



CHRIST COLLEGE

# Internship

## OVERVIEW OF THE CHRIST COLLEGE INTERNSHIP

24 February, 2020

### INTRODUCTION

This paper provides an overview of the Internship and how it works practically. It is written especially for new Coaches and Interns.

The following issues are addressed in this paper:

- Access to Nova
- Internship Orientation and Training Seminar
- Program goals and learning outcomes
- Program governance
- Program design
- Evaluation and assessment
- Intern appointments
- Observation of Session and staff meetings
- Student entry criteria
- Intern scholarships and employment
- Recognition of Prior Learning
- Approval of Partner Churches and Coaches for 3-year terms
- Continuing Professional Development for Coaches

For further information about the Internship, please login to Nova in the first instance (see below). Otherwise please contact the Director of Internships at [jpratt@christcollege.edu.au](mailto:jpratt@christcollege.edu.au).

### ACCESS TO NOVA

Nova is the name of the Moodle-based learning management system used at Christ College. Soft copies of all relevant documentation for the Internship can be found on the Internship webpage of Nova. Interns will submit formal assessments and other papers through Nova. The Registrar will enrol all approved Coaches and Interns onto Nova so they can access relevant Internship resources.

Nova can be accessed through the link at the top-right of the Christ College webpage or by clicking here: <https://online.christcollege.edu.au/login/index.php> . If you do not know your login or password details, click the link "Forgotten your username or password?". Enter the email address that you supplied in your application form and an email will be sent to that address with your username and password details. If you require assistance with this process, please contact the Registrar at [registrar@christcollege.edu.au](mailto:registrar@christcollege.edu.au).

## **INTERNSHIP ORIENTATION AND TRAINING SEMINAR**

There is only one seminar that Interns and Coaches are required to attend every year at Christ College. The Internship Orientation and Training Seminar will normally be held at the end of January each year.

## **PROGRAM GOALS AND LEARNING OUTCOMES**

The major goals of the Internship are to implement a program that:

1. Satisfies GAA Course of Training requirements with respect to field learning
2. Addresses identified Graduate Attributes
3. Links field learning to classroom experiences
4. Integrates field learning across the preaching/teaching, leading and pastoral care functions of church leaders
5. Gives flexibility for non-pastoral students, such as missionaries, campus workers, chaplains
6. Provides a quality learning experience that adds value to student's ministry-readiness and which is well-regarded by churches and other Christian agencies
7. Reflects present best practice in the literature on internships

The student-centred learning outcomes accomplished by the end of the program are listed below:

### **1. Knowledge and Understanding**

Know and understand:

- A1. How to translate classroom learning into actions in live contexts that are consistent with and expressive of the Reformed Christian faith
- A2. The convictions, aspirations and ministry context of the PCA
- A3. Foundational concepts in caring for self and others, leadership and preaching/teaching

### **2. Skills**

Be able to:

- B1. Model the ordinary Christian life
- B2. Maintain a healthy personal life and healthy relationships, especially in family
- B3. Promote maturity in Christ and the flourishing of others
- B4. Lead positive organisational change that promotes Christ's mission
- B5. Proclaim Christ from the Scriptures in a range of settings

### **3. Application**

Be in a position to:

- C1. Function as an effective member and leader of a team, including paid staff
- C2. Fulfil the core functions of a PCA pastoral leader
- C3. Adapt, innovate and promote gospel-centred change across diverse contexts
- C4. Grow in personal formation, knowledge and skills over their lifetime

Coaches and Interns are reminded that the College aims to produce students who reflect our Graduate Attributes (for further information see: <https://christcollege.edu.au/study/graduate-attributes/>). The detailed Graduate Attribute Descriptors include

1. view and value self and others within a complementarian framework (2.A.3.);
2. ii) engage and empower men and women to serve (5.C.4.); and
3. iii) delight in shared leadership within PCA polity (5.A.2.).

## **PROGRAM GOVERNANCE**

The Internship was approved by Faculty in May 2018. It replaces the former Field Education Scheme (FES).

