



apostolicchurch
australia

Internship Manual

Procedure Check List

- Read through Internship manual
- With your intern proceed to page 11 & 12 and use the form to discover your intern's goals and expectations. Be sure to establish both the intern's goals and some that are achievable from our course outcomes on page 5. (note: not all interns will achieve everything on page 5)
- With your intern proceed to page 13, 14 & 15 and work through the letter of agreement. Be sure to clearly outline all expectations including payment of fees.
- Internship time period should be for a minimum of 10 months. (ie beginning Feb to end Nov. etc.)
- Photocopy both the above documents and fax or send to internship coordinator.
- Have the intern fill in RTO application forms. Supervisors will also need to fill in a reference form. (Available from RTO website if not sent with this document)
- RTO's give a letter to take to Centre Link to apply for AUSTUDY if intern requests one.
- Be sure to have intern's supervisor participate in "supervisor coaching" session. Usually delivered via phone.
- Fill in mid year report and return to ACA internship coordinator on time.
- Fill in end of year internship report and return to ACA internship coordinator on time.
- If you have any questions contact ACA internship coordinator. (See contact directory on page 3)

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Internship Contact Directory

NLT Appointed Internship Taskforce Chairman Ps Bruce Claridge

Phone: 03 5441 8831 Fax: 03 54418393 E-mail: pb@victorybendigo.org.au

Internship Office Coordinator Gail Hardy OR Ps Matt Gregory

Phone: 03 5441 8831 Fax: 03 5441 8831 E-mail: internship@apostolic.org.au
29 Valentine St Bendigo Vic 3550

Internship Program

1. Executive Overview

So what's the 'Big Picture?'

This is a one year, full-time or two year, part-time program consisting of practical experience provided within the local church plus online or day attendance at a selected bible college (Registered Training Organisation).

Why?

To train emerging leaders in "real-life" ministry, under the supervision and coaching skills of qualified pastors, by applying the fresh insights gained from study in the context of local church life.

How does it work?

- Two days study per week at College either online, day class attendance or local church hub.
- Two days' Internship per week (16 hrs), for one year, (After holidays 10 to 11 months.)
- Local church supervisor
- Training and debriefing events for local church supervisors via phone, once a year at national conference and in some cases by the RTO at their premises.
- An AUSTUDY-eligible program supplied by a contracted RTO.

Supervisors' Coaching Session:

Once we have received and processed the application of an intern, one of our coaches will contact the nominated local church supervisor to inform them on all the requirements by both the ACA and the RTO's. This will be a 10 to 30 minute phone call followed up by a call mid year from the coach to pass on their experience and answer any questions that still remain unanswered (deal with any unresolved issues).

Supervisor trainer/coaches – Matt Gregory & Sharon Wright

2. ACA Internship Program Information

Preamble

This program provides:

- **An opportunity for the student to be coached in supervised practical experience in ministry in a local church or other Christian organization**
- **An occasion for integration and application of teaching into a ministry context**
- **An evaluation of their progress with a view toward improving their performance.**

This opportunity will give students:

- **Experience in a designated ministry setting and its associated tasks**
- **Understanding more about team work, and other practical dynamics as is common to Christian ministry / service.**

Objectives

By the end of the internship the student will have: (this is a great place from which to draw your goals for your intern).

Knowledge:

Salvation
Work of the Holy Spirit
Gifts of the Holy Spirit
Trinity
The Inspiration of the Bible
Sin, Faith, Healing
Interpreting the Bible
Apostolic Church History
Apostolic Church Governance
Apostolic Church Policies and Procedures

Attitude:

Heart for the lost
Teachable spirit
Prayer/Fasting Lifestyle
Over-comer
Lover of people
Lover of God's church
Submissive heart, Integrity
Confidence in your calling
Dedication and vision
Worshipper of God
How to lead with a servant heart

Skills:

Ability to preach, lead, build teams
People Skills
Manager time, money and people
Move in the Holy Ghost
Pray for the Sick
Lead a soul to Christ
Disciplined in prayer, study, fasting
Able to conduct Funerals, Weddings, Dedications, Baptisms
How to approach community leaders
Develop strategy, goals and plans

Work with practitioners

Serve in your local church with your local leaders
Attend National Apostolic Church Pastors and Leader's Conference
Be a part of Apostolic Church State training days.

