



Peterborough Diocese Ministry Internships

Information Pack for Placement Providers 2013



**become all
you are called
to be**

Contents

Introduction 2

Overview 2

Becoming a Placement Provider 3

Practical Issues for Placements 4

Model Job Description 5

Finance 6

Diocese Support 7

Training 7

Recruiting an Intern 8

Safeguarding 8

Supervision and Support 9

The End of the Placement 9

Application Process – What next? 10

Contact 10



Introduction

“Your lives are echoing the Master’s Word” 1 Thessalonians 1:8 (The Message)

The ECHO Ministry Intern Programme is a one year scheme aimed at encouraging young people to explore a calling to full-time church ministry through experiencing parish life and ministry. Interns will serve the church and will be challenged to grow in faith and confidence as disciples and leaders and to explore options for future vocation.

Overview

Aim

To give young people (aged 18-25) the opportunity to explore ministry within the Church of England through establishing one year internship placements in parishes, benefices or deaneries.

Background

The programme has developed based on the success of the Xpect Youth Ministry Internships and in response to a desire to see an increase in the numbers of young people in training for ordained and other ministries. It is supported by a National initiative.

Outline

The programme involves recruiting people primarily aged 18-25 years who will serve in a parish, benefice or organisation, full or part-time for up to a year. The programme will be linked to the Church of England’s criteria for selection for ministry. The intern will receive training in theology, leadership and discipleship. Advice and support will be offered in discerning next steps and assistance in finding further training or employment.

People

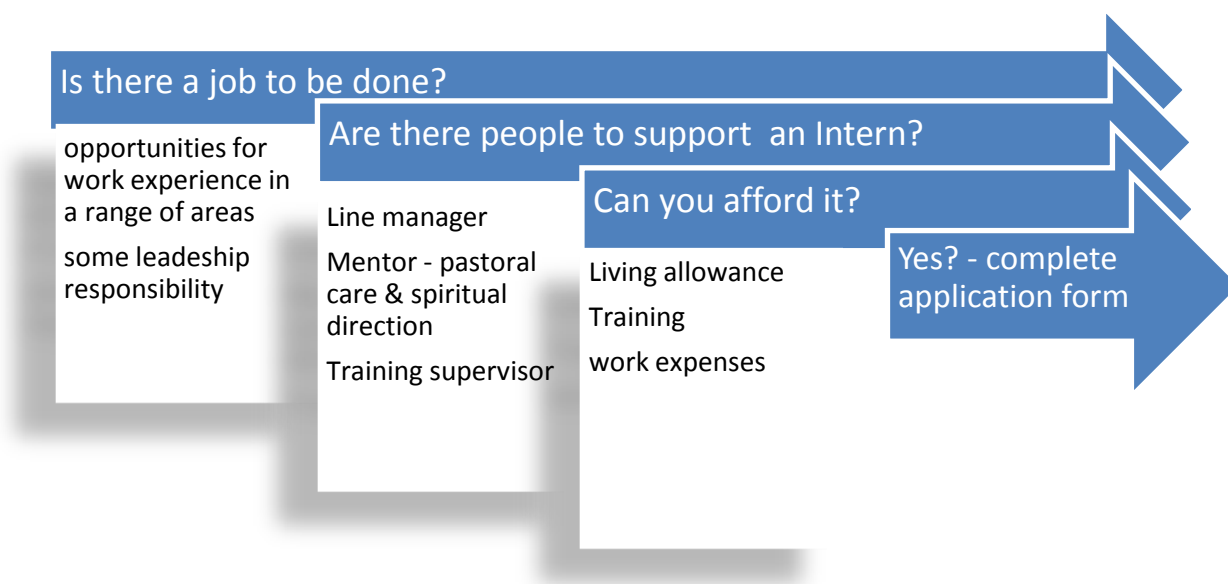
The programme is primarily aimed at young people exploring vocation but it may be possible to recruit older interns as part of a discernment process. We expect to attract young people either after school or university or after other work as a way of gaining experience and serving their church and community.

