



**apostolicchurch**  
**australia**



BEHOLD, I WILL DO A NEW THING (ISAIAH 43:19A)

# Australia Apostolic College Internship Manual

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# ***Internship Program***

## **1. *Executive Overview***

- **So what's the 'Big Picture?'**

This is a one year, full-time program consisting of practical experience provided within the local church plus class attendance at AAC or a selected bible college (Registered Training Organisation). *Candidates undertaking an internship do it on the understanding that this done in addition to their normal church involvement.*

- **Why?**

To train emerging leaders in "real-life" ministry, under the supervision and coaching skills of qualified pastors, by applying the fresh insights gained from study in the context of local church life.

- **How does it work?**

- Two days study per week at an AAC campus or selected college.
- Practical experience as set out on Australia Apostolic College (AAC) website under study options
- Training and debriefing events for local church supervisors via phone, once a year at national conference and in some cases by the RTO at their premises.
- An AUSTUDY-eligible program supplied by a contracted RTO.

Once we have received and processed the application of an intern, an AAC representative will contact the nominated local church supervisor to inform them on all the requirements by both the ACA and the RTO's.

## **2. *ACA Internship Program Information***

This program provides:

- An opportunity for the student to be coached in supervised practical experience in ministry in a local church or other Christian organization
- An occasion for integration and application of teaching into a ministry context
- An evaluation of their progress with a view toward improving their performance.
- This opportunity will give students:
  - Experience in a designated ministry setting and its associated tasks
  - Understanding more about team work, and other practical dynamics as is common to Christian ministry / service.

## **3. *Description***

Internship involves the placement of students (interns) into a major functioning ministry situation within the local church under the supervision of an experienced minister (supervisor) with the proven capacity to mentor and develop leaders.

*Candidates undertaking an internship do it on the understanding that this done in addition to their normal church involvement.*

The student shall be deemed to be a volunteer and undertake to give reasonable agreed hours of service. This will usually be over a 12 month period i.e. February to December or July to June etc. Internships can start at any time. Interns shall not be required to work on public holidays and negotiation over other time off shall be by mutual agreement between the supervisor and the intern. At all times, the guiding principle shall be mutual agreement, and consideration of the intern's probable need for paid employment.

The local church / supervisor shall provide opportunity for learning and involvement as well as feedback and such general mentoring as shall be conducive to the student's personal and ministry development.

#### **4. Oversight**

Internships are oversighted by AAC. Local churches are required to transact all matters arising during the internship within the accepted codes of practice of the ACA. Interns are enrolled in a national mentoring program located and administered at the local church level. Local churches are required to:

- Liaise with the RTO's and students in all matters relating to the program;
- Discuss payment plan with intern and see all fees are paid. The student is responsible to pay their internship fees directly to their RTO.
- Debrief the student during and on completion of the internship;
- Ensure that the intern submits the academic work required; and
- To take up the offer appropriate training and / or resources for Supervisors to help fulfil their role with increasing effectiveness and excellence. If required seek out additional training and support.

#### **5. Approval**

An applicant for an internship must be approved by AAC after he or she has been approved by their Senior Minister. In addition to acceptance, the following criteria apply:

- The sponsoring Senior Minister and the applicant shall be in agreement.
- The student's spouse (if any) shall be consulted and shall support the internship.
- The student shall accept the mutually agreed terms and conditions of the internship position, as per the Candidate Required Information Letter of Agreement.
- Meet and comply with all the standards and requirements of chosen RTO & ACA.

#### **6. Interns Orientation**

The supervisor is requested to provide the student with the following information to assist in their orientation as an Intern in their local church:

- **Church Orientation**

As may be contained in Welcome Packs, Vision statements, Member's Material, Annual Members Reports, Promotional materials or other materials as appropriate.

- **Leadership Expectations**

As may be contained in preambles to Ministry Descriptions, Leadership Manuals and such other material and should contain basic expectations for all persons in leadership.

