



# Christian Leadership Programme 2022

*Northern Presbytery in partnership with Laidlaw College*

## Internship Learning Agreement

*Please note those wanting to pursue a youth ministry internship will sign a PYM Internship Learning Agreement in place of this document*

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This learning agreement covers the period from \_\_\_\_\_ till \_\_\_\_\_

- The internship placement is at:
  
- Name of intern:
  
- Minister:

The purpose of the internship is ministry formation and training in the context of supervised ministry experience. The internship provides an accredited, structured environment for students within Northern Presbytery.

### Hours of Internship

The duration of the internship is one year. If studying full time, the intern will complete 210 ministry hours during semester one followed by 210 hours during semester two (420 hours in total). The intern and hosting church can negotiate additional hours but this will not count towards their total internship hours. Interns will also complete additional assessments / reflective practices for their internship paper. The remaining time per week will be spent completing the other Laidlaw course papers.

The hosting church and the intern will need to agree on the start and finish date of the internship in conjunction with the Laidlaw semester timeframe. Hours completed before or after semester one and two cannot count as credited hours.

The intern will be expected to log their internship hours. The local church may have recommendations about how these hours are logged, using a timesheet or mobile app etc. Additional study hours and intern retreats do not count as hours that can be logged as part of the working component of the internship. Interns will also be part of a Northern Presbytery cohort who meet four times per year which will not count as logged hours. If studying part time then the church hours will be adjusted to meet the 210 hours per semester.



Interns will have an onsite mentor appointed to them from their church which will be included in their hours. An additional 8 hours per semester will be allocated for external supervision. Intern breaks will need to be agreed prior to internship (often to align with the semester break period).

Priority needs to be given to study and the learning requirements of the internship in the context of the ministry needs of the local congregation. This will need to be clarified when the intern is already an employee of the church.

### **Payment of fees and reimbursement of costs**

The hosting church is required to pay for the interns' course fees at Laidlaw. Sponsorship is available for churches belonging to Northern Presbytery to assist with this cost. Additional costs including an external supervisor, travel, phone, conferences, events and special interest area expenses will be additional payments (e.g. if a student has a special interest in youth ministry, they will take part in the various PYM events and gathering that operate during the year). Other costs specific to your church will need to be communicated prior to the intern starting their placement.

### **Hosting church and intern agreement**

We ask that each hosting church create a written agreement / job description outlining the expectations and responsibilities for the intern before they begin. This will need to be shared and approved by Northern Presbytery before the intern can start. A job description template can be accessed from Northern Presbytery.

### **Supervision and Mentoring**

Regular external supervision will take place (8 hours are allocated for this). The intern's supervisor will be arranged in consultation with Northern Presbytery.

We also ask that each hosting church appoint a mentor from their Parish as additional support. Regular (weekly or fortnightly) mentoring will be required by the person directly overseeing the internship from the hosting church (the on-site mentor).

On-site mentors' responsibilities include:

- Providing adequate mentoring of the student as they fulfil their responsibilities
- Ensuring that the student's ministry responsibilities are appropriate to their level of development
- Assisting the student in the development of appropriate ministry objectives at the commencement of each course
- Meeting regularly with the student in relation to their completion of assigned tasks and skill formation
- Providing written feedback to Laidlaw college at the end of each semester



**Please note:** Laidlaw refer to external supervisors as mentors and on-site mentors as supervisors during the course.

### Learning Goals

Learning goals will be identified for each period of the internship (these will include four Learning Objectives per semester as part of the Laidlaw Internship paper and assessments). The minister and on-site mentor are responsible for helping the intern achieve these goals. In the absence of an internship paper, learning goals will be formulated with the support of Northern Presbytery.

### The host church will

- Create a written agreement / job description for their intern
- Pay their intern’s annual Laidlaw course fees
- Provide an on-site mentor from their Parish for their intern
- Source and fund their intern’s external supervisor
- Cover other expenses for their intern including travel, phone, conferences, events, special interest area costs, and other costs specific to their church.

### Northern Presbytery will:

- Assist with the application process for individuals and churches who are interested in the programme
- Co-ordinate a Northern Presbytery cohort of students belonging to the Christian Leadership Programme. This cohort will meet as a group at least four times over semester one and two.
- Be part of the process to assign an intern to a church. Northern Presbytery will need to approve the host church before the intern begins.
- Periodically review an intern’s church placement to ensure it is a healthy and helpful set up for both the intern and the church

If any problems arise during the intern’s placement, the youth coordinator (Emma Page) will need to be contacted.

### Signatures

\_\_\_\_\_ (Church)

\_\_\_\_\_ (Intern)

\_\_\_\_\_ (Northern Presbytery)