Areas of work

Interns will be involved in all aspects of parish ministry gaining as wide a perspective as possible. It may be possible to concentrate on a specialist area but this would be for no more than 50% of work time.



Becoming a Placement Provider



Requirements of the Placement

- ✓ The Intern will be a volunteer and receive pocket money and living expenses as agreed before the start of the placement;
- ✓ The Intern will receive an agreed Job Role Description
- ✓ The Intern will work a normal working week of 35-40 hours with at least one full day off per week; and occasional weekends off.
- ✓ The intern will have one full day per week set aside for study & training;
- ✓ Interns will have a minimum of 5 weeks leave plus Bank Holidays or time off in lieu if these are worked;
- ✓ The placement will cover travel costs & expenses incurred in the course of the work;
- ✓ The placement will identify one person to act as manager and will commit to weekly meetings to plan and discuss work progress; supervision notes will need to be kept (and occasional reports sent to the Diocese by agreement).
- ✓ Interns will have a mentor who will meet every 4-6 weeks for pastoral support and spiritual direction.
- ✓ Interns will also meet with a Training supervisor every 4-6 weeks.
- ✓ The host placement will be responsible for ensuring adequate insurance cover for the volunteer intern including Employer's and Public Liability, personal accident etc.
- ✓ The Diocesan Youth Officer(Interns) will be available for support and advice;
- ✓ Interns will need to be available for training as arranged by the Diocese and for regular support meetings with other interns including two residential events.
- ✓ Line managers will be required to attend training and review meetings.



Practical Issues for Placements

Accommodation

The Diocese is providing two houses for interns who will live as a community as part of their formation and development. All interns will be expected to play a full part in this community and live according to a rhythm or 'rule of life' as agreed.

A house Chaplain will be appointed to support and guide the interns in this part of the programme.

Parishes that are too far from the two houses may still apply for an intern but will need to provide suitable accommodation. This may be with a family or person in the parish who has a spare room - all interns should have their own room – or it may be you have access to other accommodation such as a shared house or could rent a room somewhere. It will be important for the accommodation to be suitable for the age and maturity of the Intern and not be a source of additional stress!

Work Space

Your intern should have a suitable place to work – a desk at home or preferably in a shared office where he/she may be able to meet with others. You will need to ensure they have appropriate equipment and access to a computer or laptop etc. Payment of costs of telephone calls and/or internet will need to be agreed before the placement begins.

Insurance

The intern will need to be covered by insurance as for other employees or volunteers. This will include Public and Employers liability as well as personal accident cover and any cover for activities involving children/young people.

You will need to check that your accommodation provider is insured and that your intern has adequate cover for his/her own possessions.

Resources

Your intern will need various resources to use for the work and you may have many of these already. However you should consider making a small budget available to cover costs of developing any work – and agree a process for accessing the funds.

Expenses

You should cover normal expenses incurred in the work of your intern and again this needs to be agreed beforehand. E.g. travel – rate of mileage allowance, use of public transport; will you cover costs to get to work/home; telephone/mobile phone & internet use; You will need a simple expenses claim form and clear procedure for claiming expenses.



Model Job Description - Echo

Job Title: Volunteer Ministry Intern
 Purpose of post: To assist in the life, work and ministry of ##
 parish/benefice/deanery

Main Responsibilities:

1. To make contact with a variety of groups within the parish of #####
2. To develop work with specific groups as required
3. To assist in leading Sunday worship, leading prayer and Bible study groups;
4. To assist in pastoral care and visiting
5. To take leadership responsibility for one area of work
6. To be involved in social action and mission activities
7. To meet weekly with manager for supervision
8. To meet regularly with mentor and training supervisor as agreed
9. To complete training courses and study programmes provided by the Diocese
10. To attend Intern meetings and training sessions.