3. Description

Internship involves the placement of students (interns) into a major functioning ministry situation within the local church under the supervision of an experienced minister (supervisor) with the proven capacity to mentor and develop leaders. The student is placed for the equivalent of two days (16 hours) per week for one year in the working environment of the said ministry.

The student shall be deemed to be a volunteer and undertake to give reasonable agreed hours of service. This will usually be over a 12 month period i.e. February to December or July to June etc. Internships can start at any time. Interns shall not be required to work on public holidays and negotiation over other time off shall be by mutual agreement between the supervisor and the intern. At all times, the guiding principle shall be mutual agreement, and consideration of the intern's probable need for paid employment.

The local church / supervisor shall provide opportunity for learning and involvement as well as feedback and such general mentoring as shall be conducive to the student's personal and ministry development.

4. Oversight

Internships are oversighted by a NLT nominated taskforce headed by Ps Bruce Claridge. Local churches are required to transact all matters arising during the internship within the accepted codes of practice of the ACA. Interns are enrolled in a national mentoring program located and administered at the local church level.

Local churches are required to:

- **Liaise with the RTO's and students in all matters relating to the program;**
- **Discuss payment plan with intern and see all fees are paid. The student is responsible to pay their internship fees directly to their RTO.**
- **Debrief the student during and on completion of the internship;**
- **Ensure that the intern submits the academic work required; and**
- **To take up the offer appropriate training and / or resources for Supervisors to help fulfil their role with increasing effectiveness and excellence. If required seek out additional training and support.**

5. Approval

An applicant for an internship must be approved by the ACA Internship coordinator after he or she has been approved by their Senior Minister. In addition to acceptance, the following criteria apply:

- **The sponsoring Senior Minister and the applicant shall be in agreement.**
- **The student's spouse (if any) shall be consulted and shall support the internship.**
- **The student shall accept the mutually agreed terms and conditions of the internship position, as per the Candidate Required Information Letter of Agreement.**
- **Meet and comply with all the standards and requirements of chosen RTO & ACA.**

6. Interns Orientation

The supervisor is requested to provide the student with the following information to assist in their orientation as an Intern in their local church:

Church Orientation

As may be contained in Welcome Packs, Vision statements, Member's Material, Annual Members Reports, Promotional materials or other materials as appropriate.

Leadership Expectations

As may be contained in preambles to Ministry Descriptions, Leadership Manuals and such other material and should contain basic expectations for all persons in leadership.

Intern's Orientation

The supervising Minister is expected to orient his/her team as to the goals and role of the Intern and should be understood by everyone concerned within the local church.

7. Internship Duration

The Internship will last for a period of one year if full time or two years for part time. If started in February from the first week of class in Semester 1 of the Program and conclude at the end of final week of Semester 2 of that year. It shall be generally accepted that a student undertaking this internship will serve a minimum of two days (16 hours) per week for full time or one day (8 hours) for part time. The student shall be required to keep a Practical Ministry Log as per usual. The internship Supervisor (or appointee) shall sign the claimed hours.

8. Internship Cost

The cost of completing an ACA Internship varies between \$3600.00 and \$4480.00 depending on the RTO chosen. However it does include all course fees, national conference registration fee and an accommodation subsidy if registration for conference is lodged before 1st April, and Apostolic distinctive modules.

9. Assessment

The Supervisor shall assess the student during the course of his/her internship placement. The student may also complete personal self-assessments for the purposes of:

- **Monitoring the student's performance and lifestyle for evaluation as to suitability for future ministry opportunities,**
- **Providing meaningful feedback to the student for the student's reflection and further action,**
- **Correcting or commending the student during and at the end of their Internship to let him/her know how they are progressing, and**
- **Receiving feedback from the student as to the program and any thoughts they may have.**

Reviews

There shall be a review at the conclusion of each of Internship semester or 5 months. The review content is at the discretion of the Supervisor of the intern but must include the questions on the Student Review Report.

These reviews should be held by the Senior Minister or Supervisor and used for the final assessment. Copies should be sent back to ACA internship office. If required also to the interns RTO.

Final Assessment

A final assessment is required for each student (see Student Review Report – Final). The student keeps a copy of this and a copy sent to internship office for inclusion in the student's file. The Senior Minister or supervisor may also make any further assessment that they believe is pertinent to the student.

