



Ministry Site Information Form

Please complete this application. You can either type within the boxes with the words "Click here to enter text," or you can delete these boxes and type the appropriate information in their place. You can also copy and paste from another document. When you have completed it, save it, and either e-mail it to lmarch@lpts.edu or mail it to *Field Education Office, Louisville Presbyterian Theological Seminary, 1044 Alta Vista Rd, Louisville, KY 40205*.

Site Name: Click here to enter text.

Denominational Affiliation: Click here to enter text.
(if appropriate)

Address: Street 1 Click here to enter text.
Street 2 Click here to enter text.
City/State/Zip Click here to enter text.

Mailing Address: Street 1 Click here to enter text.
(if different from above) Street 2 Click here to enter text.
City/State/Zip Click here to enter text.

Congregation's Phone: Click here to enter text.

Congregation's E-mail: Click here to enter text.

Web Address: Click here to enter text.
(Example: www.lpts.edu)

Organization's Social Media Presence: Click here to enter text.
(Facebook, Twitter, Instagram, etc.)

Supervisor's Name: Click here to enter text.
(include title and preferred form of address; Example: Rev. Jordan Doe, Pastor)

Supervisor's Phone: Click here to enter text.

Supervisor's E-mail: Click here to enter text.
(Program information will be sent to this address)

Type, Time-Frame, and Payment (choose one by clicking on the box):

- ☐ Congregational Part-time Per Semester ☐
(7-25 hrs/wk for 12-15 weeks)
Stipend Per LPTS Field Education Guidelines
- ☐ Agency Part-time Per Semester ☐
(7-25 hrs/wk for 10-15 weeks)
Current Kentucky Minimum Wage
- ☐ On-Campus Part-time Per Semester ☐
(7-25 hrs/wk for 12-15 weeks)
Current Kentucky Minimum Wage
- ☐ Congregational Full-time Per Semester/Summer
(26-40 hrs/wk for 12-15 weeks)
Stipend Per LPTS Field Education Guidelines
Payment Details: [Click here to enter text.](#)
(Supervisors, please see our Policy on Full-time Placements for guidelines)

Brief Biography of the Supervisor:

(up to 400 words; alternatively, you can submit a resume or CV, if so, write “resume/CV attached”)

[Click here to enter text.](#)

Site Description:

(up to 500 words; please include size, location – urban, suburban, rural – and major activities)

[Click here to enter text.](#)

Provisional Description of Student Involvement:

(up to 400 words; this will change once the student begins the internship and specific duties are agreed upon; alternatively, you can submit a separate position description, if so, write “position description attached”)

[Click here to enter text.](#)

Other Considerations:

[Click here to enter text.](#)