and will withhold an additional 7.65% for the Intern’s portion of FICA. The Congregation is also required to withhold income taxes.

The Intern will provide ministerial services to the congregation including but not limited to preaching, teaching, counseling, administration, and rites of passage ceremonies. The Intern is expected to participate in professional meetings and conferences as he or she is able. A Learning/Serving Agreement, mutually agreeable to both the Intern and the Congregation, will be created during the first month of the Internship to spell out the specifics of learning goals, responsibilities, hours, time off, etc.

Office space will be provided for the Intern. Any honoraria or fees collected by the Intern for officiating at weddings, unions, memorials, funerals and child dedications for non-members of the Congregation, and for preaching in other pulpits, will be the property of the Intern. The Congregation will, if requested, pay in advance up to _____ to assist the intern in moving to the Internship site. The remainder of the package will be distributed monthly in equal portions.

The Congregation will provide prompt evaluations to whatever educational or fellowshiping bodies that require them. The Internship Supervisor will provide, at minimum, weekly meetings of one hour or more; the Internship Committee will provide, at minimum, monthly meetings for support and evaluation. The Congregation will provide a welcoming and supportive atmosphere and treat the Intern with the same professional courtesy it shows its called minister.

Should there be sound and compelling reason for either party to terminate this agreement before the end of the contract, a minimum of thirty days’ written notice shall be given. In such an event, the Intern's salary will be paid through the end of thirty days’ notice.

Signed and Dated by: Congregational President; Minister/Supervisor; Ministerial Intern; Chair of the Internship Committee

Copies to: Congregation; Supervisor; Intern; Intern’s Theological School; UUA

Sample Internship Agreement for Community Internships

MINISTERIAL INTERNSHIP AGREEMENT

This agreement is between [*community site*], hereinafter referred to as “the Site” and [*name of intern*], hereinafter referred to as “the Intern,” and covers a period from [*start date*] through [*end date*].

The Site agrees to offer an internship position commensurate with the requirements of the Unitarian Universalist Association (UUA) and the Ministerial Fellowship Committee (MFC). Supervision will be provided by the Internship Supervisor, the Reverend _____, and the Internship Committee, whose responsibilities will coincide with those described in the UUA Internship Manual. The Site offers a monthly salary of _____. Additional benefits include [*professional expenses, health/life insurance, housing, etc.*] The Site shall be responsible for paying the employer’s portion of FICA, which equals 7.65% of the internship salary, and will withhold an additional 7.65% for the Intern’s portion of FICA. The Site is also required to withhold income taxes.

The Intern will provide ministerial services to the congregation including but not limited to preaching, teaching, counseling, administration, and rites of passage ceremonies. The Intern is expected to participate in professional meetings and conferences as he or she is able. A Learning/Serving Agreement, mutually agreeable to both the Intern and the Site, will be created during the first month of the Internship to spell out the specifics of learning goals, responsibilities, hours, time off, etc.

Office space will be provided for the Intern. Any honoraria or fees collected by the Intern for officiating at weddings, unions, memorials, funerals and child dedications for non-members of the Site, and for preaching in other pulpits, will be the property of the Intern. The Site will, if requested, pay in advance up to _____ to assist the intern in moving to the Internship site. The remainder of the package will be distributed monthly in equal portions.

The Site will provide prompt evaluations to whatever educational or fellowshiping bodies that require them. The Internship Supervisor will provide, at minimum, weekly meetings of one hour or more; the Internship Committee will provide, at minimum, monthly meetings for support and evaluation. The Site will provide a welcoming and supportive atmosphere and treat the Intern with the same professional courtesy it shows its called minister.

Should there be sound and compelling reason for either party to terminate this agreement before the end of the contract, a minimum of thirty days’ written notice shall be given. In such an event, the Intern's salary will be paid through the end of thirty days’ notice.

Signed and Dated by: Site Supervisor; Ministerial Intern; Chair of the Internship Committee

Copies to: Congregation; Supervisor; Intern; Intern’s Theological School; UUA