Work hours

You will be required to work an average of 37.5 hrs per week; due to the nature of the work you will need to be flexible in when you work but time off will be given in lieu of additional hours worked.

Holidays

In addition to statutory bank holidays you will be entitled to 4 weeks leave. When public holidays coincide with a Christian festival on which you are required to work, time off in lieu will be given.

Possible Weekly Programme

	Morning	Afternoon	Evening
Sunday	Worship service		Worship service
Monday	Supervision	Planning	
Tuesday	Ministry activity		Ministry activity
Wednesday		Ministry activity	Ministry activity
Thursday	DAY OFF		
Friday	Study Day or Training		
Saturday	Occasional events / activities or time off		



Finance

You will need to decide how long your placement will last – we suggest 11 -12 months and whether it will be full-time or less.

Budget for Intern Programme (full-time)

We suggest the following as guide amounts for your intern programme

Food & Accommodation Allowance 52 weeks x £25	2600
Living Allowance 52 weeks x £35	1820
Expenses (travel etc)	750
Training (Ridley Hall)	1000
TOTAL:	6170

Costs of Intern training days and residentials are met by the Diocese.

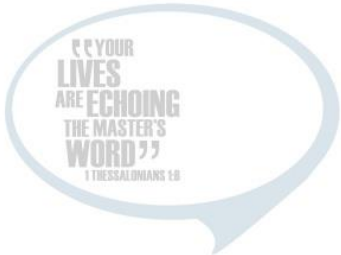
Fundraising

We are hoping to access some funding from the Ministry Division of the Church of England and this will mean a grant of £2000 may be available to each parish taking on an intern.

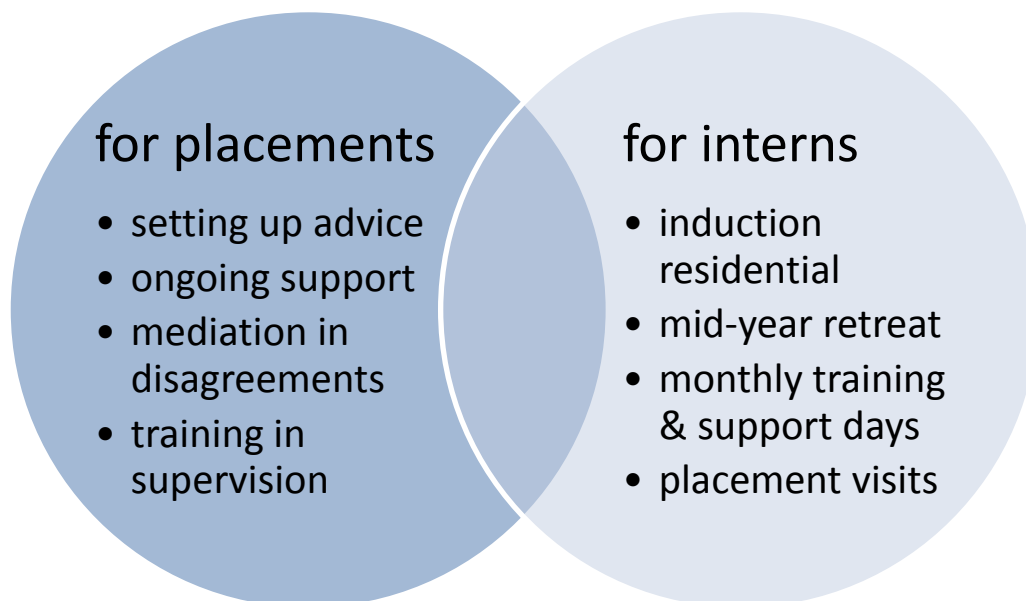
You may be able to access funds from local trusts and the Diocese will offer help to find other sources of funding if required.

Part-time Work.

If your placement is part-time then your intern may be able to find paid employment for other hours in the week and be able to subsidise the cost themselves.



