

Ministry Inquiry Program - Tasks for College Administrators

TIMELINE	PROCEDURE
October	Meet with MC USA Denomination Minister of Faith Formation to reflect on past year, launch new year, and help orient any new MIP Admins.
November	Recruit students Request candidates from faculty & staff & former MIP students Send request letter to fac/staff Prepare MIP promotion
December	Send invitation letter emails to each nominated MIP student Continue promotion
January	Promotion of Jan 31 deadline for online application Begin interview process with applicants
February	Complete interview process with applicants Make initial calls to conference ministers requesting suggestions or confirmation of placements in their conferences Make initial calls to pastors, after receiving conf. minister's affirmation As soon as students have been accepted into the program, send letter and request \$750 from home congregation Remind pastors to conduct background checks on interns. Notify advisor of each student accepted and ask about internship credit
March	Continue calls to conference ministers requesting suggestions or confirmation of placements in their conferences Finalize placements Give MC USA Faith Formation Minister the names and contact info of students, supervisors and conferences (usually via Google Sheets). Send list of placements to financial aid
April	Send appropriate letters to pastors, sending congregations, conference ministers, students Hold orientation for MIP students, invite past supervising pastor and former MIP students
May	Finalize any details Send-off chapel Call each student to check in during first week or two
June	Send reminder for one month report due end of June; both supervisors & students If needed, send *invoice* letter to receiving conferences for \$750, due Aug 1 If needed, send *invoice* letter to home congregation for \$750, due Aug 1 Send thank you letters to congregations as funds are received
August	Send reminder for final report due Aug 20; both supervisors & students Make sure all funding has been sent
September	Debrief with MIP students Possible MIP chapel Send all MIP reports to MC USA Denomination Minister of Faith Formation by Oct. 1 or sooner