10. Debriefing

Upon the completion of the internship, the internship coordinator shall conduct a debriefing (by phone) of the intern and the supervisor with a view to continuing improvement of the program.

11. Letter of Agreement

The Letter of Agreement shall be completed by the supervisor of (local church) and the intern, a copy given to the intern and a copy forwarded to ACA internship office. If the student desires to negotiate aspects of the contract and internship coordinator deems it to be in the best overall interest for all concerned to do so, further discussions may commence.

12. Liaison

The ACA NLT shall appoint an internship coordinator/s to liaise with the intern, who shall be reasonably available to deal with the student's questions during the Internship.

13. Supervisor's Agreement

The supervisor agrees:

- To attend mandatory Supervisors' Leadership lunches (including debriefing, Supervisor training held at ACA national conference), and
- To adequately supervise the intern, as contained in the agreement.

14. Intern's Responsibilities

Interns are full-time students, and are therefore expected to be fully involved in the key spiritual life events of the RTO delivering training. Interns are also required to attend ACA national and state events when requested by internship coordinator or local supervisor. Interns should make appropriate arrangements with their pastors, so they can be committed to these events.

Interns are required by all our RTO's to keep a journal of their activity throughout the internship year. This is not a "dear diary" record, but an account of experiences gained, goals achieved and lessons learnt.

15. Internship Grievance Procedure

In the event of the intern or supervisor / local church having an unresolved grievance the following procedure must be followed.

- The grieving party or parties submit their grievance in writing outlining the issue/s, their concern including their name and phone number and send to Ps Bruce Claridge either via fax on 03 54418393 or mail 29 Valentine Street, Bendigo, 3550.
- All parties involved will be advised there has been a complaint lodged.
- Complainant will be interviewed in person or by phone.
- All parties involved will be contacted in person or by phone.
- The aim at all times will be to resolve grievances in a fair and equitable manner.

16. Early Termination

As internships are governed by formal legal arrangement between ACA and the respective RTO's, there are established procedures which govern the premature termination of an internship agreement. Should either the intern or local church wish to terminate the internship before the completion date the supervisor must contact the internship coordinator to gain the appropriate finalisation procedure. There is a process that all interns and churches must follow to terminate an internship prior to the expected finish date.

It is important to note that all our contracted RTO's have procedures that must be followed when an intern chooses to leave or is asked to leave the ACA internship program. The ACA has agreed to conduct the internship program within these guidelines. Local churches are also bound by these agreements. There is a process and it must be followed so please call the internship coordinator before making any concrete decisions or taking any action.

17. Course Providers:

Additional to the content and mentoring provided by the Apostolic Church Australia will be a Cert IV in Ministry by one of 2 Registered Training Organisations (RTO). These training providers have been contracted by the ACA to provide training meeting the requirements agreed upon by the internship taskforce and the NLT. Part of the fee paid to the RTO is given to the ACA to assist in providing the range of options within the program.

When an intern enrolls the internship office contacts both the intern and supervisor to help answer questions about which RTO to choose. However you are welcome to look at the RTO websites to learn more about them while you are considering having an intern or being an intern. Not all RTO's offer the same electives so it is important to talk with the internship office regarding any questions you may have.

RTO websites:

Harvest Bible College Victoria www.harvestbc.com.au

Harvest Bible College WA <http://harvestwest.edu.au>

Strikeforce Ministry Training Institute www.strikeforce.org.au

Terms and conditions

Internships are completed in a partnership arrangement between the intern, the intern's local church and local supervisor, the Apostolic Church Australia internship training task-force and a contracted registered training being offered to empower Apostolic people to excel at serving within the local church. In applying to be an intern you are agreeing to meet all study, service and financial commitments involved within the course.

Fees: The cost of an internship varies depending on the Registered Training Organisation. Fees range from \$3830 to \$4480 and include all Registered Training Organisation course fees, attendance and accommodation subsidy at the national Apostolic Church Australia conference in Melbourne, Apostolic church history, philosophy and theology distinctive.

All fees are to be paid directly to the RTO by the Intern. Apostolic Church Australia internship is a preparation for ministry and has a significant discipleship element. Part of this discipleship involves money management. All fees will be required to be paid. Failure to keep current with fee payments will result in being asked to take leave from your internship until outstanding payments have been paid.