- **Intern's Orientation**

The supervising Minister is expected to orient his/her team as to the goals and role of the Intern and should be understood by everyone concerned within the local church.

## **7. Internship Duration**

The Internship will last for a period of one year if full time. If started in February from the first week of class in Semester 1 of the Program and conclude at the end of final week of Semester 2 of that year. It shall be generally accepted that a student undertaking this internship will serve a minimum of one day (6 hours). The student shall be required to keep a Practical Ministry Log as per usual. The internship Supervisor (or appointee) shall sign the claimed hours.

## **8. Assessment**

The Supervisor shall assess the student during the course of his/her internship placement. The student may also complete personal self-assessments for the purposes of:

- Monitoring the student's performance and lifestyle for evaluation as to suitability for future ministry opportunities,
- Providing meaningful feedback to the student for the student's reflection and further action,
- Correcting or commending the student during and at the end of their Internship to let him/her know how they are progressing, and
- Receiving feedback from the student as to the program and any thoughts they may have.

- **Reviews**

There shall be a review at the conclusion of each of Internship. The review content is at the discretion of the Supervisor of the intern but must include the questions on the Student Review Report.

These reviews should be held by the Senior Minister or Supervisor and used for the final assessment. Copies should be sent back to ACA internship office. If required also to the interns RTO.

## **9. Letter of Agreement**

The Letter of Agreement shall be completed by the supervisor of (local church) and the intern, a copy given to the intern and a copy forwarded to ACA internship office. If the student desires to negotiate aspects of the contract and internship coordinator deems it to be in the best overall interest for all concerned to do so, further discussions may commence.

## **10. Liaison**

The AAC shall appoint an internship coordinator/s to liaise with the intern, who shall be reasonably available to deal with the student's questions during the Internship.

## **11. Intern's Responsibilities**

Interns are required to attend ACA national and state events when requested by internship coordinator or local supervisor. Interns should make appropriate arrangements with their pastors, so they can be committed to these events.

Interns are required to keep a journal of their activity through out the internship year. This is not a "dear diary" record, but an account of experiences gained, goals achieved and lessons learnt (See AAC student procedure handbook for details).

## **12. Internship Grievance Procedure**

In the event of the intern or supervisor / local church having an unresolved grievance the following procedure must be followed.

- The grieving party or parties submit their grievance in writing outlining the issue/s, their concern including their name and phone number and send to AAC office PO Box 384, The Gap Brisbane.
- All parties involved will be advised there has been a complaint lodge.
- Complainant will be interviewed in person or by phone.
- All parties involved will be contacted in person or by phone.
- The aim at all times will be to resolve grievances in a fair and equitable manner.

## **13. Early Termination**

Should either the intern or local church wish to terminate the internship before the completion date the supervisor must contact AAC to gain the appropriate finalisation procedure. There is a process that all interns and churches must follow to terminate and internship prior to the expected finish date.

## **14. Course Providers:**

AAC and other training providers have been contracted by the ACA to provide internship training according the requirements agreed upon by the ACA.

When an intern enrolls AAC will contact both the intern and supervisor to help answer questions.

# Terms and conditions

Internships are completed in a partnership arrangement between the intern, the intern's local church and local supervisor, the Apostolic Church Australia internship training task-force and a contracted registered training being offered to empower Apostolic people to excel at serving within the local church. In applying to be an intern you are agreeing to meet all study, service and financial commitments involved within the course.

**Fees:** See AAC website

Interns will receive a subsidy from Apostolic Church Australia head office for attendance and accommodation for the annual national Apostolic Church Australia conference. In return for this the intern will be expected to assist in running of the conference.

**Note:** It is the responsibility of the Apostolic Church in which the intern is serving to inform the AAC office of the number of their interns that will be attending national conference. To receive the subsidy names of the interns must be submitted by April 15<sup>th</sup> of the year in conference occurs.

