



SHARING CHRIST THROUGH GENEROUS GRACE, SCRIPTURAL INTEGRITY
COMPASSIONATE OUTREACH & LOVING HOSPITALITY

Internship Handbook



2023 – 2024

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THE INTERNSHIP YEAR

Introduction

The Church of Ireland Theological Institute is grateful to the training clergy who welcome students of CITI to their parishes as interns for the duration of their diaconal year. We greatly value the willingness of the training clergy to share in the continuing development of our students who, although they enter their internships as deacons, are still in initial ministerial education. It is the hope of the academic and administrative staff of CITI that a genuine spirit of co-operation and shared endeavour will evolve among all those involved in the process, with the aim of forming candidates who are well-equipped to serve the Church and its people.

The concept of internship

The purpose of the internship year is to provide an intensive focus on the connection between learning and practice and it is an integral part of the MTh degree programme. The priority is the development of the intern, and the role of the training incumbent 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 a dissertation (due in April) and compile a personal ministry portfolio. Both of these aspects are assessed on the basis of written submissions and through *viva voce* examinations.

Training Day for Clergy and Prospective Interns

As part of our commitment to supporting Training Clergy in their role, we provide one training day at CITI to prepare training clergy for the work of supervising and mentoring students. We intend the day to be a stimulating and a useful resource, as well as a means of keeping training clergy up to date with the current pattern of ministerial training at CITI. It is also an opportunity to draw on the skills of a specialist in supervision, the primary overall responsibility of the clergy who receive deacons in their parishes.

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.

Dates

The internship year runs from Sunday 3rd September 2023 to Sunday 2nd June 2024. The interns' last Sunday in their parish placements will be Sunday 9th June 2024.

CITI Internship Component

Full-time interns are expected to attend the attend the following study residentials in CITI:

2023-24

September 11th – 15th
 October 9th – 13th
 November 6th – 10th
 December 4th – 6th
 January 22nd – 26th
 February 12th – 16th
 March 11th – 15th
 April 15th – 19th
 May 20th – 24th

Non-Residential interns are expected to following study weekends in CITI:

2023-24

September 15th – 17th
 October 6th – 8th
 November 10th – 12th
 December 8th – 10th
 January 19th – 21st
 February 16th – 18th
 March 8th – 10th
 April 12th – 14th
 May 17th – 19th

June (for dissertation *viva voces* – full-time & Non-Residential students)

In addition, there will be 2 reading weeks for full-time interns: October 23rd – 27th & March 4th – 8th

Format of CITI residentials (full-time students)

The programme comprises

- taught seminars on a range of subjects with practical ministerial application, led by specialist practitioners (see Appendix 1)
- practical sessions enabling students to gain confidence in presiding in a liturgical space, led by a local rector
- spirituality
- theological reflection
- exegesis

In addition, there will be a regular graduate seminar at which students will be invited to present aspects of their dissertation research as 'work in progress' to a forum of fellow students and staff (monthly for full-time students, bi-monthly for part-time students).

There is capacity built into the programme for students to make use of the RCB and Trinity College Libraries and to consult with their dissertation supervisors.

Weekly parish programme

Full-time interns (1 year)

Full-time interns are expected to:

- take part in services every Sunday
- lead two services a month
- preach once a month
- be robed and take part in some way on the other Sunday(s)

It is a matter for training clergy to decide how many services interns should attend each Sunday. It is also expected that the intern will not be required to preach on the Sunday at the end of a CITI week or the Sunday at the end of a reading week.

Interns are required to devote **two days to study, research and writing** their dissertation. They should also have **one day free 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 one-to-one meetings between the training incumbent and the intern.

Non-Residential interns (1 year)

Non-Residential interns are expected to:

- Complete a minimum of 30 weekends of parish engagement in the course of the year. This number includes 9 weekends in CITI (Friday evening and Saturday)
- Preach 6 times a year (not at the end of a CITI weekend)
- Carry out 50 sessions of pastoral work in the internship parish – to include staff meetings and one-to-one meetings with training clergy

Meeting with the 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 (as detailed as possible)
- A map of the parish area
- The monthly programme of service and activities
- Keys and necessary access to buildings and equipment. Training clergy should take care to explain to interns that 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, churchwardens, honorary secretary, honorary treasurer, youth or family worker, 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 parish

The intern (and his or her family, if applicable) will be introduced to the parish on Sunday 3rd September 2023. If the candidate has been ordained deacon before this date, he or she may begin to exercise the liturgical role of deacon in public worship (including such distinctive roles as reading the Gospel at the Eucharist and assisting with the preparation of the Table). If the candidate has not yet been ordained deacon, he or she should take the role appropriate to a Reader. In either case, the internship has now formally begun, and should the ordination date be later, members of the parish should be encouraged to attend the service and support the candidate.

Pastoral opportunities within the parish

Interns may be assigned to the following duties:

- Pastoral visiting
- Hospital visiting
- Occasional offices (baptisms, marriages and funerals)
- School visits and assemblies
- Attendance at parish organisations
- Attendance at Select Vestry and other parish meetings
- Extra-parochial activities
- Other activities / responsibilities as directed by the training incumbent

Interns should not accept commitments outside the parish without first consulting with and obtaining the agreement of the training incumbent.