Diocese Support



Training

Interns will receive the following training as part of the Internship

Community Based Pioneer Ministry

18 days of top quality teaching at Ridley Hall, Cambridge over the course of a year, context-based teaching, reflection & ministerial formation

Living Faith

Theological training – A course based on selected material from the Diocese of Peterborough 'Living Faith' modules.



A practical course in leadership development

Discipleship and character formation

mentoring support provided by the placement, residentials and monthly gatherings with other interns



Recruiting an Intern.

Interns will be recruited from 2 different sources:

1. 'Home' Placement – if you know someone within your own congregation or networks who would be suitable and keen to apply
2. Diocese placement – an intern applying for the programme and who is keen to work anywhere in the diocese

Do you know someone who might be suitable to become an Intern in your parish?

Someone

- Asking questions about their future vocation
- Potential to serve in church ministry, ordained or lay
- Looking for a gap year
- A self-starter and ability to motivate self and others;
- Who is keen to learn and grow in their faith
- Willing to learn new skills and ideas especially about ministry.

Alternatively you may know someone but it may be more appropriate for him/her to work in another context or you may not be able to offer a placement yourself; in which case please encourage him/her to apply to work elsewhere within the Diocese.

The process of recruiting your intern will need to be as follows:



Safeguarding

All placements taking an Intern will be required to have a Safeguarding Policy in place that conforms to the Diocese Policy and Church of England guidance. Advice is available from the Diocesan Safeguarding Officer.

Interns who will be working with children and/or young people will need to be subject to safe recruiting policy including suitable references and an enhanced DBS check carried out before appointment.



Supervision and Support

The intern will have 3 people providing support, one of whom will be provided by the Diocese. The placement will need to take on the following roles that are crucial to the success of the placement:

1. The Line Manager – who will take responsibility for overseeing the work of the intern; ensuring both supervision and support. S/he will need an understanding of the placement context and preferably some experience of supervising staff. He/she will need to be able to meet with the Intern once per week in the initial stages and possibly at a reduced frequency later on. Normally this will be the incumbent.

The line manager will be expected to attend training and support meetings for the programme at least twice during the year.

2. The Mentor - will be a trusted advisor and friend to the Intern and will offer pastoral care and some spiritual direction. The role will vary depending on the needs of the intern but will include listening and accompanying the person through the year; offering encouragement and counsel and assisting reflection on the current work and future vocation. The mentor will have a specific role in relation to exploring material from the Growing Leaders course.
3. The Training Supervisor. This will involve supervising the study and training of the intern; assisting in professional reflection on ministry and specifically in theological reflection and application of theory to practice.

One of these roles (2 or 3) will be fulfilled by a representative of the Diocesan Vocations Team.