The program is overseen by the Director of Internships under delegated authority from the Faculty. The Director is appointed by, and is accountable to, the Principal. The Director is responsible for overseeing the development, implementation, and evaluation of the program.

Stream Coordinators, appointed by and accountable to the Principal, complement the work of the Director of Internships in the following areas:

- Pastoral Care
- Leadership
- Preaching and Teaching

The role of Stream Coordinators is to provide content-specific expertise for relevant Internship years/projects, and to ensure the progressive development of student capabilities across relevant classroom units based on Graduate Attributes.

## **PROGRAM DESIGN**

The Internship is three years in length and begins after the completion of the first year of the Course of Training. The design of the Internship is informed by:

- Global best practice research relating to Internships;
- Graduate Attributes for the wider Course of Training; and
- Prior field learning experiences from the Leadership Development Program (LDP) and Field Education Scheme (FES) at Christ College.

Each year of the Internship has the following common elements:

- A year-long and church-based project linked to identified classroom units
- Observation of pastoral leadership in the Church Session and staff meetings
- Observation of pastoral leadership in other relevant contexts
- Observation of, and participation in, a healthy church community
- Regular Coach-Intern meetings (at least monthly)
- Presentations at Retreat days in June and November
- Regular preaching that is evaluated
- Regular teaching that is evaluated (Years 2 and 3 only)
- Regular leading of gathered worship that is evaluated
- Intern 360 Survey and Personal Development Plan

Each year has its own distinctive focus, project and expectations:

- Year 1 (Pastoral Care)
- Year 2 (Leadership)
- Year 3 (Preaching and Teaching)

The particular detailed expectations for Interns in each year can be found in the Project Planning Templates located on Nova. These templates are to be completed and submitted by the Intern at the start of every year, except for Year 2 (Leadership) when it must be submitted the year before. It must be signed by the Coach and Session Clerk, and then approved by the relevant Stream Coordinator and Director of Internships. These approved project plans will then form the learning contract between the Intern, Partner Church and Christ College for the remainder of the year.

The Internship is designed intentionally to link together with other classroom units at Christ College. A list of the linked classroom units is found in Appendix 1.

## **EVALUATION AND ASSESSMENT**

Interns are assessed and evaluated in many ways throughout the Internship. This includes formal and informal evaluation in the Internship, and formal assessment through linked classroom units.

Interns are evaluated formally each year using a custom-designed 360 survey. This survey is completed in Semester 2 and serves the following purposes:

1. To promote the personal and professional development of Interns;
2. To evaluate the progressive development of relevant Graduate Attributes; and
3. To inform relevant decision-making processes of presbyteries (Candidates only).

A total of 10 raters (including the Intern) are involved with at least two being female. Other raters are drawn from the following groups:

- Coach (1);
- Elders (2);
- Peers/team members (3); and
- Other church members (3)

After the completion of the survey, a formal report will be emailed to the Intern and their Coach. The Intern will complete an initial self-assessment before meeting with their Coach to discuss their report. A Personal Development Plan comprising of no more than five SMART Goals should then be developed and uploaded to Nova. Further details about the Intern 360 Survey and Personal Development Plan can be found on Nova.

For Interns who are Candidates, a new Graduate Attribute-driven report for presbyteries will be produced at the end of each year from 2020. This report will draw on numerical data from the Intern 360 Survey and formal assessment data from all other classroom units. Further information about this report will be made available towards the end of 2020.

A range of other informal evaluation opportunities are scattered throughout the Internship. Structured evaluation forms have been created for Coaches to provide Interns with feedback on their preaching, teaching (Years 2 and 3) and leading of gathered worship. Interns will also meet regularly (at least monthly) with their Coach to review their progress against their SMART Goals from their Personal Development Plan. Copies of these evaluation forms and the Personal Development Plan template can be found on Nova.

Interns will also complete a range of formal assessments linked to classroom units. These assessments require the application of relevant theory to field projects and/or theoretical reflection on practical field learning. These assessments are graded by the linked classroom teacher. These links between theory and practice create the ideal conditions for transformative learning in adults.

