

**INSTRUCTIONS TO CONGREGATIONS APPLYING FOR A SMP
CONCURRENT VICARAGE – A STUDENT IN THE SMP PROGRAM**

1. The two VICARAGE AGREEMENT forms are to be filled out with original signatures. All information requested by the VICARAGE APPLICATION form is to be filled out in detail, following the instructions below. The original completed vicarage application and vicarage forms are to be returned to the office of the District President. If you would like to retain a copy, please photocopy the form before returning it.
2. A concurrent vicarage describes a student who is active in studying for the ministry while also being active in a supervised ministry setting. Concurrent SMP vicarages are usually 24 months in length.
3. Section I. GENERAL INFORMATION: Fill in the requested information. Where the application requests the beginning and ending dates of the vicarage, enter the date the student will be admitted to the program if the vicarage application is submitted with all other admission materials. The ending date would be two years less one day after the starting date (e.g., September 15, 2008 – September 14, 2011). If, however, the vicarage application is submitted after the other application materials and the student has begun taking classes, then the starting date becomes the day the application was sent to the District President's office for his signature, and the ending date is two years less one day from the starting date.
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: In 2) you need not describe your worship practice. In 3) please be specific as to the frequency and nature of contacts between the vicar and his supervisor.
6. Section IV. AGREEMENT TO CARE FOR THE VICAR: If your vicar will be compensated as a full-time worker, please fill out the details of this section. If your vicar will not be compensated as a full-time worker, in a separate document, please describe salary and benefits that 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. A separate bulletin containing information about how to handle most payments to (or for the benefit of) a vicar accompanies these instructions. However, consult with a tax professional for specific advice, and we particularly ask that the vicar receive responsible tax advice.)