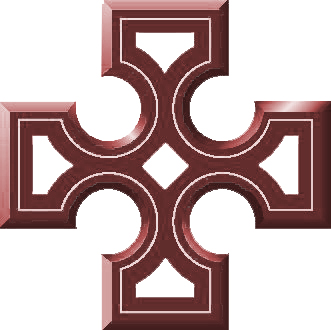
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**THE CHURCH OF IRELAND THEOLOGICAL INSTITUTE**

**Internship Handbook**



**2017 – 2018**

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THE INTERNSHIP YEAR

Introduction

The Church of Ireland Theological Institute is grateful to the training clergy for agreeing to allow one of the students of CITI to undertake an internship in their parish and we value the willingness of the training clergy 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 MTh degree programme. The priority is the development of the intern and the role of the 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 one training day 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.

Dates 2017/18

The internship year runs from Sunday 3rd September 2017 to Friday 15th June 2018. The intern’s last Sunday in their parish placement will be Sunday 17th June 2018.

CITI internship component

Full-time interns are expected to attend the Part-time interns are expected to attend the

following study weeks in CITI: following study weekends in CITI:

**2017 2017**

18-22 September 15-17 September

16-20 October 13-15 October

13-17 November 3-5 November

11-15 December 8-10 December

**2018 2018**

15-19 January 12-14 January

12-16 February 9-11 February

12-16 March 9-11 March

9-13 April 13-15 April

14-18 May 11-13 May

June (for dissertation *Viva Voces*)

*In addition there will be 2 reading weeks for full-time interns on 6-10 November and 26th February-2ndMarch*

Format of CITI weeks

Mondays / Tuesdays – Spirituality, pastoral ministry seminars as set out in Appendix 1, theological reflection

Wednesdays / Thursdays – Library and study time

Fridays (until 1.00pm) – Academic seminars including exegesis and research

*This is intended to give an indication of the topics and sessions each intern week. The timing and placement of various sessions during the week may be adjusted to suit the timetable.*

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 and 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 meeting between the training clergy and the intern.

**Part time interns (2 years)**

Part time interns are expected to:

* Work a minimum of 19 weekends a year – to include 9 weekends in CITI (Friday evening and Saturday)
* Preach 6 times a year (not at the end of a CITI weekend)
* Carry out 40 sessions of pastoral work each year in the internship parish – to include staff meetings and one-to-one meeting with training clergy
* CITI weekends will alternate between academic and practical seminars

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 (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, 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 will be introduced to the parish on Sunday 3rd September 2017, 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 Select 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 with 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 in the 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 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, how and when?
* 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 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 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. 3rd September 2017 to 17th June 2018. **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 considered 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.

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 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. 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 have a concern about their role or relationship, they should feel free to discuss this concern with the Director of CITI, the Revd Canon Dr Maurice Elliott.

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 in the next chapter of his/her ministerial journey.

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

**PRACTICAL SEMINARS 2017/18 – Full time**

(1) Monday morning 10.00am-12.30pm (Coffee 11.00am-11.15am)

(2) Monday afternoon 2.00pm-4.00pm (Coffee 3.15pm-3.30pm)

(3) Tuesday morning 9.15am-12.30pm (Coffee 10.30am-11.00am)

**September 18-19** (1), (2) + (3) Hospital visiting

Palliative care, loss, boundaries

**October 16-17** (1) + (2) Ministry to young people

(3) Confirmation

**November 13-14** (1) + (2) Children’s ministry

(3) Primary School Assemblies

**December 11-12** (1) + (2) Funerals and rites of passage

(3) Time management and admin.

**January 15-16** (1), (2) + (3) Structures of governance

**February 12-13** (1), (2) + (3) Pastoral care of marriage

**March 12-13** (1) + (2) Clergy family stress

(3) Clergy family stress

**April 9-10** (1), (2) + (3) Portfolio *Viva Voces*

**May 14-15** (1) + (2) Curacy process

(3) Feedback for finishing interns

**June**  (1), (2) + (3) Dissertation *Viva Voces*

APPENDIX 1 continued

**INTERNSHIP SEMINARS 2017/18 – Part time**

(1) Friday evening 7.00pm-9.00pm

(2) Saturday morning 10.00am-12.30pm (Coffee 11.00am-11.30am)

(3) Saturday afternoon 2.00pm-4.00pm (Coffee 3.15pm-3.30pm)

**September 15-16** (1), (2) + (3) Hospital visiting, Palliative Care, Loss and Boundaries

**October 13-14** (1) + (2) Ministry to Young People

(3) Biblical seminar

**November 3-4** (1) + (2) Funerals and Rites of Passage

(3) Biblical seminar

**December 8-9** (1), (2) + (3) Clergy family stress

**January 12-13** (1) + (2) Biblical seminars

(3) Confirmation

**February 9-10** (1) All Age Worship

(2) + (3) Children’s Ministry

**March 9-10** (1) + (2) Biblical seminars

(3) Free time to work on dissertation

**April 13-14** (1) + (2) Time Management and Admin

(3) Biblical seminar

**May 11-12** (1) + (2) Biblical seminars

(3) Free time

**June**  Dissertation *Viva Voces* (2nd year interns only)

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 1592 pa

Band C 9601 – 14400km pa 2389 pa

Band D 14401 – 19200km pa 3184 pa

Band E over 19201km pa 3980 pa

**3. Contribution to mobile calls** 100 pa

**4. Living away from CITI allowance** 2625 pa

**B. Standard student grants**

**Personal**

Single 6000 pa

Married 7700 pa

Per child (up to a maximum of three) 900 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

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