## **INTERN APPOINTMENTS**

Interns must complete their Internship under an approved Coach in an approved Partner Church. Interns and their family should become formal members of the Partner Church and contribute to the life and mission of that church<sup>1</sup>. A list of the current approved Partner Churches and Coaches can be found on the Internship page and Student Forms and Resources page of Nova.

Interns who are Candidates are expected to experience two churches before finishing the Course of Training. This requirement can be met if a student has significant experience in different local churches before entering college, or changes church on entering college, or changes church for one year of the Internship (e.g. the last year).

In the case of a staff member employed by a Partner Church who is completing the Internship and Course of Training as a Candidate, if they do not have multi-church experience, this requirement can be met by a block placement of at least five weeks in another church. This church does not need to be a Partner Church for the purposes of this block placement. There is no mandatory block placement for the Internship as occurred under FES.

Students who wish to complete an Internship with an approved Partner Church are encouraged to complete the relevant sections of the Student Application Form *before* speaking with an approved Coach. Coaches may request a completed Student Application Form *before* speaking further with the student. Soft copies of the Student Application Form can be found on the Internship page of the Christ College website.

The student must obtain written permission from the Session of the Partner Church indicating that they are willing to receive the student before their application will be considered for approval by the Director of Internships. Partner Churches should prioritise receiving Candidate students over non-Candidate students, especially those from outside Metropolitan Sydney and those who require experience of a second church (usually for the first or third year of the Internship). They should also evaluate rigorously every non-Candidate student application against the stated entry criteria.

The Director of Internships does not appoint Interns to Partner Churches. However, the Director of Internships may withdraw approval for Interns to complete their Internship at a particular Partner Church in exceptional circumstances (e.g. the only approved Coach in a Partner Church moves to another church, moral failure in the life of the Intern, etc.).

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<sup>1</sup> An exemption is Candidates from other states. For further information please contact the Principal of Christ College.

## **OBSERVATION OF SESSION AND STAFF MEETINGS**

Interns are expected to attend and observe 80 percent of *regular* Session meetings (i.e. when Session does not meet as a 'closed court'). Interns can plan to miss up to 20 percent of meetings in a year, such as around major assessment deadlines near the end of each semester. The Session may ask Interns to participate and/or serve during Session meetings beyond mere observation as it deems fit. Interns are also expected to attend and observe *relevant* staff meetings.

## **STUDENT ENTRY CRITERIA**

Students who are approved Candidates for the ministry in the Presbyterian Church of Australia (PCA) will have automatic entry into the Internship after demonstrating the following:

1. Evidence of completion of the equivalent of all first-year units.
2. Written permission from the Session of a Partner Church indicating their willingness to receive the student as an Intern in their church for the relevant years of their Internship (usually three).

Students who are not Candidates, including applicants in process, will be screened via a rigorous application process that includes:

1. Evidence of completion of the equivalent of all first-year units with a minimum GPA of 2.0 (credit).
2. Strong references from present/past ministry leaders attesting to the fitness of their character, competence and 'call' for pastoral leadership within the PCNSW or other comparable ministry fields.
3. Written statements from the student attesting to the fitness of their character, competence and 'call' for pastoral leadership within the PCNSW or other comparable ministry fields.
4. Written permission from the Partner Church indicating their willingness to receive the student as an Intern for the requested years of the Internship (usually three). Partner Churches are encouraged to reject any and all applications from non-Candidate students whom they believe do not demonstrate sufficient evidence of the kind of emerging character, competence and 'call' required for effective pastoral leaders in the PCNSW or other comparable contexts. Partner Churches may also reject applications for other relevant and practical reasons they determine are important (e.g. they already have several Interns).
5. Final approval from the Director of Internships under delegated authority from the Faculty.

Soft copies of the Student Application Form can be found on the Internship page of the Christ College website.

## **INTERN SCHOLARSHIPS AND EMPLOYMENT**

Interns who are candidates will be supported by an allowance provided by Christ College at a level as determined from time to time. Internship allowances are not to be paid by the Partner Church. Non-Candidates will not be supported by a Christ College-provided allowance. Candidates who are engaged in paid pastoral work are reminded that, as per the NSW Code section 5.39, all pastoral appointments must be approved by the Presbyterian Theological Centre Committee. Candidates must notify the PTCC of their plans regarding Pastoral Assistance by writing to the Secretary of the PTCC.

