



THE CHURCH OF IRELAND THEOLOGICAL INSTITUTE
Internship Handbook



Contents

Introduction	4
The Concept of Internship.....	4
Clergy Training Days	4
Internship Dates 2011/12	5
CITI Component	5
Format of CITI Weeks	6
Weekly Parish Programme.....	6
Meeting with Diocesan Bishop	6
Getting Started	7
First Sunday in the Placement.....	7
Pastoral Opportunities within the Parish.....	7
Confidentiality	8
Team Meetings.....	8
One-to-One Meetings with the Intern	8
Assigning Tasks	8
Housing	9
Insurance	9
Expenses.....	9
Safeguarding Trust	9
Conflict.....	10
Saying Goodbye	10
Final Assessments	11
Acknowledgement	11
Appendix 1	12
Appendix 2.....	Error! Bookmark not defined.
Appendix 3.....	Error! Bookmark not defined.

THE INTERNSHIP YEAR

Introduction

The Church of Ireland Theological Institute is grateful to Training Clergy for agreeing to allow one of the students of CITI to undertake an internship in their parish and we value the Training Clergys' willingness to share in the continuing development of our students. Although the students are being ordained as deacons, they are still in initial ministerial education.

We trust that the internship year will be a fruitful and stimulating time for Interns when new and diverse experiences of ministry will be gained.

Internship is carrying out ministry under specific guidance, support and supervision and we hope that the experience will be enriching for Training Clergy and Interns alike.

The Concept of Internship

The purpose of the internship year is to provide a focal point in making the connection between learning and practice and it is an integral part of the M.Th. degree programme. The priority is the development of the Intern and the role of Training Clergy is that of Mentor. In addition there will be periods for reflection at CITI where theory and practice are integrated and issues thought through in Theological Reflection. During their internship year, Interns will be required to complete their dissertation and compile a personal ministry portfolio. Both of these aspects are assessed on the basis of written submissions and through viva voce examinations.

Clergy Training Days

As part of our commitment to supporting Training Clergy in their role, we provide three days here at CITI to prepare Training Clergy for the work of supervising and mentoring students. We hope that the days have been stimulating and a useful resource, as well as keeping Training Clergy up to date with the current pattern of ministerial training at CITI.

Supervision, Mentoring, Coaching, and Spiritual Direction are closely allied to one another and utilise many of the same skills of listening and discernment. There are four distinct but overlapping roles in supervision:

- Manager

- Theological words – *Steward and Shepherd*
- Having managerial oversight of an intern deacon with regard to directing and allocating work, ensuring quality and other practicalities
- Educator
 - Theological word – *Teacher*
 - Induction into the ministry – the knowledge, attitudes and behaviour that are consonant with ordained ministry
- Mediator
 - Theological words – *Intercessor and Mediator*
 - Engaging with others on behalf of the intern deacon, protecting him/her from situations where they are likely to be overwhelmed, directing him/her to sources of support and encouragement.
- Supporter
 - Theological word – *Pastor*
 - Giving objective support – at times helping the individual to own and face up to issues they find difficult. Helping them to analyse and pray about what is going on – both internally and externally – and to determine a range of options.

Internship Dates 2011/12

The internship year runs from Sunday 4th September 2011 to Friday 15th June 2012.

CITI Component

Interns are expected to attend the following study weeks in CITI:-

2011

19-23 September
 17-21 Oct
 14-18 Nov
 12-16 Dec

2012

16-20 Jan
 20-24 Feb
 20-23 Mar
 16-20 April
 14-18 May
 11-15 June

Format of CITI Weeks

Mondays – Spirituality, Theological Reflection, academic seminars, including exegesis and research

Tuesdays/ Wednesdays – Library/Study Time

Thursdays and Fridays (until 1.00pm) Pastoral Ministry Seminars – see Appendix 1

Weekly Parish Programme

Sunday Duty

Interns are expected to:

- take part in services every Sunday;
- to lead two services a month;
- preach once a month;
- to be robed and take part in some way on the other Sunday.

It is a matter for Training Clergy to decide how many services Interns should attend on Sunday.

Interns are required to devote two days to study, research and writing their dissertation and should have one free day each week. During the remaining three days, Interns are expected to complete seven sessions of practical ministry under the direction of the Training Clergy. One of these sessions will be attendance at a weekly team meeting and/or a one-to-one meeting between the Training Clergy and the Intern.

