

INSTRUCTIONS TO CONGREGATIONS APPLYING FOR A CONCURRENT, MULTI-YEAR VICARAGE STUDENT

Please check one of the following programs and return with the application:

- Ethnic Immigrant Institute of Theology (EIIT)
- Center for Hispanic Studies
- Ethnic/Multi-Cultural Pastors Certification Program (EPCP/MPCP)
- People of the Book Lutheran Outreach (POBLO)
- Deaf Institute of Theology (DIT)

1. Two VICARAGE AGREEMENT forms (printed in color on parchment paper) are to be filled out with original signatures along with a VICARAGE APPLICATION, which is to be filled out in detail following the instructions below. The original, completed vicarage agreements and application are to be returned to the office of the District President. If you would like to retain a copy, please photocopy the documents before submitting them.
2. The minimum vicarage term for a full time vicar is twelve months; a concurrent vicarage is longer, since it combines study with practical experience. Concurrent Vicarages continue from the time one is assigned and installed as a Vicar of the congregation, until he completes his academic program and satisfied all the requirements of the vicarage program.
3. Section I. GENERAL INFORMATION: Fill in the requested information.
 - a. Where the application requests the ending date of the vicarage, estimate the ending date by calculating the approximate date the student will complete the program.
 - b. Below the Supervisor's phone please write the supervisor's email address.
4. Section II. INFORMATION ON THE CONGREGATION: Fill in the requested information. You may ignore the bottom two parts of this section: "Does the church operate a parochial school?" and "Unique or special ministries." Where these two parts are ignored, please include a separate document that describes in detail the ministry in which the vicar will be participating.
5. Section III. SIGNIFICANT ASPECTS OF THE MINISTRY: Provide a detailed description about the plans for this vicarage, including pastoral oversight and guidance:
 - a. Specific goals you have for this student's vicarage at your congregation.
 - b. The various opportunities for learning and serving which the vicar will receive in your congregation in the areas of preaching, worship, visitation, teaching, administration and any other areas of note. (It is not necessary to describe the congregation's worship practice as requested on the form.)
 - c. Describe the type and amount of supervision that will be given to the student. (Please be specific as to the frequency and nature of contacts between the vicar and supervisor).
6. Section IV. AGREEMENT TO CARE FOR THE VICAR: If your vicar will be fully supported by a congregation, please fill out the details of this section. If your vicar is a worker-priest, in a separate document, please describe the salary and benefits he will be receiving (if any), programmatic expenses covered, and who will be responsible for this compensation.

(Please note that many of the benefits listed in "IV. Agreement to Care for the Vicar" generate an income and Social Security (FICA) tax liability for the vicar and an additional Social Security (FICS) tax liability for the congregation. The congregation must remit the employer's share of FICA and must withhold and remit income taxes for the vicar and the vicar's share of FICA. Please become acquainted with the tax aspect of these benefits. The brochure, "Congregation's Payment to (or for the benefit of) a Vicar" was prepared to assist congregations in this area; it is available for download at <http://www.mnsdistrict.org/Resources/COP/tabid/119/Default.aspx> We particularly ask that the vicar receive responsible tax advice.)