



# PYM Internship

## Starting Procedures

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Once the intern has been accepted into the programme by PYM and the local church and intern agree in principle to go ahead with the internship the following steps must be taken:

All parties read supporting documentation and clarify any queries with the PYM internship coordinator

1. PYM Internship Brochure
2. PYM Learning agreement
3. PYM Internship Template Job Description
4. PYM Budget template

The local Church needs to:

- Seek approval from its session or equivalent body for the internship to go ahead and communicate this to the internship coordinator.
- Draft an internship job description using the template provided and submit this for feedback to the internship coordinator.

The Intern needs to:

- Submit application to appropriate training institute and signify that they are part of the PYM internship to the institute.
- Pass on invoices for study fees to the local church in a timely manner.

The local church and the intern need to:

Sign the Learning agreement and attend to all items listed including

- Agree on annual work start and stop times, time for annual and study leave
- Finding a suitable mentor for the duration of the internship, this
- Establish learning goals for the beginning of each semester and email them through to the internship coordinator.
- Agree and sign final job description.

Where possible all parties will meet in person to sign this document prior to study commencing. This agreement is valid for one year and then is revised and resigned annually.