Confidentiality

Training clergy and interns should agree the boundaries of confidentiality with respect 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 strictly confidential, and should be discussed in the first instance between the training incumbent and the intern, subject at all times to the provisions of *Safeguarding Trust* [see p. 10].

Team meetings

If a team meeting involves members of the parish team in addition to the training incumbent and the intern, a separate one-to-one meeting between the intern and the incumbent should be arranged at least once a month. As team meetings are for general plans and arranging parochial duties and events, they are not the proper place for the personal evaluation of the intern.

One-to-one meetings with the intern

Training clergy will bring their own experience and understanding of the joys and sorrows of ministry, as well as its opportunities, stresses and limitations. They should set aside time with their interns to reflect with them on their experience of ministry.

Below are possible matters to be discussed:

- what has gone well?
- 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 [both in the intern's approach and in the parish itself]?
- if change is required then what, how and when?
- what can the training incumbent 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?

In addition, training incumbents are encouraged to take an interest in their interns' dissertation research as part of a mutually enriching period of working together.

Assigning tasks

In assigning tasks, training clergy should bear in mind that it can be a daunting experience for the interns if every task they have been asked to undertake is new to them. At the same time, by undertaking new tasks, interns have opportunities to develop new skills. Training clergy should attempt to achieve a balance between the familiar and the new so that interns can enhance their existing skills, but also step out of their "comfort zones" by undertaking new tasks require new skills and approaches.

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 in relation 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., 3rd September 2023 to 9th June 2024. **CITI will require a letter from the parish's insurer stating that the intern is included in the parish policy.** It is essential that this letter is provided to the Bursar, Mrs Lynda Levis, prior to commencement of the internship. If the parish insurance is renewed during the intern year it is essential that a new letter is provided to show that the intern continues to be covered.

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 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 Church of Ireland Theological Institute 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 agreed to be good practice in the parish. * For this reason, interns have already undergone clearance procedures including the requirements of the Garda (Garda vetting) and the PSNI (Access NI). All interns have already undertaken the *Safeguarding Trust* training programme as part of this process.

*If placement is taking place in the Republic of Ireland, the Garda Vetting carried out in Year 1 will cover this. If placement is taking place in Northern Ireland, placement Rector will need to arrange PSNI (Access NI) vetting.

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; it is also 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. Name the issue.
4. Training clergy should set up a meeting and let the intern know what the meeting is about.
5. At the meeting the issue should be stated fairly and clearly, and comments and responses sought.
6. In the light of the discussion can the issue be reframed? On what is there agreement and disagreement?
7. What can each party do to help mend the situation?
8. Agree on a time to review the situation.
9. Seek outside help in good time if the incumbent and deacon are unable to find a resolution.

If either the intern or the training incumbent has a concern about their role or relationship, they should feel free to discuss this concern with the Internship Co-ordinator, Dr Bridget Nichols.

Saying goodbye

At the end of the internship year the time will come to say goodbye. Parishes will have become attached to their interns as they have watched them grow in confidence and in their experience of pastoral ministry. So, just as it is important to begin well, it is important to end well. Supervisors are encouraged to mark the end of the internship in a public way, which gives an opportunity to the parish to wish their intern well on the next stage of the journey into ministry.

Final assessments

Training clergy will be asked to return assessment forms to CITI at the end of the internship year. Assessments will be based on the eleven Ministerial Characteristics as 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 under the same headings.

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

INTERNSHIP SEMINARS 2023/24 – Full-time

- (1) **Monday** / Thursday morning **10.15am** / 9.30 am – 12.30 pm (Coffee 11.00 am – 11.15 am)
- (2) Monday / Thursday afternoon 2.00 pm – 4.00 pm (Coffee 3.15 pm – 3.30 pm)
- (3) Tuesday / Friday morning 9.15 am – 12.30 pm (Coffee 10.30 am – 11.00 am)
- (4) additional occasional sessions for theological reflection & exegesis

September	Meet the RCB Governance
October	Hospital Chaplaincy Addiction
November	Pastoral Visiting (tbc) Youth Ministry
December	Marriage
January	Ecclesiastical Law Pensions / Stipends GDPR
February	Bereavement Pastoral Care of the Elderly Communication and The Media
March	Children in the Life of the Church Effective local ecumenical relationships
April	Working with your funeral Director Portfolio vivas / VGDP Review Curacy Process
May	Integrative Seminar
June	Dissertation <i>Viva Voces</i>

Appendix 1 continued

INTERNSHIP SEMINARS 2023/24 – Non-Residential

- | | |
|------------------------|--|
| (1) Friday evening | 7.00 pm – 9.30 pm |
| (2) Saturday morning | 10.00 am – 12.30 pm (Coffee 11.00 am – 11.30 am) |
| (3) Saturday afternoon | 2.00 pm – 4.00 pm (Coffee 3.15 pm – 3.30 pm) |

September	Meet the RCB
October	Governance
November	Hospital Chaplaincy
December	Pastoral Care of the Elderly Marriage
January	Bereavement
February	Meet your funeral Director Pastoral Visiting (tbc)
March	Stress and Personal Care
April	Addiction Children in the Life of the Church Portfolio vivas Curacy Process
May	Integrative seminar
June	Dissertation <i>Viva Voces</i>

Appendix 2

THIS AGREEMENT is made the ?? day of ?? 20?? **BETWEEN THE SELECT VESTRY OF THE PARISH OF Name IN THE DIOCESE OF Name** (hereinafter called “the Owner”) of the one part and **Name of Place, County Name** (hereinafter called “the Caretaker”) of the second part.