All fees are to be paid directly to AAC or selected college by the Intern. Apostolic Church Australia internship is a preparation for ministry and has a significant discipleship element. Part of this discipleship involves money management. All fees will be required to be paid. Failure to keep current with fee payments will result in being asked to take leave from your internship until outstanding payments have been paid. (Practical experience guidelines see AAC website – Student options).

Interns are expected to:

- ❖ Complete all competencies delivered by Registered Training Organisation within the time period agreed.
- ❖ Attend the annual Apostolic Church Australia national conference during the year of their internship
- ❖ Fulfil all field assignments and serve the minimum required hours per week as agreed
- ❖ Attend when asked, all state and regional Apostolic Church Australia events.

The Apostolic Church Australia and/or intern can agree to terminate the internship before the agreed completion date. This may require the intern to renegotiate the cost of continuing with the Registered Training Organisation involved in delivering the course chosen by the intern. Reasons for withdrawal will be if the fees are not paid, or the intern is found to be outside the Apostolic Church Australia as per "Conditions of Service" (see ACA Procedure Manual) & Statement of Faith see [www.apostolic.org.au](http://www.apostolic.org.au) follow the "what we believe" link.

# *Internship Program Forms*

## **INTERNSHIP PLACEMENT PROGRAM**

### **CANDIDATE REQUIRED INFORMATION**

*In addition to your college registration form please complete the following.*  
The information on this form is for the benefit of the Senior Minister of the local church and the ACA internship program. It is designed to help him or her in deciding on the suitability of the candidate offering to enter the internship.

Candidate's Name: \_\_\_\_\_

Internship Period: \_\_\_\_/\_\_\_\_/200\_\_ to \_\_\_\_/\_\_\_\_/200\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Marital Status: \_\_\_\_\_ (Explanation if necessary)

Spouse's Name: \_\_\_\_\_

Spouse In Agreement?      Yes / No

Any Reservations? \_\_\_\_\_

Children?      \_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

Current church attending? \_\_\_\_\_

Senior Minister: \_\_\_\_\_

Please complete the following

Bullet point summary of your experience as a volunteer or paid employee in Christian and/or non-Christian organisations.

Bullet point summary of your secular work history.

Briefly explain future ministry aspirations
What do you hope to gain from the Internship?
What does the church and Senior Minister hope to gain from the Internship?
What are your personal strengths?
What are your personal weaknesses?
Do you have and Blue card for Child Related Employment. If not are you will to apply for one?

Note: Because you may be involved with youth, children and / or teaching Christian Education in state schools, a police check will be required for every applicant for this internship. The results of this may or may not disqualify the applicant. Children's welfare remains our primary concern! The results of the Police check will remain confidential, within the guidelines of applicable state and federal laws. In signing this application, you agree to a Police check as described above. (if in any doubt, please discuss the matter with your Pastor or the internship coordinator.)

I agree to remain in my current church for the duration of the internship, unless a mutual agreement otherwise is reached between the senior minister church, internship coordinator and myself.

I have read and understood the Code of Conduct of Internship within the Apostolic Church Australia as per "Conditions of Service" (see ACA Procedure Manual) & Statement of Faith see [www.apostolic.org.au](http://www.apostolic.org.au) follow the "what we believe" link.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Please make a copy of this form and email or post or fax the original copy to  
 ACA Internship Co-ordinator,  
 Australian Apostolic College.  
 PO Box 384.  
 The Gap, Brisbane Qld 4061.  
 Email: [aacollege@apostolic.org.au](mailto:aacollege@apostolic.org.au), Fax 07 3300 0021

# INTERNSHIP PLACEMENT PROGRAM

## **LETTER OF AGREEMENT**

This Agreement is a not a legal document. It is completed for the purposes of understanding and clarity and is a statement of intended good faith. This agreement can be rescinded in full by either party at any time or can be adjusted by both parties together at any time.