## **RECOGNITION OF PRIOR LEARNING**

It is possible that some Interns may qualify for Recognition of Prior Learning (RPL). As a result of classroom units being linked with the Internship via formal assessments, RPL will apply to both the relevant field year and all linked classroom units. An application can be made using the relevant forms provided by the Registrar. All applications for RPL will be assessed by a sub-committee of Faculty, overseen by the Academic Dean and the Academic Office.

A maximum of **one** year of the Internship and identified linked classroom units may be permitted under the following conditions:

1. The student has at least two years substantial and supervised experience in a congregational setting;
2. The student is a Candidate or has completed the first year of the Course of Training or equivalent at degree level with a minimum GPA of 2.0 (credit average); and
3. The student demonstrates that all Graduate Attribute Descriptors and Learning Outcomes for that year and identified linked classroom units have been achieved, assessed, recorded and verified in the context of their supervised experience in a congregational setting and/or relevant degree-level theological studies.

In exceptional circumstances, a student may be granted more than one year of RPL by the Christ College Faculty. In such cases, students must still comply with requirements a, b and c of clause 9.1 (requirements 1-3 listed above). The applicant should make a case for more than one year of RPL in writing to the Academic Dean.

For more information about this process please contact the Registrar at [registrar@christcollege.edu.au](mailto:registrar@christcollege.edu.au).

## **APPROVAL OF PARTNER CHURCHES AND COACHES FOR 3-YEAR TERMS**

The term of approval for Partner Churches and Coaches is three years. This is based on a compliant application form submitted to the Director of Internships. Partner Churches are approved by the Director of Internships under delegated authority from Faculty.

Partner Churches must meet the required benchmarks using the official PCNSW Church Health Survey with no fewer than 30 attenders. Over 70 percent of church attenders must agree, and less than 10 percent disagree, with each of the identified questions in Appendix 2, as reported by the findings of a PCNSW Church Health Survey completed within the last 12 months. This survey may be completed through Church Offices, or through an Ordinary Visitation under the presbytery. Applications based on surveys created and administered outside of this framework will not be accepted.

If the above metrics are not achieved, the Session is invited to submit a detailed statement to the Director of Internships that:

1. Provides an explanation for the likely cause/s of lower than expected agreement, and/or higher than expected disagreement, for relevant questions;

2. Outlines their proposed strategies, expressed as S.M.A.R.T. goals<sup>2</sup>, to address areas of deficit; and
3. Summarises the professional development that relevant members of the Session and/or other church leaders will undertake over the next 12 months to develop competence in identified areas of deficit.

Towards the end of the three-year approval cycle, Partner Churches must submit another compliant application based on a PCNSW Church Health Survey completed within the last 12 months.

Partner Churches will nominate in their application form at least one designated pastor to serve as a Coach. Partner Churches who cannot provide at least one designated Coach (e.g. their only Coach leaves the church) will normally lose their status as a Partner Church and will be eligible to seek re-approval when a designated Coach is available. Designated Coaches should normally be ordained ministers within the PCNSW.

### **CONTINUING PROFESSIONAL DEVELOPMENT FOR APPROVED COACHES**

Partner Churches and Coaches agreed in their application to support the Continuing Professional Development (CPD) of their own church leaders serving as Coaches.

Each year all Coaches will organise directly with Pulse Insights (Church Offices) to complete a custom-designed Church Leader 360 Survey. This survey is very similar to the Intern 360 Survey and can be found on Nova. The findings of this survey will be delivered to the Church Leader and the nominated member of their Session only. Further details regarding the completion of this survey can be found in the Church Leader 360 Explanatory Statement on Nova.

Coaches also agreed to complete 150 hours of CPD every three years. Coaches will submit to their Session a completed CPD Record Form at the end of every year for accountability. A completed CPD Record Form should be submitted to the Director of Internships at the end of every three years accounting for 150 hours of CPD. The CPD Policy and CPD Record Form can be found on Nova.

