



CHRIST COLLEGE

# Internship

## STUDENT APPLICATION FORM

### FACULTY POLICY ON ENTRY CRITERIA FOR STUDENTS

1. *Candidates in the second year of Christ College will have automatic entry to the Internship after demonstrating the following:*
  - a. *Evidence of completion of the equivalent of all first-year units.*
  - b. *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).*
2. *Non-Candidates, including applicants in process, will be screened via a rigorous application process that includes:*
  - a. *Evidence of completion of the equivalent of all first-year units with a minimum GPA of 2.0 (credit).*
  - b. *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.*
  - c. *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.*
  - d. *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).*
  - e. *Final approval from the Director of Internships.*

#### **Applications close 30 November**

Eligible students are invited to submit a complete and signed application form to the Director of Internships at [jpratt@christcollege.edu.au](mailto:jpratt@christcollege.edu.au) **by 30 November** for consideration as a possible Intern of Christ College from the next calendar year. Application forms will not be considered without the relevant signatures of an approved Coach and Session Clerk from an approved Partner Church, along with all other required appendices.

### PART A: CONTACT DETAILS

Dr/Rev/Mr/Mrs/Ms/Miss:	Gender (male/female):
Given names:	Family name:
Preferred name:	Date of birth:
ACT no. (if known):	Date of this application:
Home phone:	Mobile phone:
Email:	
Address:	
Marital status:	Spouse's name (if relevant):
Names and ages of dependent children:	

### PART B: CANDIDATURE STATUS

1. Have you been <i>accepted</i> as a Candidate for the Ministry within the PCNSW? (Yes/No)  <i>Note: if you are a Candidate, the Clerk of your presbytery should have emailed a formal minute to Christ College. Students who have applied to be a Candidate are applicants in process and are not yet Candidates.</i>
<i>Please answer the following questions only if you answered 'Yes' to the above question</i>
2. When were you formally accepted as a Candidate?
3. Which presbytery approved your application?
4 Which church received your application?
5. Which presbytery oversees your progress as a Candidate while studying at Christ College?

## PART C: PREVIOUS STUDIES

Prerequisite units from Year 1 of the Course of Training	Equivalent Unit Code and Name Completed	Institution	Year Completed	No. of Attempts <sup>1</sup>	Final Grade
LA004A Greek New Testament A					
LA004B Greek New Testament B					
OT301/501 Old Testament Foundations					
OT302/502 Old Testament Prophets and Writings					
NT301/501 Jesus and the Gospels					
NT302/502 Early New Testament Church					
TH304/504 Foundational Christian Beliefs					
PC447/647 Introductory Preaching					
<b>Overall GPA for Year 1</b>					

*Please attach copies of academic records for all units attempted during your past theological studies.*

### How to Calculate your Grade Point Average (GPA)

Grades awarded for each unit in the diplomas and degrees are as follows:

Failed to withdraw by the set date (FW) = 0

Conceded Pass (CP) = 1.0

0–49% (F) = 0

50–57% (P) = 1.0

58–64% (P+) = 1.5

65–74% (C) = 2.0

75–84% (D) = 3.0

85+% (HD) = 4.0

A candidate's GPA is calculated by the following steps:

1. Identify the units to be included in the calculation (see table above). The following steps apply only to these units.
2. Multiply the credit point value for each unit by the grade points associated with each unit grade (see above).
3. Divide the sum of these by the sum of the number of credit points for units included in the GPA calculation in a particular award (or for the number of units you are including in the calculation).

<sup>1</sup> That is, the number of times you have been enrolled in this equivalent unit over time. This should include those times when you withdrew from this unit before academic penalties were applied, those times when you failed the unit, and the final time you passed the unit.

**PART D: MINISTRY EXPERIENCE**

Start year- finish year	Church or Group Name	Role Title and Brief Description	Supervisor's Name, Email and Mobile Number <sup>2</sup>

**PART E: PAID EMPLOYMENT**

Start year- finish year	Employer	Role Title and Brief Description

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<sup>2</sup> Your most recent Supervisors may be contacted by the Partner Church or Director of Internships.