Interns will have a break from the internship for one week after Christmas and Easter. Visits to curacy parishes may take place on Sundays 1, 8, 15 January, 2012.

Meeting with Diocesan Bishop

Interns are expected to meet once a month with the Bishop of the Diocese in which they have been placed at the Bishop's invitation.

Getting Started

Training Clergy should provide Interns with the following:

- A copy of the Parish List.
- A map of the parish area.
- The monthly programme of services and activities.
- Keys and necessary access to buildings and equipment. Training Clergy should take care to explain to Interns that by having keys and access codes to parish property, Interns have a responsibility for the care and security of the property.
- Information about the plans and vision for the parish.
- Interns should be introduced to other officers, for example the organist, administrator, Honorary Secretary, Honorary Treasurer, Youth or Family workers, the Select Vestry and other local clergy.

Agreement should be reached between the Training Clergy and the Intern in relation to the following:

- The use of parish equipment, office and parish phone.
- The standard of punctuality for church services, meetings and keeping appointments.
- Dress code.

First Sunday in the Placement

The Intern will be introduced to the parish on Sunday 4th September 2011 whether as a Student Reader or Intern Deacon, depending on the date of their ordination.

Pastoral Opportunities within the Parish

Interns may be assigned to the following:

- Pastoral visiting
- Hospital visiting
- Occasional offices
- School visits and assemblies
- Attend parish organisations
- Attend Vestry and other parish meetings
- Extra-parochial activities
- Other activities/responsibilities as directed by the Training Clergy

Interns should not accept commitments outside the parish without first consulting and obtaining the agreement of the Training Clergy.

Confidentiality

Training Clergy and Interns should agree the boundaries of confidentiality with regard to personal, pastoral and parochial matters. Interns should be reminded that all matters relating to the personal affairs of members of the clergy and/or parishioners should be regarded as being confidential in nature and should be discussed at first instance between the Training Clergy and the Intern, subject at all times to the provisions of *Safeguarding Trust*.

Team Meetings

If a team meeting involves other members of the parish team in addition to the Training Clergy and the Intern, a meeting with the Intern on a one-to-one basis should be arranged at least once a month. As team meetings are for general plans and arranging parochial duties and events, it is considered that they are not the proper place for the personal evaluation of the Intern.

One-to-One Meetings with the Intern

Training Clergy have an understanding of the joys and sorrows of ministry, as well as its opportunities stresses and limitations and they should set aside time with their Intern to reflect with them on their experience of ministry.

Below are possible matters to be discussed:-

- what was / was not achieved in relation to a particular assigned task?
- what are the factors that have had an impact – positive and negative?
- what, if anything, needs to change?
- if change is required, then what, when and how?
- what can the Training Clergy do to help the Intern?
- what resources may the Intern need?
- are there any other personal issues which the Intern may wish to discuss?
- Is the Intern being given responsibility, remembering that with delegation comes freedom and accountability?

Assigning Tasks

In assigning tasks, Training Clergy should bear in mind that it can be a daunting experience for the Intern if every task they have been asked to undertake is new to them. Similarly, by undertaking

new tasks Interns have the opportunity of developing new skills. Training Clergy should attempt to achieve a balance between the familiar and the new so that Interns can enhance their existing skills and also step out of their “comfort zones” by undertaking new tasks.

Housing

If an Intern is living in a house or making use of an office or study that is owned and maintained by the parish, then he/she should keep the property and grounds in a clean and tidy manner, and be informed about whom to contact with regard to matters that may need attention. A Caretaker’s Agreement is attached at Appendix 2. This should be signed by the Intern and a parish representative prior to entering into occupation of the property.

Insurance

The parish should include the Intern on its parish insurance from the start of the internship year to the end of the internship year – i.e. 4th September 2011 to 15th June 2012.

CITI will require a letter from the parish’s insurer stating that the Intern is included in the parish policy.

Where a house is provided, the parish will insure the buildings and any contents owned by the parish, but the Intern shall be responsible for insuring their personal belongings and shall also be responsible for any other insurance they may need or wish to have, e.g., car insurance, health insurance, etc.

Expenses

The RCB will provide an allowance to cover the costs incurred by the Intern in relation to travel. Further details of this allowance together with a schedule of reimbursements for mileage to and from CITI are set out at Appendix 3.