It is agreed that: the Apostolic Church Australia Internship Provider known as:

ACA Local Church \_\_\_\_\_ (name of church or organization)

ACA Local Church Pastor \_\_\_\_\_ (name of supervisor)

and

Apostolic Church Australia

and

\_\_\_\_\_ (applicant's name)

of

\_\_\_\_\_ (address)

\_\_\_\_\_ (address)

Have agreed to the practices and principles of ACA's Internship Program as detailed in this Manual and, have agreed to provide and participate in such a program for the period

\_\_\_ / \_\_\_ / 200\_\_ to \_\_\_ / \_\_\_ / 200\_\_ and have

agreed to use \_\_\_\_\_ as the RTO partnering with the ACA, and have come to the following arrangements in regard to the terms and conditions; (delete whichever is not applicable and attach additional information as required.)

**1 Accessibility to Senior Leadership**

**2 Dress Standard**

**3 Expected General Duties (attach an official job description if already written)**

<b>4</b>	<b>Expected General Conduct</b>
<b>5</b>	<b>Hours / Days of Involvement</b>
<b>6</b>	<b>Mandatory Meetings the Intern is Expected to Attend</b>
<b>7</b>	<b>Guidelines for the use Office / Facility / Equipment Use</b>
<b>8.</b>	<b>Public Ministry Opportunities</b>
<b>9</b>	<b>Remuneration</b> e.g. Pay of Child Safe program
<b>10</b>	<b>Guidelines for the use of Church Vehicle/s</b>
<b>11</b>	<b>Other Requirements</b>

Further:

It is agreed that the student shall be considered a voluntary worker by all concerned and shall be considered to be under the general terms of such existing policies in this regard that the ACA Internship Provider has. The student shall be covered by voluntary workers cover under the ACA policy and shall not be expected to be given or to comply with any instructions that may void such policy cover.

It is agreed that any and all reports written in relationship to this placement shall be forwarded to the student's minister.

All such relationships and interactions as may occur under the conditions of this placement shall be conducted in Christian character and integrity to the good of all. Supervisor will provide supervision of the intern as agreed herein and will attend the Supervisor's Leadership lunches for debriefing and supervision training.

Signed in good faith and agreement by:

\_\_\_\_\_  
Supervisor (please print & sign) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Intern under placement \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Internship Coordinator - Apostolic Church Australia \_\_\_\_\_ Date \_\_\_\_\_

Please make a copy of the form and email or post or fax the original copy to  
ACA Internship Co-ordinator,  
Australian Apostolic College.  
PO Box 384.  
The Gap, Brisbane Qld 4061.  
Email: [aacollege@apostolic.org.au](mailto:aacollege@apostolic.org.au), Fax 07 3300 0021

Office Notes:

# INTERNSHIP PLACEMENT PROGRAM

**INTERN REVIEW REPORT - #1** Name: \_\_\_\_\_

It is envisaged that this first review is conducted towards the conclusion of the first half of the internship, and handed in at the half way mark which will be in \_\_\_\_\_.

This review can cover whatever topics the senior minister desires but should include the areas herein listed that form the basis for the final review.

The purpose of this review is to give the student feedback so that he/she can be given opportunity for personal reflection and adjustment if necessary.

## REVIEW OUTLINE & FEEDBACK QUESTIONS

For your benefit please follow these questions, assessments and notes in your review/feedback sessions. Please keep them for your continued reviews and final assessments and then give them to the student.

Key to performance levels ranges:

	Strongly Agree	Agree	Neutral	Somewhat Disagree	Strongly Disagree	Not Applicable
<b>Student Appraisal</b>						
<b>Christian Character</b> The intern demonstrated integrity, loyalty and honesty expected of a Christian leader.						
<b>Further Comments if applicable</b>						
<b>Self-Management</b> The intern demonstrated the ability to accept responsibility, work independently, plan and meet deadlines.						
<b>Further Comments if applicable</b>						
<b>Communication</b> The intern demonstrated The ability to comprehend and accept instruction, communicate information both orally and written.						
<b>Further Comments if applicable</b>						
<b>Working in a Team</b> The intern demonstrated the to get along with staff and the ability to work with other in a team environment						
<b>Further Comments if applicable</b>						
<b>Self-initiative</b> The intern demonstrated the resourcefulness and to do those things which need to be done without necessarily being told to do them.						