**PART F: TERTIARY EDUCATION**

Start year- finish year	Educational Institution	Qualification/Award Completed

*Please attach copies of academic records and testamurs in support of all claims made in Part F.*

**PART G: INTERNSHIP REQUIREMENTS**

1. Which years of the Christ College Internship (Years 1-3) have you completed in a previous church?
2. Have you submitted an application for Recognition of Prior Learning (RPL) and received formal approval from Christ College? If yes, which Internship Year was approved (Year 1, 2 or 3)?
3. Which years of the Christ College Internship do you hope to complete in your next Partner Church?
<i>(Note: students can start Year 1 or 3 in a new Partner Church, however they cannot begin Year 2 in a new Partner Church.)</i>

**Instructions for Candidates:**

- Your work on this application is almost done.
- Sign the last page, attach all required appendices, and email this application to the Designated Coach of the Partner Church you would like to serve in next year. **Don't complete Parts H, I and J.**
- The Partner Church will contact you to indicate whether they have room for you next year, and whether they would like to meet further with you to discuss this application.
- If the Partner Church is willing to receive you, indicated by their signatures on the last page of this application, email to the Director of Internships ([jpratt@christcollege.edu.au](mailto:jpratt@christcollege.edu.au)) a scanned copy of this complete and signed application by **30 November**.
- You may approach more than one Partner Church at a time.

**Instructions for Non-Candidates and Applicants in Process:**

- Complete Parts H, I and J of this application.

**PART H: REFERENCE 1 OF 2 FROM A PAST OR PRESENT MINISTRY LEADER**

*Instructions: if you are not a Candidate, ask your minister and one other ministry leader who knows you well to complete the below reference. Please attach both signed references to your final application.*

Student's name:	Leader's name:
Ministry name:	Role:
Relationship to student:	Mobile number:
Signature:	Date:

<p><i>Instructions: the following statements are designed to assess the emerging character, competence and 'call' of this early-stage student as a potential church leader in the Presbyterian Church of Australia (PCA) or similar context. Perfection is not expected, however a foundational capacity for this work should be evident. This information will be used to assess the student's potential fit as a Christ College Intern in approved Partner Churches. Please indicate the extent to which you agree or disagree with each statement about the student by marking a single 'X' on the scale for each statement.</i></p> <p><i>If you do not have an opinion or do not know, please leave your answer blank.</i></p>	Strongly Disagree	Disagree	Tend to Disagree	Neither Agree nor Disagree	Tend to Agree	Agree	Strongly Agree	Not Applicable
1. He/she has a living faith in Christ								
2. He/she has a mature faith in Christ								
3. He/she is not a recent convert								
4. He/she believes the Bible is the word of God								
5. He/she holds firmly to the truths of the whole Bible								
6. He/she prays and reads their Bible regularly								
7. He/she has a repentant attitude towards sin								
8. He/she models Christ-like living								
9. He/she is level-headed and emotionally stable								
10. He/she is self-controlled								
11. He/she is disciplined and organised								
12. He/she is free from addictions (e.g. gambling, drinking)								
13. He/she is gentle								
14. He/she is not quick-tempered or violent								
15. He/she is not overbearing or arrogant								
16. He/she is humble								
17. He/she is not a lover of money								
18. He/she is honest								
19. He/she is hospitable								
20. He/she develops healthy relationships with a broad range of people								
21. He/she is able to work effectively with people from different generations and cultures								

22. He/she speaks regularly to non-Christians about Jesus								
23. He/she has a healthy marriage								
24. He/she is faithful to their spouse								
25. His/her children obey and respect them								
26. He/she leads their own family well								
27. He/she is aware of their own strengths and weaknesses								
28. He/she is able to receive and respond well to critical feedback from others								
29. He/she is able to reflect critically on themselves and take appropriate action								
30. He/she is able to work effectively in a team context								
31. He/she is able to lead others effectively								
32. He/she works well with other leaders								
33. He/she is able to teach others effectively								
34. He/she prays with and for others regularly								
35. He/she is effective in supporting others pastorally								
36. He/she inspires others to trust Jesus more deeply								
37. He/she has a persistent desire to serve Christ as a church leader								
38. He/she is respected as an emerging leader within our ministry or church								
39. He/she has a good reputation outside the church								
40. I believe he/she would make an effective church leader in the future								