To support CPD activities undertaken by their Coach/es, Partner Churches agreed to pay each designated Coach an allowance of \$2,000 as a lump sum at the start of each calendar year. As an allowance, the Session should not require receipts for how this funding was spent. Instead, it should review the CPD Record Form submitted by their Coach/es at the end of every year.

In addition to paying an allowance to their Coach/es, Partner Churches also agreed to grant two weeks of leave every year for CPD activities (inclusive of study leave). Leave not taken during the year (excluding study leave) should be held forfeit, not accumulate, and not entitle the Coach/es to be paid in lieu of such leave.

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<sup>2</sup> That is, goals that are Specific rather than general, Measurable rather than vague, Achievable given current resources, Relevant and consistent with other goals and contextual issues, and Time-bound so that required outcomes are matched with deadlines.



**FURTHER INFORMATION**

This paper has provided a brief overview of the Internship. For further details, please login to Nova in the first instance. Otherwise please contact the Director of Internships at [jpratt@christcollege.edu.au](mailto:jpratt@christcollege.edu.au) .

## **APPENDIX 1:**

### **Classroom Units Linked to the Internship**

#### **Internship Year 1 – Pastoral Care**

- Foundations of Pastoral Care (Y2 S1)
- Pastoral Care Workshop – (Y4 S2)

#### **Internship Year 2 – Leadership**

- Frameworks for Christian leadership (Y2 S2)
- Leading in Different Contexts (Y2 S2)
- Developing Disciples and Leaders (Y3 S1)
- Leading Skills 1 (Y3 S1)
- Leading Skills 2 (Y3 S2)
- Lifelong Leadership (Y4 S1)

#### **Internship Year 3 – Preaching and Teaching**

- Introductory Preaching (Y1 S2)
- Old Testament exegesis unit (Y4, S2)
- Communications Workshop (Y4, S2)

## APPENDIX 2

### Selected PCNSW Church Health Survey Questions<sup>3</sup>

#### Christian Living

1. In our church the minister/s and elders hold firmly to the truths of the whole Bible (Q41.b)
2. In our church the minister/s and elders inspire me to trust Jesus more deeply (Q41.l)
3. In our church the minister/s and elders model Christ-like living (Q41.a)

#### Pastoral Care

4. I am able to share my deep feelings, fears and hopes with my minister/s / an elder (Q27.)
5. I feel that I can speak openly to my minister/s / an elder (Q30.)
6. Conflicts between members in my church are resolved effectively (Q29.)
7. In our church the minister/s and elders exercise discipline appropriately (Q41.i)
8. In our church the minister/s and elders ensure that all members are well cared for (Q41.g)
9. In our church the minister/s and elders pray with and for us (Q41.h)

#### Leadership

10. The leadership provided by the minister/s and elders is open and transparent (Q31.)
11. Our church has a biblically-based and culturally appropriate vision for the future that inspires me (Q40.)
12. In our church the minister/s and elders have organised our church to help us to love God, love each other, and love God's world (Q41.e)
13. Our church has developed clear strategies to help the surrounding community to trust in Jesus (Q38.)
14. In our church the minister/s and elders empower me to start new initiatives that further our church's vision (Q41.f)
15. In our church the minister/s and elders are respected as an effective team of leaders (Q41.d)

#### Preaching and Teaching

16. In our church the minister/s and elders teach the gospel from both the Old and New Testaments (Q41.c)
17. Our church preaching proclaims Jesus clearly from the Bible (Q32.)
18. Our church preaching proclaims Jesus in ways that connect with my particular needs, fears and hopes (Q33.)
19. Our church has equipped and supports me to live for Jesus in my family, work, church and community (Q25.)
20. Our church has equipped and supports me to serve others using my God-given gifts (Q26.)

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<sup>3</sup> These questions were drawn from the current PCNSW Church Health Survey that can be found on the Ministry and Mission website here: <http://mmpcnsw.org.au/procedures/presbytery-visitations/> .