WHEREBY IT IS AGREED as follows:

1. The Owner appoints the Caretaker as caretaker of the premises [or caretaker of the study which forms part of the premises] known as situate in the County of **Name** (hereinafter called “the Premises”) for a period of nine months from ?? September 20?? – ?? June 20?? or such sooner determination as provided for in clause 3(b) below.
2. The Caretaker agrees to keep the interior and exterior of the Premises in the same or better condition as they are at the date of this agreement.
3. The Caretaker **HEREBY UNDERTAKES AND AGREES** as follows:
 - (a) not to do or suffer to be done on the Premises anything which may become a nuisance, annoyance or disturbance to the Owner, adjoining owners or the public;
 - (b) to deliver to the Owner on demand the said Premises and all keys thereof;
 - (c) not to make any alterations whether structural or otherwise to the Premises;
 - (d) not to keep any animals other than domestic pets on the Premises.
4. No remuneration for the duties specified shall be payable to the Caretaker.
5. **IT IS HEREBY AGREED AND DECLARED** that the Caretaker is to be afforded occupation of the Premises as Caretaker and not under any Contract of Tenancy.

SIGNED on behalf of the

SIGNED by the

Owner by:

Caretaker:

in the presence of:

in the presence of:

Occupation of witness:

Occupation of witness:

Address of witness:

Address of witness:

Appendix 3

Student grants and allowances

A. Specific to the intern year

Mileage Allowances – to be confirmed by the Grants and Allocations Committee

1. Travel to and from CITI for study weeks

This is calculated according to distance between home and CITI

2. Other travel connected with the placement

Band A 0 – 4800km pa	€796 pa
Band B 4801 – 9600km pa	€1,592 pa
Band C 9601 – 14400km pa	€2,389 pa
Band D 14401 – 19200km pa	€3,184 pa
Band E over 19201km pa	€3,980 pa

3. Contribution to mobile calls + WIFI €200 pa

4. Living away from CITI allowance €2,861 pa

B. Standard student grants

Personal

Single €6,932 pa

Married €8,687 pa

Per child (up to a maximum of three) €981 pa

Notes:

1. All CITI accommodation and academic fees are centrally funded
2. Allowances and grants can also be paid in sterling
3. Allowances and grants are payable in advance, in three stages

Deacon Internship Accommodation

Policy Revision 2021

The deacon-internship programme runs for a period of ten months, September to June. Until 2018 the internship process was co-ordinated through a centrally managed 'matching' system, however currently the interns are placed at the discretion of their sponsoring bishop.

Provision of Accommodation

1.1 - Since the inception of the internship programme it has been necessary on certain occasions for the Church, through the RCB, to cover the cost of locally-sourced accommodation. Where it becomes necessary, this provision applies to full-time interns only.

1.2 - In the vast majority of cases the provision of accommodation is for unmarried deacons who are placed more than a reasonable commutable distance from either their normal residence or the possibility of residence within CITI.

1.3 - Occasionally the provision of accommodation can be for a married intern who is willing to live away from home for certain days each week, or for a recently married couple who would otherwise be without suitable accommodation. In relation to this latter category, it should be noted that a similar and modest level of accommodation can suffice for either a single person or a couple.

1.4 - The understanding has been that a married deacon, with or without dependent children, is not required to re-locate during the internship, but would instead rely solely on the associated travel support scheme and continue to live in their own residence (see Appendix 3).

1.5 - Where a married deacon chooses to reside somewhere other than their own residence, or has requested to be placed at an unmanageable distance from home, but in neither case this has been a requirement of the internship process itself, the intern remains responsible for all associated accommodation costs.

Process for Sourcing Accommodation

2.1 - Following the finalisation of internship placements and the annual training day, CITI will identify which prospective interns may require local accommodation. Where necessary, the CITI Bursar will then correspond with the training incumbent with a view to finding appropriate and reasonably priced accommodation. This can happen through property that may already be available and within the gift of the parish, or, if such provision is not a possibility, contact will be made with a local estate agent. Typically, suitable properties can only be identified and secured a number of weeks in advance of the required start date.

2.2 - Whereas the internship programme runs for ten months (see above) a letting agreement so arranged will normally run for a full twelve month period (August to August). Any such arrangement must be sanctioned and approved by the RB Head of Finance.

Management of the Property during the Internship

3.1 - The intern making use of the accommodation is required to sign a caretaker agreement to ensure an appropriate standard of occupancy (see Appendix 2). The Bursar will also take responsibility for ensuring that all other relevant matters are attended to by the student, especially in relation to completion of the occupancy and handing back the property in the requisite condition.