**Open Questions**

41. How well do you know this student?

42. Describe the dominant characteristics of this student.

43. What are this student’s major strengths/gifts?

44. In what areas does this student need to develop further over the next three years?

45. In your personal opinion, what kind of ministry is this student most suited for? (e.g. a potential lead pastor, assistant pastor, children’s ministry, youth, overseas mission, teaching, schools chaplain, hospital chaplaincy, elderly ministry etc.)

**PART H: REFERENCE 2 OF 2 FROM A PAST OR PRESENT MINISTRY LEADER**

*Instructions: if you are not a Candidate, ask your minister and one other ministry leader who knows you well to complete the below reference. Please attach both signed references to your final application.*

Student's name:	Leader's name:
Ministry name:	Role:
Relationship to student:	Mobile number:
Signature:	Date:

<p><i>Instructions: the following statements are designed to assess the emerging character, competence and 'call' of this early-stage student as a potential church leader in the Presbyterian Church of Australia (PCA) or similar context. Perfection is not expected, however a foundational capacity for this work should be evident. This information will be used to assess the student's potential fit as a Christ College Intern in approved Partner Churches. Please indicate the extent to which you agree or disagree with each statement about the student by marking a single 'X' on the scale for each statement.</i></p> <p><i>If you do not have an opinion or do not know, please leave your answer blank.</i></p>	Strongly Disagree	Disagree	Tend to Disagree	Neither Agree nor Disagree	Tend to Agree	Agree	Strongly Agree	Not Applicable
1. He/she has a living faith in Christ								
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21. He/she is able to work effectively with people from different generations and cultures								



22. He/she speaks regularly to non-Christians about Jesus								
23. He/she has a healthy marriage								
24. He/she is faithful to their spouse								
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**Open Questions**

41. How well do you know this student?

42. Describe the dominant characteristics of this student.

43. What are this student’s major strengths/gifts?

44. In what areas does this student need to develop further over the next three years?

45. In your personal opinion, what kind of ministry is this student most suited for? (e.g. a potential lead pastor, assistant pastor, children’s ministry, youth, overseas mission, teaching, schools chaplain, hospital chaplaincy, elderly ministry etc.)

## **PART I: DETAILED SELF-ASSESSMENT**

### Instructions:

*The following questions are designed to assess your emerging character, competence and 'call' as an early-stage student and potential church leader in the Presbyterian Church of Australia (PCA) or other similar ministry. Most of these same questions are also asked of Candidates. Perfection is not expected, however a foundational capacity for the work of church leadership should be evident. This information will be used to assess your potential fit as a Christ College Intern in approved Partner Churches. Please be as honest as you can in your responses.*

*Note: if you have already submitted an application to be a Candidate, you may resubmit the relevant parts of that application for consideration in this application process.*

1. When did you become a Christian?
2. When were you baptized and where did this take place?
3. Give a brief history of your church attendance, beginning with the present, and including those times when you have been a formal member in a congregation.
4. What influences has God used in your life to shape your character, doctrine and your approach to pastoral ministry? Identify significant individuals, organisations, books and movements etc.
5. What motivates you to apply to be a Christ College Intern?
6. How many times have you preached a sermon AND been evaluated by a pastor?
7. List organisations and groups (Christian and others) where you have been able to exercise leadership within a team context effectively.

