

Christ College Internship Policy

1. This policy

This Internship Policy replaces the FES policy adopted by Faculty in February 2016 and represents a new chapter in field learning within Christ College. It was adopted by Faculty on 21st May 2018 and applies to all new Candidates after this date. This Policy is subject to amendments from time to time.

2. Key terms

1. *Internship*: the name of this Christ College program.
2. *Director of Internships*: the staff member responsible for overall coordination, oversight and development of the Internship.
3. *Stream Coordinator*: content-expert teaching staff assigned to support each distinct year and to promote development of functional expertise across the Internship.
4. *Intern*: a Christ College student who has received final approval to participate in the Internship.
5. *Partner Church*: a local church approved by Christ College, and works in partnership with Christ College, to receive and train Interns as pastoral leaders.
6. *Coach*: a designated church leader in a Partner Church who takes responsibility for training the Intern.
7. *Candidate*: a student who has been accepted by their presbytery as a Candidate for the ministry of the Presbyterian Church of Australia.
8. *Course of Training*: the course of training for Candidates as determined by the General Assembly of Australia (GAA) from time to time.
9. *Graduate Attribute*: refers to one of the six high-level categories that Christ College aims to develop in students over the Course of Training (e.g. Love God in Christ).
10. *Graduate Attribute Descriptor*: refers to one of the 73 detailed outcomes Christ College aims to develop in students over the Course of Training (e.g. value Christ-like character).
11. *Learning Outcomes*: a measurable and assessable student-based achievement.

3. Goals

To implement an Internship 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.

4. Oversight and administration

1. A Director of Internships will be appointed by, and is accountable to, the Principal.
 - a. Responsibilities:
 - i. Oversee the development and implementation of the programme.
 - ii. Meet with each potential Intern in their first year of study for a pre-internship interview designed to assess learning needs and circumstances and to map an individual Internship program.
 - iii. Meet at least annually with each Intern to map their progress against assigned Graduate Attribute Descriptors and Learning Outcomes and to plan the following year's Internship.
 - iv. Recruit, train, develop and coordinate with Coaches.
 - v. Liaise with Partner Churches on Internship matters.
 - vi. Contribute to progress reports on Candidates for presbyteries.
2. Stream Coordinators will be appointed to complement the work of the Director of Internships:
 - a. Positions:
 - i. Stream Coordinator: Pastoral Care
 - ii. Stream Coordinator: Leadership
 - iii. Stream Coordinator: Preaching
 - b. Positions appointed by and accountable to the Principal, and working in cooperation with the Director.
 - c. Positions normally filled by the key teacher in the relevant functional area.
 - d. Responsibilities:
 - i. Provide content-specific expertise to relevant Internship years/projects.
 - ii. Promote alignment and progressive development of functional student capabilities across relevant classroom units based on Graduate Attributes.
 - iii. Additional approval of UQAFs¹ for relevant classroom units.

5. Learning Outcomes

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

¹ Unit Quality Assurance Form designed by, and submitted to, the Australian College of Theology.

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

6. 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 under delegated authority from the Faculty.

7. Internship allowance

1. 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.
2. Non-Candidates will not be supported by a Christ College-provided allowance.
3. 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 (PTCC). Candidates must notify the PTCC of their plans regarding Pastoral Assistance by writing to the Secretary of the PTCC.

8. Prerequisites and Co-requisites

1. Each internship year will have a distinctive and mandatory project, comprised of multiple parts, in addition to other specified learning goals, all of which are mapped to unique Graduate Attribute Descriptors and Learning Outcomes determined by Faculty.
2. Linked class units (see Appendix 1) will be undertaken prior to the internship year or as co-requisites.
3. The field components in each year of the Internship will be integrated with classroom unit assessments completed as pre-requisites or co-requisites.

9. Recognition of Prior Learning (RPL)

1. The provision for Recognition of Prior Learning (RPL) for one year only of the Internship and identified linked classroom units is permitted under the following conditions:
 - a. The student has at least two years substantial and supervised experience in a congregational setting.
 - b. 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).
 - c. 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.
2. The Academic Office administers all applications for RPL and the Academic Dean reports all decisions to Faculty.
3. 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. The applicant should make a case for more than one year of RPL in writing to the Academic Dean.

10. Duration

1. Delivered over three-years, being years 2, 3 and 4 of the Course of Training.
2. Part-time students will complete three full years, as negotiated with the Director of Internships and Registrar, and spread over their study programme, after completion of the first full year of the Course of Training.