<b>Further Comments if applicable</b>						
<b>Teachability</b> The intern demonstrated a teachable attitude and a willingness to accept instruction and correction						
<b>Further Comments if applicable</b>						

Please sign and date this report

\_\_\_\_\_  
Supervisor (please print & sign) \_\_\_\_\_  
Date

\_\_\_\_\_  
Intern \_\_\_\_\_  
Date

\_\_\_\_\_  
Internship Coordinator – Apostolic Church Australia \_\_\_\_\_  
Date

Please make a copy of this form and email or post or fax the original copy to  
ACA Internship Co-ordinator,  
Australian Apostolic College.  
PO Box 384.  
The Gap, Brisbane Qld 4061.  
Email: [aacollege@apostolic.org.au](mailto:aacollege@apostolic.org.au), Fax 07 3300 0021

# INTERNSHIP PLACEMENT PROGRAM

**INTERN REVIEW REPORT – FINAL** Name: \_\_\_\_\_

This final review is conducted towards the conclusion of the internship, and handed in on one month before the internship finishes expected date: \_\_\_\_\_. This review should be completed by the Senior Minister, in consultation with the person(s) who most closely worked with the student.

This review can cover whatever topics the senior minister desires but should include the areas herein listed that form the basis for the final review.

The purpose of this final review is to give the student feedback so that he/she can personally reflect and make adjustments, and make clearer decisions about their future.

## REVIEW OUTLINE & FEEDBACK QUESTIONS

For your benefit please follow these questions, assessments and notes in your review / feedback sessions. Please keep them for your continued reviews and final assessments and then give them to the student.

**A PROCEDURE** (Provide information, do not assess in this section)

### STUDENT INVOLVEMENT

Area(s) student was most involved.
Special Projects undertaken.
Leadership functions attended.
Description of main task(s)undertaken.
Opportunities for public expression.
Student Feedback protocol was employed      Yes      No
If not why not and what alternative was employed?

## B ASSESSMENT

Please give a general overall assessment for each competency by circling a number and a brief report underneath. Further details (if any) can be added in the further comments section.

Key to performance levels ranges:

	Strongly Agree	Agree	Neutral	Somewhat Disagree	Strongly Disagree	Not Applicable
<b>Student Appraisal</b>						
<b>Christian Character</b> The intern demonstrated integrity, loyalty and honesty expected of a Christian leader.						
<b>Further Comments if applicable</b>						
<b>Self-Management</b> The intern demonstrated the ability to accept responsibility, work independently, plan and meet deadlines.						
<b>Further Comments if applicable</b>						
<b>Communication</b> The intern demonstrated The ability to comprehend and accept instruction, communicate information both orally and written.						
<b>Further Comments if applicable</b>						
<b>Working in a Team</b> The intern demonstrated the to get along with staff and the ability to work with other in a team environment						
<b>Further Comments if applicable</b>						
<b>Self-initiative</b> The intern demonstrated the resourcefulness and to do those things which need to be done without necessarily being told to do them.						
<b>Further Comments if applicable</b>						
<b>Teachability</b> The intern demonstrated a teachable attitude and a willingness to accept instruction and correction						
<b>Further Comments if applicable</b>						

## MINISTRY ORIENTATION

Please give your views on the following:

**1. In what ministry direction(s) does the student most clearly demonstrate ability and awareness?** Describe your reasoning/observations.

**2. What are the student's greatest strengths for their personal/ministry future?**

In relation to giftedness:

In relation to character:

In relation to conduct:

In relation to spiritual dimensions:

**3. What are the student's greatest weaknesses for their personal/ministry future?**

In relation to giftedness:

In relation to character:

In relation to conduct:

In relation to spiritual dimensions:

**GENERAL COMMENTS**

Please give any other comments that you feel are pertinent to an assessment of the student.