<p>8. What experience have you had caring pastorally for other people (e.g. leading a regular small group Bible study)?</p>
<p>9. Describe what you consider to be your particular gifts or strengths for ministry?</p>
<p>10. In what areas of life, thought and skills do you consider that you need further development in order to be well-prepared for pastoral ministry?</p>
<p>11. The Biblical qualifications for eldership include that an elder should be “above reproach” (1 Timothy 3:2, Titus 1:6) and have a “good reputation with outsiders” (1 Timothy 3:7). Are you aware of any matters about your personal life and history that may affect your suitability for public ministry? This may include episodes of significant sin in the past or ongoing struggles with sin, even if these are not widely known. Any such matters should be declared in the application process. Give at least some indication of any areas of concern here.</p>
<p>12. Are there any matters in your family situation, ministry skills or aptitude for study which may be obstacles to you completing your Internship and serving in pastoral ministry in the future? These may include family or health concerns.</p>
<p>13. Have you at any time applied to be a home missionary or candidate in the Presbyterian Church of Australia, or made an equivalent application to any other church or Christian organization? If ‘Yes’, give details.</p>
<p>14. Is there any particular sort of ministry or ministry setting in which you envisage working when you complete your training? (e.g. congregational, city, rural, assistant role, chaplain, cross-cultural ministry etc.)</p>

<p>15. Have you read and understood the Westminster Confession of Faith and the Declaratory Statement of the Presbyterian Church of Australia (PCA)?</p>
<p>16. What do you consider to be the major doctrines to which a pastoral leader (minister/elder) of the PCA must hold?</p>
<p>17. Are there any of these doctrines, or any other doctrines in the Westminster Confession of Faith, with which you disagree or about which you are unsure? (Give some details)</p>
<p>18. Briefly outline your exposure to the worship, leadership and government of the Presbyterian Church of Australia (PCA).</p>
<p>19. What do you consider to be the strengths of the worship of the PCA?</p>
<p>20. Are there elements of the worship of the PCA that you do not understand or with which you disagree?</p>

<p>21. What do you consider to be the strengths of the leadership and government (i.e. the structure and function) of the PCA?</p>
<p>22. Are there elements of the leadership and government of the PCA that you do not understand or with which you disagree?</p>
<p>23. List your hobbies, sporting, cultural and recreational interests.</p>
<p>24. List any significant disabilities or health concerns, including mental health, which may affect your capacity for pastoral ministry, or your completion of the Course of Training and Internship.</p>
<p>25. Indicate the manner in which you intend to maintain yourself and your dependent(s) during your time in the Internship (e.g. savings, salary, Centrelink, family support etc.)</p>
<p>26. Have you ever been convicted of, or charged with, or participated in an unlawful activity which involved:</p> <ul style="list-style-type: none"> <li>• An act of violence towards another person: Yes/No</li> <li>• Sexual assault: Yes/No</li> <li>• The use of or provision of prohibited drugs: Yes/No</li> <li>• Child pornography: Yes/No</li> </ul> <p>If so, give details.</p>
<p>27. Are you a "prohibited person" under the Child Protection (Prohibited Employment) Act 1998. If Yes, give details:</p>

28. What is the attitude of your spouse, fiancée or family to your application?

29. List the key people who have been encouraging you to train further towards pastoral or other similar ministry.

30. Have you submitted an application to any other Christ College Partner Churches? If so, list their names.

## **PART J: PERSONAL STATEMENT**

Give a brief outline (no more than 1,000 words) of God's work in your life, including:

- Your spiritual background
- How you came to faith in Christ
- Times of particular growth
- Any significant times of spiritual struggle
- The convictions and circumstances that led to your decision to apply to be a Christ College Intern.

*Note: if you have already submitted an application to be a Candidate, you may resubmit the relevant parts of that application for consideration in this application process.*

### **Instructions for Non-Candidates and Applicants in Process:**

- Your work on this application is almost done.
- Sign the last page, attach all required appendices, and email this application to the Designated Coach of the Partner Church you would like to serve in next year.
- The Partner Church will contact you to indicate whether they have room for you next year, and whether they would like to meet further with you to discuss this application.
- If the Partner Church is willing to receive you, indicated by their signatures on the last page of this application, email to the Director of Internships ([jpratt@christcollege.edu.au](mailto:jpratt@christcollege.edu.au)) a scanned copy of this complete and signed application by **30 November**.
- You may approach more than one Partner Church at a time.

## **PART K: EXPECTATIONS OF INTERNS AND PARTNER CHURCHES**

### **Expectations of Interns**

1. Complete all required assessments and projects for their relevant Internship year and linked classroom units.
2. Attend and observe:
  - a. 80 percent of regular<sup>3</sup> Session meetings each year.
  - b. Relevant<sup>4</sup> staff/leadership team meetings each year
3. Submit to and honour the leaders of their Partner Church, especially in relation to sensitive or confidential information discussed within Session and/or staff/pastoral team meetings that they will attend as an observer.