11. Syllabus

1. Developed from identified Graduate Attributes and expressed as measurable competencies and skills, which are related, where possible, to class assessments in linked units (see appendix 1).
2. Each year will have a focus related to pastoral care (Year 1), leadership (Year 2) and preaching/teaching (Year 3).
3. Each year will have a church-based and student-designed project as their major work, in addition to regular preaching and other developmental learning activities.
4. Interns are to preach and teach every year in the classroom and field, with increasing expectations of quality and quantity over time:
 - a. Internship 1: 4 times

- b. Internship 2: 8 times (4 sermons and 4*60-minute seminars)
 - c. Internship 3: 16 times (8 sermons and 8* seminars)
5. For classroom units addressing the functional areas of preaching, leadership and pastoral care (See Appendix 1), classroom activities and assessments will connect with the Internship (where possible) by using standard assessments, evaluation frameworks and other suitable means to make Internship-class unit links.

12. Assessment

1. Classroom unit assessments linked to the Internship
2. A multi-source feedback survey (i.e. a 360° survey) designed to assess Graduate Attribute Descriptors and Learning Outcomes will be completed each year by approximately 10 people:
 - a. The Intern
 - b. The designated Coach and other members of the Session and/or staff team
 - c. Other church members
3. End-of-year report from Christ College

13. Required experience of two churches for Candidates

1. Candidates are expected to experience two churches before finishing the Course of Training.
2. This requirement can be met if a Candidate 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).
3. 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.
4. There is no mandatory block placement as per FES.

14. Appointment of Interns

1. The Internship requires students to be received by a Partner Church, or Partner Churches, for three years.
2. Interns who are Candidates must complete their Internship through a PCA Partner Church.
3. Interns will not be accepted into the program without the written permission of a Partner Church indicating their willingness to receive the student for the relevant years of their Internship.
4. Students are encouraged to speak with Partner Churches as part of their Internship application process.
5. The Director of Internships will assess compliant applications that include, among other things, evidence of written permission from a Partner Church.
6. Final approval of students entering the Internship and appointment at a Partner Church will be made by the Director of Internships usually by the end of each Calendar Year.
7. The Director of Internships, may in exceptional circumstances, withdraw approval for non-Candidate Interns to complete the Internship, or withdraw approval for Interns to complete their Internship in a particular Partner Church (e.g. a Partner Church no longer has a designated Coach approved for the Internship).

15. 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 regular² Session meetings each year.
 - b. Relevant³ 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.

16. Entry criteria for Partner Churches

1. The church is a part of the Presbyterian Church of Australia (PCA).
2. If the church is not part of the PCA, it is Presbyterian in polity, and holds doctrinally to the Reformed Christian faith as articulated in the Westminster Confession of Faith.
3. Over 70 percent of church attenders 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 by no fewer than 30 attenders within the last 12 months (informally through Church Offices or through an Ordinary Visitation conducted by a presbytery).
4. If the above metrics are not achieved, the Session is invited to submit a detailed statement to the Director of Internships that:
 - a. Provides an explanation for the likely cause/s of lower than expected agreement, and/or higher than expected disagreement, for relevant questions.
 - b. Outlines their proposed strategies, expressed as S.M.A.R.T. goals⁴, to address areas of deficit.
 - c. 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.
5. Partner Churches will be approved by a sub-committee under delegated authority from Faculty. This sub-committee will be comprised of the Director of Internships, another Faculty member, and an approved Coach from an approved Partner Church
6. Partner Church status will be granted for a period of three years only after which another application and further approval will be required.

² This does not include times when the Session meets as a 'closed court'. This expectation applies to all subsequent references to regular Session meetings.

³ 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.

⁴ 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.

17. 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.
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.
15. Complete the PCNSW Church Health Survey (with no fewer than 30 attenders) 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.

18. Non-pastoral internship

12. The Internship can be adapted to equip Interns intending to pursue ministry opportunities outside of pastoral leadership within the PCNSW (e.g. missions, chaplaincy, university campus ministry etc.).
13. The overall shape of the Internship will remain the same, however there is scope to negotiate an Internship experience with other approved organisations for a period of time, and to modify some project expectations where relevant.

19. Internship for Pastoral Employees who are Candidates

1. Pastoral staff employed at least four days a week in a PCNSW congregation who become Candidates may be eligible to participate in a more specialised stream of the Internship.
2. This stream permits eligible Candidates to complete a modified form of the Internship in their employing church, under the supervision of an approved Coach from a nearby approved Partner Church.
3. The specific expectations of Interns, Coaches and their churches in the Pastoral Employee Internship are based on the same best-practice design principles embodied within the regular Internship. Changes have been made to promote greater flexibility for pastoral employees, however high minimum standards are expected to ensure quality learning outcomes for the Intern over time.

