

PROCEDURE 2: MINISTERIAL INTERNSHIP

- 2.1 The Synod Training for Ministry Committee must ensure that the credentials of all Interns are in order before giving approval to proceed with Internship. The Synod Ministerial Committee shall place a candidate, on the completion of his/her academic training, in a local church for the consolidated period (normally two years) of in-service training. During this period the candidate shall thereafter be designated as a ministerial Intern.
- 2.2 Regional Councils shall submit to the Synod the names of local churches wishing to avail themselves of the services of an Intern. Such applications shall be submitted on the prescribed form, not later than three months prior to the date of the Synod meeting and shall include full details regarding finance, housing, transport and other arrangements.
- 2.3 The minimum scale of emoluments for Interns shall be determined by the Assembly Ministerial Committee.
- 2.4 The local church in which an Intern is placed shall accept, as far as possible, full financial responsibility, including Pension Fund arrangements for the two-year period of Internship. Grants-in-Aid, where applicable, are available from the Synod in cases of need.
- 2.5 The Assembly Training for Ministry Committee administers the overall Internship programme, which is co-ordinated by a Director, appointed by the Assembly.
- 2.6 Each Intern shall be under the direction of the Training for Ministry Committee for the whole of his/her Internship.
- 2.7 In each Region where Interns are placed there shall be a Regional Director appointed by the Regional Council. He/she shall be responsible for implementing the Training for Ministry programme in that Region.
- 2.8 Each Intern is supervised by the Ministerial Committee of the Region within whose bounds the local church, which he/she is serving, may fall.
- 2.9 The Regional Ministerial Committee exercises its supervision corporately by appointing an individual Supervising Minister for each Intern in its care. It supplements the Supervising Minister's supervision by regular consultation with the Interns and by interviewing them as frequently as possible throughout the Internship period.
- 2.10 The Supervising Minister exercises supervision by:
 - 2.10.1 Offering time and interest to help bring out and develop the Intern's gifts and skills.
 - 2.10.2 Ensuring that the Intern gains experience of the pastoral ministry as near as possible to that of an ordained minister.
 - 2.10.3 Evaluating the Intern's conduct of worship, preaching, the administration of the Sacraments and presiding at meetings.
 - 2.10.4 Arranging for the Intern to accompany him/her in some pastoral activities, so as to learn through observation as well as involvement, and by reflecting with the Intern on these experiences.

- 2.10.5 Being available at all reasonable times for the Intern to consult him/her and to develop as far as possible a relationship of openness and mutual trust in which each is free to learn from the other.
- 2.10.6 Arranging regular times for personal consultation with the Intern, when the agenda includes:
 - 2.10.6.1 Anything the Intern wishes to share in terms of work or personal life;
 - 2.10.6.2 Helping the Intern to plan his/her work and to accept responsibility for the outcome of that planning;
 - 2.10.6.3 Helping the Intern to reflect constructively on his/her work.
- 2.10.7 Submitting reports on the Intern's progress – on the questionnaire forms supplied by the Assembly Training for Ministry Committee.
- 2.10.8 Helping the Church to understand and accept the Intern commitments to the training group and to the Assembly Training for Ministry; facilitating the necessary practical arrangements; and encouraging the Church to support the Intern and to share in his/her growth and development.
- 2.10.9 There shall be an annual meeting of the Assembly Training for Ministry Committee with Interns for assessment and evaluation.

- 2.11 An annual meeting of the Assembly Training for Ministry Committee is held with Interns for assessment and evaluation.

- 2.12 An Intern shall normally serve the entire Internship period in the same local church which should preferably not be his/her home church.

- 2.13 The Intern is authorised by the Assembly to administer the sacraments for the two-year Internship period only. The authorisation applies to the local church to which the Intern is appointed.

- 2.14 An Intern that has successfully completed his/her internship becomes a candidate for ordination and will fall under the pastoral care of the regional ministerial committee of the region in which he/she resides while awaiting a call or placement.

- 2.15 In the event that the candidate for ordination does not receive a call or a placement the UCCSA is indemnified against legal action or any claim for damages.

- 2.16 The UCCSA is indemnified against legal action or any claim for damages on the part of a disqualified candidate if such candidate fails to complete the internship period to the satisfaction of the Assembly Ministerial Committee.