### **Expectations of Partner Churches**

1. Release at least one designated pastor (1 or more) 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.
2. Designated Coaches should normally be ordained ministers within the PCNSW.
3. 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).
4. Evaluate rigorously every non-Candidate student application against the stated entry criteria.
5. Receive the Intern/s and their family with Christian hospitality.
6. Invite the Intern/s to all regular Session meetings and relevant staff meetings as an observer.
7. Make relevant church leaders and members available for periodic feedback.
8. For each designated Coach, complete required multi-source (360 degree) feedback surveys for themselves and their Intern/s, usually every 12 months.
9. For each designated Coach pay an allowance of \$2,000 as a lump sum at the start of each calendar year to support Continuing Professional Development (CPD) activities required by Christ College<sup>5</sup>.
10. For each designated Coach grant two weeks of leave every year for CPD activities (inclusive of study leave). Leave CPD activities 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.
11. For each designed Coach, complete 150 hours of CPD every three years, according to Christ College requirements.
12. For each designated Coach, submit to their Session a completed CPD Record Form at the end of every year.
13. For each designated Coach, submit to the Director of Internships a completed CPD Record Form at the end of three years.
14. For each designated Coach, participate in all college-mandated training each year.

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<sup>3</sup> This does not include times when the Session meets as a 'closed court'. This expectation applies to all subsequent references to regular Session meetings.

<sup>4</sup> In some churches, not all staff meetings are relevant to an Intern. It will be up to the Coach and Intern to make a decision as to which meetings are most relevant to their learning and development as a future pastoral leader. This expectation applies to all subsequent references to relevant staff meetings.

<sup>5</sup> Email the Director of Internships ([jpratt@christcollege.edu.au](mailto:jpratt@christcollege.edu.au)) for a copy of the CPD policy.



15. Complete the PCNSW Church Health Survey at least once every three years (informally through Church Offices or through an Ordinary Visitation under the presbytery), normally in the last year of their three year term as a Partner Church, and submit a full copy of their findings to the Director of Internships prior to re-approval as a Partner Church.
16. Recognise that the College aims to produce students who reflect our Graduate Attribute Descriptors, including i) view and value self and others within a complementarian framework (2.A.3.); ii) engage and empower men and women to serve (5.C.4.); and iii) delight in shared leadership within PCA polity (5.A.2.).
17. Implement the Internship as designed by the College.

**Agreement**

By signing below:

- The student asserts that the information they have supplied is true to the best of their ability.
- The student gives permission to the Partner Church and Christ College to contact their references and recent ministry supervisors to verify claims made regarding their suitability for entry into the Internship.
- The Designated Coach and Session indicate their willingness to receive the student as an Intern at their church for the period of time noted in Question 3 in Part G.
- The Designated Coach, Session and student agree to uphold the prior-stated expectations to the best of their ability.
- The Designated Coach, Session and student acknowledge that final approval of this application lies with the Director of Internships.
- The student agrees to email a scanned copy of this completed and signed application to the Director of Internships ([jpratt@christcollege.edu.au](mailto:jpratt@christcollege.edu.au)) for final approval before the closing date.

\_\_\_\_\_  
Name of the approved Partner Church

\_\_\_\_\_  
Name of Designated Coach

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Session Clerk

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Final Decision of the Director of Internships**

Approved / Not Approved

\_\_\_\_\_  
Director of Internships

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Note: if this Student Application Form is approved, the student will be permitted to join the Internship. The Intern must then enrol into the relevant Internship Year through the Christ College Registrar.*

## **REQUIRED APPENDICES**

Please attach the following documents to this application before sending this completed Student Application Form to an approved Partner Church, then the Director of Internships:

1. Academic records for all previous theological study, including units not passed
2. Academic records and testamurs for all other tertiary study
3. References (2) from your minister and one other ministry leader (attach forms from Part H)