The End of the Placement

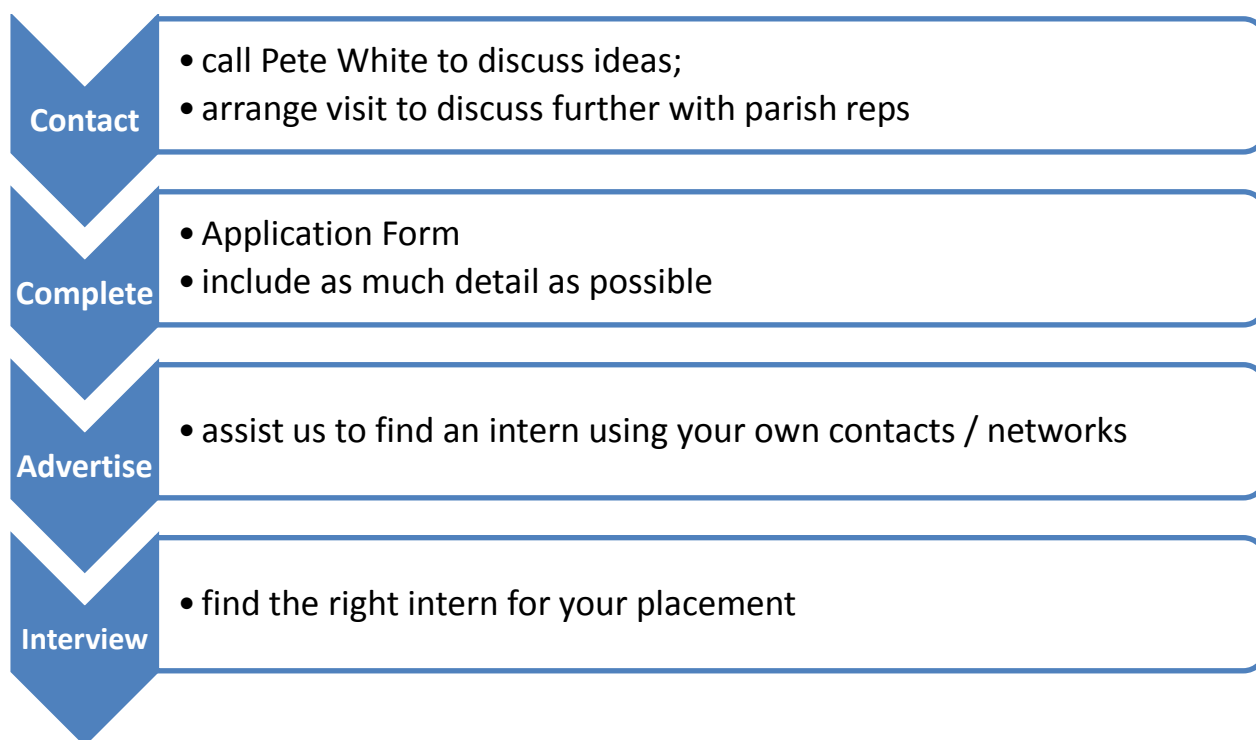
It is important to recognise that you may have your worker for only one year and so you will need to consider how the work might continue without her/him. This may mean ensuring your intern or others are building a team who will be able to carry on the work. However it may be possible to find another intern and s/he will continue the work.

The diocese will support you and the intern in exploring next steps in the discernment process which may include an option for a second year placement or moving on to further training or placement experience.



Application Process – What next?

If you would like to apply for an Internship Placement then the next steps are:



Contact

Pete White DYO (Interns)
Bouverie Court
The Lakes,
Bedford Road
Northampton
NN4 7YD

Tel: 01604 887044

peter.white@peterborough-diocese.org.uk

Information and Application Forms can be downloaded from the Diocese Website:

www.peterborough-diocese.org.uk/echo



ECHO Ministry Interns Placement Application Form

Name of Parish/Benefice/organisation:	Contact Person:
Contact Address:	
Email:	Telephone No.
Intern – Do you have someone who would like to be your Intern? Name: Address:	
If you require us to find you an Intern, note any specific requirements that will help us to match an intern to your situation: Age: Gender: Specific skills /interests Necessary qualities Other comments:	
Please describe your setting – e.g. ‘churchmanship’ - style of worship, theological position; size & age range of congregation; Rural /urban;	
Existing Work Outline regular groups, projects, services etc that your intern could be involved with.	



<p>Job Outline: Briefly outline specific areas of work you would like your Ministry Intern to do:</p> <p>Job outline cont.</p>	
<p>New Opportunities: Outline any potential to develop new work:</p>	
<p>Supervision Name of person who will manage the intern:</p>	<p>Position in church/organisation</p>
<p>Support – how many other staff or volunteers will work with the intern?</p>	
<p>Accommodation for Intern Note accommodation arrangements:</p>	
<p>Any other comments:</p>	
<p>Signed:</p>	<p>Date:</p>

Please send completed form to:
Mr. P. White.
DYO (Interns)
Bouverie Court, 6, The Lakes,
Bedford Road, Northampton NN4 7YD.

Tel: 01604 887044 e: peter.white@peterborough-diocese.org.uk