20. Pastoral Employee Internship: entry criteria

1. The student is an approved Candidate.
2. Evidence of completion of the equivalent of all first-year units.
3. The student is employed in a PCNSW congregation at least four days per week.
4. Approval from the Presbyterian Theological Centre Committee (PTCC), as per NSW Code section 5.39.
5. Approval from the student's employer, either Ministry and Mission if a Home Missionary, or the Session if a Pastoral Assistant.
6. Written permission from the Session of an approved Partner Church indicating that they are willing to contribute towards the training of a Candidate employed in a nearby PCNSW congregation and comply with all Christ College expectations.
7. Written permission from the Session of the PCNSW congregation where the Candidate is employed indicating they are willing to comply with all Christ College expectations.

21. Pastoral Employee Internship: expectations of the Intern

1. Complete all required assessments and projects for their relevant Internship year and linked classroom units.
2. Attend 80 percent of regular⁵ Session meetings in the Partner Church as an observer.
3. Attend the Partner Church a minimum of four times per year (normally quarterly) to observe, contribute significantly to, and be evaluated by their Coach who is present, in each of the following areas over the year, as directed by their Coach:
 - a. Leading gathered worship;
 - b. Preaching;
 - c. Providing pastoral care; and
 - d. Interacting with the wider church community, including their engagement with the broader community and culture.
4. Observe pastoral leadership outside the local congregation in other relevant contexts, normally 4 to 6 times per year, as specified for each Internship Year.

⁵ This does not include times when the Session meets as a 'closed court'.

5. Meet face-to-face with their Coach a minimum of 10 times per year (normally monthly) for prayer, encouragement, to review progress on relevant Internship project plans and the Intern's Personal Development Plan, and other relevant matters they might determine.
6. Be evaluated by their Coach using Christ College-approved evaluation frameworks for all required preaching, teaching, and leading of gathered worship under the Internship. Evaluations can be conducted by the Coach:
 - a. In-person when the Intern attends and serves at the Partner Church;
 - b. In-person when the Intern delivers a practice performance (e.g. preaching at one of their face-to-face meetings);
 - c. Remotely using appropriate audio-visual recordings of the Intern serving in their own church during gathered worship (e.g. on zoom or Youtube).
7. Be accountable to the Coach for the design and implementation of relevant Internship projects each year.
8. Submit to and honour the leaders of the Partner Church, especially in relation to sensitive or confidential information discussed within Session that they will attend as an observer.

22. Pastoral Employee Internship: additional expectations of Approved Partner Churches

1. The following expectations are additional to those already noted in this Internship Policy.
2. Appoint an approved Coach who is also an ordained minister within the PCA to supervise the Intern.
3. Release this Coach from relevant day-to-day responsibilities to enable them to:
 - a. Meet face-to-face with their Intern a minimum of 10 times per year (normally monthly) for prayer, encouragement, to review progress on relevant Internship project plans and the Intern's Personal Development Plan, and other relevant matters they might determine.
 - b. Evaluate their Intern using Christ College-approved evaluation frameworks for all required preaching, teaching, and leading of gathered worship under the Internship. Such evaluations can be conducted by the Coach.
 - i. In-person when the Intern attends and serves at the Partner Church;
 - ii. In-person when the Intern delivers a practice performance (e.g. preaching at one of their face-to-face meetings);
 - iii. Remotely using appropriate audio-visual recordings of the Intern serving in their own church during gathered worship (e.g. on zoom or Youtube).
 - c. Oversee the Intern's design and implementation of relevant Internship projects each year.
4. Invite the Intern to:
 - a. Attend and observe all regular Session meetings; and
 - b. Attend the Partner Church to observe, contribute significantly to, and be evaluated by their Coach who is present, in each of the following areas over the year, as directed by their Coach:
 - i. Leading gathered worship;
 - ii. Preaching;
 - iii. Providing pastoral care; and
 - iv. Interacting with the wider church community, including their engagement with the broader community and culture.

23. Pastoral Employee Internship: expectations of the Intern's congregation

1. Release the Intern from relevant day-to-day responsibilities to enable them to fulfill all their expectations under the Pastoral Employee Internship.
2. Pay to the Partner Church an annual sum of up to \$2,000 for each year the Intern participates in the Internship, the amount to be negotiated with the Partner Church, to contribute towards the costs of Continuing Professional Development for the Coach.
3. Offer to cover other indirect costs incurred by the Partner Church in providing a Coach, the amount to be negotiated with the Partner Church.

Appendix 1

CLASS UNITS LINKED TO THE INTERNSHIP

Internship Year 1 – Pastoral Care

- Pastoral Skills and Methods (Y2 S1)
- Pastoral Care Workshop – (Y2 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)
- Communications Workshop (Y4 S2)

Appendix 2

SELECTED PCNSW CHURCH HEALTH SURVEY QUESTIONS⁶

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.)

⁶ 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/> .