The following guidelines have been developed for MFCA candidates and churches participating in internships during the year of 2015.

1. The church and candidate should have a written contract which outlines a job description and specific employment arrangements such as salary and benefits. Interns may be qualified for: preaching, pastoral calling, teaching, outreach into the community, youth ministry, assisting in worship, group ministry (small groups), etc. The candidate may be expected to spend 50 hours each week in fulfilling their responsibilities. One day each week should be designated as a “personal day” for the candidate.

2. The candidate should earn a minimum of $350.00 per week as well as being provided housing or a housing allowance. One-half of FICA and all medical insurance are the candidate’s personal responsibility.

3. The candidate will be reimbursed .52 cents per mile for travel and will have relocation costs paid up to $750.00 one way.

4. If nine months or more is contracted, a two-week paid vacation will be included in the contractual arrangements.

5. Mid-year and final evaluations of the internship will be completed by the intern, supervisor, and a committee of lay persons. The MFCA Director schedule one on-site visit during the internship.

6. Those in Canada will assume all financial arrangements to be in Canadian dollars.