All internship elective streams can be accessed via the internet. Interns with access to Melbourne, Perth and Brisbane can choose to attend day college. Internships involve serving within the local church under the supervision of dedicated and chosen supervisors one to two days per week along with approximately two days study (8 hour days) internships can be completed part time if required.

Interns are expected to:

- ❖ Complete all competencies delivered by Registered Training Organisation within the time period agreed.
- ❖ Attend Apostolic Church Australia national conference in Melbourne during the year of their internship
- ❖ Fulfil all field assignments and serve the minimum required hours per week as agreed
- ❖ Attend when asked, all state and regional Apostolic Church Australia events.

The Apostolic Church Australia and/or intern can agree to terminate the internship before the agreed completion date. This may require the intern to renegotiate the cost of continuing with the Registered Training Organisation involved in delivering the course chosen by the intern. Reasons for withdrawal will be if the fees are not paid, or the intern is found to be outside the Apostolic Church Australia as per "Conditions of Service" (see ACA Procedure Manual) & Statement of Faith see www.apostolic.org.au follow the "what we believe" link.

Internship Program Forms

INTERNSHIP PLACEMENT PROGRAM

CANDIDATE REQUIRED INFORMATION

The information on this form is for the benefit of the Senior Minister of the local church and the ACA internship program. It is designed to help him or her in deciding on the suitability of the candidate offering to enter the internship.

Candidate's Name: _____

Internship Period: ____/____/200__ to ____/____/200__

Date of Birth: _____ Gender: _____

Marital Status: _____ (Explanation if necessary)

Spouse's Name: _____

Spouse In Agreement? Yes / No

Any Reservations? _____

Children? _____ Age _____

_____ Age _____

_____ Age _____

_____ Age _____

Current church attending? _____

Senior Minister: _____

1 Ministry Experience?

2 Secular Work History?

3 Future Ministry Aspirations?

4 What do you hope to gain from the Internship? (Set some goals that can be measured)

5 What does the church and Senior Minister hope to gain from the Internship?
(See page 5 when setting some goals)

6 Your Personal Strengths?

7 Your Personal Weaknesses?

8 Police Check – Because you may be involved with youth, children and / or teaching Christian Education in state schools, a police check will be required for every applicant for this internship. The results of this may or may not disqualify the applicant. Children’s welfare remains our primary concern! The results of the Police check will remain confidential, within the guidelines of applicable state and federal laws. In signing this application, you agree to a Police check as described above. (if in any doubt, please discuss the matter with your Pastor or the internship coordinator.)

I agree to remain in my current church for the duration of the internship, unless a mutual agreement otherwise is reached between the senior minister church, internship coordinator and myself.

I have read and understood the Code of Conduct of Internship within the Apostolic Church Australia as per “Conditions of Service” (see ACA Procedure Manual) & Statement of Faith see www.apostolic.org.au follow the “what we believe” link.

Signed

Date

Please photocopy pages 11-12 and send / fax to internship coordinator

INTERNSHIP PLACEMENT PROGRAM

LETTER OF AGREEMENT

This Agreement is a not a legal document. It is completed for the purposes of understanding and clarity and is a statement of intended good faith. This agreement can be rescinded in full by either party at any time or can be adjusted by both parties together at any time.

It is agreed that: the Apostolic Church Australia Internship Provider known as:

ACA Local Church _____ (name of church or organization)

ACA Local Church Pastor _____ (name of supervisor)

and

Apostolic Church Australia

and

_____ (applicant's name)

of

_____ (address)

_____ (address)

Have agreed to the practices and principles of ACA's Internship Program as detailed in the Manual 2005 and, have agreed to provide and participate in such a program for the period

___ / ___ / 200___ to ___ / ___ / 200___ at a cost of \$_____ and have

agreed to use _____ as the RTO partnering with the ACA, and have come to the following arrangements in regard to the terms and conditions; (delete whichever is not applicable and attach additional information as required.)