Safeguarding Trust

The CITI is committed to the highest possible standards of ministerial behaviour and accountability to the Church and to the communities which Interns are being prepared to serve. Integral to this is a clear understanding of legal requirements and what is considered to be good practice in the parish. For this reason, Interns have already undergone Clearance procedures including the requirements of the Garda and the PSNI. All Interns have already undertaken the *Safeguarding Trust* training programme as part of this process.

Conflict

However difficult and unpleasant, it is important that difficulties and conflict should be dealt with well when they arise. This is not only better for relationships within the parish team and personal relationships, but is a good model for ministry.

Suggestions for resolving conflict

1. Pray for wisdom, compassion, courage and the right words to say.
2. Approach from the position of love, trying to understand the thoughts and feelings and perspective of the other.
3. Training Clergy should set up a meeting and let the Intern know what the meeting is about.
4. At the meeting the issue should be stated fairly and clearly, and comments and responses sought.
5. In the light of the discussion can the issue be redefined? On what is there agreement and disagreement?
6. What can each party do to help mend the situation?
7. Agree on a time to review the situation.

If either the Intern or the Training Clergy has a concern about their role or relationship, they should feel free to discuss this concern with the Internship Co-ordinator, Rev Ted Woods. Tel. 00 353 1 4905543,
email: tedwoods@eircom.net

In the event of difficulties arising over personal relationships or the internship between the Intern and his/her Training Clergy which cannot be settled between them, either or both should consult in the first instance with the Internship Co-ordinator, Rev Ted Woods, who will then bring the matter to the staff of CITI.

Saying Goodbye

At the end of the internship year the time will come to say goodbye. Most parishes will have become attached to their Interns as they have watched them grow in confidence and in their experience of pastoral ministry. So, as well as beginning well, it is just as important to end well!

Parishioners may wish to make a parish occasion of their Intern's farewell and to give them a presentation or a memento of their year, along with speeches from clergy and some parishioners to encourage the Intern on the next chapter of his/her ministerial journey.

Final Assessments

Training Clergy will be asked to return assessments under agreed headings to CITI at the end of the Internship year. Assessments will be based on the eleven Ministerial Characteristics defined by the House of Bishops:

- Spirituality
- Theological Reflection
- Pastoral Care
- Vision
- Leadership
- Worship and Preaching
- Worship and Liturgy
- Communicating the Faith
- Management and Change
- Administration
- Vocation

Interns will also be asked to provide feedback on their internship experience.

Acknowledgement

In undertaking the internship year, Interns acknowledge that an internship in the parish does not create any obligation on the part of the parish in which they have been placed for the internship year or any other parish in the Church of Ireland to offer them a stipendiary or non-stipendiary office in the Church of Ireland on completion of their training or otherwise.

Appendix 1

PRACTICAL SEMINARS 2011/12

(1) = Thursday morning 9.00am – 12.30 (coffee 10.30am – 11.00am)

(2) = Thursday afternoon 2.00pm – 4.30pm (coffee 3.15pm – 3.30pm)

(3) = Friday morning 10.00am – 12 noon

September 22/23	(1), (2) & (3)	Hospital Visiting, Palliative Care, Loss, Boundaries etc	Rev. Bruce Pierce
October 20/21	(1)	Issues around suicide	Jean Casey O’Kelly IACP
	(2)	Ministering to those with depression and psychiatric need	Jean Casey O’Kelly IACP
	(3)	Time Management & Administration	Rev. Ted Woods
November 17/18	(1) & (2)	Children’s Ministry Schools & School Assemblies	Barbara McDade PCI Rev. Peter Campion
	(3)	All-Age Worship	Nick Harding, Children’s Ministry Adviser, Southwell Diocese
December 15/16	(1) & (2)	Ministry to Young People	CIYD
	(3)	Confirmation	CIYD
January 19/20	(1), (2), (3)	Marriage – Preparation, Breakdown, Step families	Claire Missen Glynnis Good
February 23/24	(1) & (2)	Curacy Interviews	Revs Ted Woods
	(3)	Baptisms, Funerals, Children & Loss	& Anne Taylor
March 22/23	(1), (2) & (3)	Portfolio Viva Voces	
April 19/20	(1) & (2)	Trauma Victim & Minister	Colleen Brown – NIAMH
	(3)	Disability Issues Clergy family Stress	Rev Will Murphy Claire Missen – C of I Marriage Council
May 17/18	(1) & (2)	Managing Stress	Prof Scott Brown
	(3)	Preparing for CME	CITI Staff
June 14/15	(1), (2) & (3)	Dissertation Viva Voces	