



CHRIST COLLEGE

Internship

PASTORAL EMPLOYEE INTERNSHIP APPLICATION FORM

This specialist stream of the Internship is for pastoral staff employed at least four days a week in a PCNSW congregation who have become Candidates. 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. 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 Pastoral Leader Internship. Changes have been made to promote greater flexibility for pastoral employees.

FACULTY-APPROVED ENTRY CRITERIA FOR THE PASTORAL EMPLOYEE INTERNSHIP

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.

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 **by 30 November** for consideration as a possible Intern of Christ College from the next calendar year. Application forms will not be considered without all the required signatures on page 8, and all the required appendices on page 9.

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 *accepted* as a Candidate for the Ministry within the PCNSW? (Yes/No)

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.

PART C: PRIOR STUDIES

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 L.

PART D: REQUIRED UNITS IN THE COURSE OF TRAINING

Prerequisite units from Year 1 of the Course of Training	Equivalent Unit Code and Name Completed	Institution	Year Completed	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				

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

PART E: CURRENT PASTORAL EMPLOYMENT

1. Has the PTCC approved your current pastoral employment as a Candidate, as per NSW Code section 5.39? (Yes/No)

If you answered 'No' above, you must seek formal approval from the PTCC BEFORE proceeding further with this application. Please note that the PTCC meets every two months only. To identify future PTCC meeting dates, and to request approval for pastoral work as a Candidate, contact the Secretary for the PTCC via email at alummow@christcollege.edu.au.

2. Did the PTCC apply any relevant conditions to your pastoral employment as a Candidate? (Yes/No)

If 'Yes', please list these conditions below:

3. Are you employed at least four (4) days per week as a Pastoral Assistant or Home Missionary in a PCNSW congregation? (Yes/No).

4. What is the nature of your appointment (Pastoral Assistant/Home Missionary)?

5. What is the name of the PCNSW congregation where you are employed?

6. Which presbytery oversees this PCNSW congregation?

7. What is the name, email and contact phone number of the Moderator of this PCNSW congregation?

Please attach correspondence from the PTCC indicating formal approval for your current pastoral employment and any conditions in Part L. Please also attach a copy of your current contract for employment in Part L.

PART F: MINISTRY EXPERIENCE

Start year-finish year	Church or Group Name	Role Title and Brief Description	Supervisor's Name, Email and Mobile Number ¹

¹ Your most recent Supervisors may be contacted by the Partner Church or Director of Internships.

PART G: PREVIOUS PAID EMPLOYMENT

Start year- finish year	Employer	Role Title and Brief Description

PART H: APPROVED COACH AND PARTNER CHURCH DETAILS

1. What is the name of the approved Partner Church you hope to work with?
2. What is the name of the approved Coach you hope to learn under?

PART I: 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 through the Pastoral Employee Internship (Years 1, 2 and/or 3)?

PART J: EXPECTATIONS OF THE INTERN, PARTNER CHURCH AND THE INTERN'S CONGREGATION

Expectations of the Intern

1. Complete all required assessments and projects for their relevant Internship year and linked classroom units.
2. Attend at least 80 percent of regular² 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. 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.

Additional Expectations of Approved Partner Churches

1. The following expectations are additional to those already noted in the 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.

² This does not include times when the Session meets as a 'closed court'.

- 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.

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.

PART K: 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 Pastoral Employee Internship.
- The Coach and Session of the Partner Church indicate their willingness to train the student as an Intern for the period of time noted in Question 3 in Part I.
- The Coach and Session of the Partner Church, the student, and the Session of the employing congregation agree to uphold all the above-mentioned expectations, along with all other relevant expectations in the Internship Policy, to the best of their ability.
- The student agrees to email a scanned copy of this completed and signed application to the Director of Internships (jpratt@christcollege.edu.au) before the closing date.

_____	_____	_____
Partner Church Approved Coach	Signature	Date

_____	_____	_____
Partner Church Session Clerk	Signature	Date

_____	_____	_____
Employer Representative (M&M staff / Moderator of Pastoral Charge)	Signature	Date

_____	_____	_____
Session Clerk of the Intern’s Congregation	Signature	Date

_____	_____	_____
Student	Signature	Date

Final Decision of the Director of Internships

Approved / Not Approved

_____	_____	_____
Director of Internships	Signature	Date

Notes: if approval is granted, the student will be permitted to join the Internship. The Intern must then enrol into the relevant Internship Year and linked classroom units through the Christ College Registrar. If a decision is made to not approve an application, the Director of Internships will consult first with a sub-committee of Faculty.

PART L: REQUIRED APPENDICES

Please attach the following documents to this application:

1. Correspondence from the PTCC indicating formal approval for your current pastoral employment
2. Current contract for pastoral employment in your congregation
3. Academic records and testamurs for all other tertiary study
4. Academic records for all previous theological study