Saying Hello, Saying Good-bye

Gettysburg Internship Team Building Workshop
15 – 16 May 2012
Pr. Dennis Hagstrom, Presenter

Saying Hello

The Intern/Vicar:

- Study latest pictorial directory
- Finalize seminary obligations – academic, financial, personal
- Announce place, day and time of arrival
- Request site moving team, if needed
- Offer a cordial welcome to site moving team/Internship Committee
- Offer no immediate, personal critique of congregational practice or style
- Be an extrovert or extroverted, even if it takes work.
- Intern/Supervisor introductory session about everything
- Accept invitations to breakfast, lunch, coffee or dinner, in public venues or if people are gathered in a private home
- Begin using names as soon as possible, even with mistakes.

The Supervisor:

- Secure members of Internship Committee
- Confirm housing
- Help recruit site moving team, if needed
- Confirm office space
- Write announcement/introduction for church newsletter
- Encourage invitations to meals and conversations
- Supervisor/intern introductory session about everything
- Introduction to congregation and first worship service

Saying Good-bye

The Intern/Vicar:

- Fully complete the internship project
- Announce date for final sermon and final Sunday
- Complete ELCA evaluation forms with internship committee and supervisor
- Stay on task, fulfill all responsibilities and duties
- Finalize local obligations – academic, financial, personal
- Accept invitations to breakfast, lunch, coffee or dinner, in public venues or if people are gathered in a private home
- Recruit site moving team, if necessary
- Confirm living arrangements for the coming year
- Accept any policies about returning to the internship site
- Prepare well for your final sermon and worship service
- Enjoy your final day and congregational farewell
- Leave the parish area within a reasonable time frame; but provide adequate contact/forwarding information
- Write (at least) a prompt newsletter "thank you" for any gifts
- Remember that this was a personally significant year for you, but you may be only one in a succession of interns

The Supervisor:

- Inform the intern and council of Matching Workshop, successor intern's assignment, Team Building Workshop
- Encourage the intern to plan for closure, without shutting down too early
- Complete ELCA evaluation forms with the intern
- Remind the intern that both intern and congregation will be moving on to whatever the next year brings
- Inform the intern of any policies about returning to the site
- Confirm arrangements for the congregational farewell