1 Accessibility to Senior Leadership

2 Dress Standard

3 Expected General Duties (attach an official job description if already written)

4 Expected General Conduct

5 Hours / Days of Involvement

6 Mandatory Meetings

7 Office / Facility / Equipment Use

8 Public Ministry Opportunities

9 Remuneration

10 Reimbursements

11 Relationships

12 Vehicle Use

13 Other

14 Other items are attached. (eg., a job description, etc.)

Further:

It is agreed that the student shall be considered a voluntary worker by all concerned and shall be considered to be under the general terms of such existing policies in this regard that the ACA Internship Provider has. The student shall be covered by voluntary workers cover under the ACA policy and shall not be expected to be given or to comply with any instructions that may void such policy cover.

It is agreed that any and all reports written in relationship to this placement shall be forwarded to the student's minister.

All such relationships and interactions as may occur under the conditions of this placement shall be conducted in Christian character and integrity to the good of all.

Supervisor will provide supervision of the intern as agreed herein and will attend the Supervisor's Leadership lunches for debriefing and supervision training.

Signed in good faith and agreement by:

Supervisor (please print & sign) _____ Date _____

Intern under placement _____ Date _____

Internship Coordinator - Apostolic Church Australia _____ Date _____

Please photocopy pages 11-15 and send / fax to internship coordinator

Office Notes:

4 Interactions

1 2 3 4 5

The ability to interact with others in a staff or team environment. Demonstrate social, interpersonal and conflict management skills.

NOTES

5 Initiative

1 2 3 4 5

The demonstration of resourcefulness and doing those things which need to be done without necessarily being told to do them.

NOTES

6 Teachability

1 2 3 4 5

The demonstration of a general attitude that lends itself to wanting to learn. An ability to accept instruction and correction.

NOTES

7 Spiritual Awareness

1 2 3 4 5

The student's demonstration of Spiritual giftedness and an awareness of Spiritual dynamics and a clear call to service.

NOTES

FURTHER NOTES

Please sign and date this report

Supervisor (please print & sign)

Date

Intern

Date

Internship Coordinator – Apostolic Church Australia

Date

Please photocopy pages 16-17 and send / fax to internship coordinator

INTERNSHIP PLACEMENT PROGRAM

INTERN REVIEW REPORT – FINAL Name: _____

This final review is conducted towards the conclusion of the internship, and handed in on one month before the internship finishes expected date: _____. This review should be completed by the Senior Minister, in consultation with the person(s) who most closely worked with the student.

This review can cover whatever topics the senior minister desires but should include the areas herein listed that form the basis for the final review.

The purpose of this final review is to give the student feedback so that he/she can personally reflect and make adjustments, and make clearer decisions about their future.

REVIEW OUTLINE & FEEDBACK QUESTIONS

For your benefit please follow these questions, assessments and notes in your review / feedback sessions. Please keep them for your continued reviews and final assessments and then give them to the student.

A PROCEDURE (Provide information, do not assess in this section)

STUDENT INVOLVEMENT

Area(s) student was most involved.

Special Projects undertaken.

Leadership functions attended.

Description of main task(s) undertaken.

Personal discipling events.

Opportunities for public expression.

5 Initiative

1 2 3 4 5

The demonstration of resourcefulness and doing those things, which need to be done without necessarily being told to do them.

NOTES

6 Teachability

1 2 3 4 5

The demonstration of a general attitude that lends itself to wanting to learn. An ability to accept instruction and correction.

NOTES

7 Spiritual Awareness

1 2 3 4 5

The student's demonstration of Spiritual giftedness and an awareness of Spiritual dynamics and a clear call to service.

NOTES

MINISTRY ORIENTATION

Please give your views on the following:

In what ministry direction(s) does the student most clearly demonstrate ability and awareness? Describe your reasoning/observations.

2 What are the student's greatest strengths for their personal/ministry future?

In relation to giftedness:

In relation to character:

In relation to conduct:

Competencies.

Immediate future.

Spiritual giftedness.

Personal relationships.

Other

Please print, sign and date this report!

SUPERVISOR _____

SIGNED _____ DATE _____
Supervisor

INTERN _____

SIGNED _____ DATE _____
Intern

Coordinator _____

SIGNED _____ DATE _____
Internship Coordinator - Apostolic Church Australia

Please photocopy pages 18-22 and send / fax to internship coordinator

Office Use: Intern's involvement in required student activities:

1 SLT Leadership days: _____

2 National Conference: _____

3 College Spiritual Life Program Report: _____

4 Other: _____