**PYM Internship**

*****Presbyterian Youth Ministry*

Learning Agreement for Youth Ministry Internship

This learning agreement covers the period from \_\_\_\_\_\_\_ till December \_\_\_\_\_\_\_\_

* The Youth Ministry internship placement is at:
* Youth Ministry Intern:
* Minister:

The purpose of the youth ministry internship is ministry formation and training in the context of supervised ministry experience. The internship provides an accredited, structured environment for a those wanting to develop their calling in youth ministry in the Presbyterian Church. It recognises the importance of having well-trained practical theologians dedicated to working with young people.

**Hours of Internship**

If studying full time 10-12 hours of the intern’s time will be spent in supervised ministry,(this includes time for meetings with the supervisor and ministry mentor) normally in the parish setting, and 30 hours of his or her time will be spent in structured distance learning and attending the occasional block course. If studying part time then the hours of the internship will be adjusted in proportion to the study i.e half time study will result in 5 -6 hours per week working in the church. The church and the intern may agree on an additional arrangement for the intern to perform additional paid hours. The intern will be expected to work a total of 460 hours per year if studying full time, this will be adjusted accordingly for part time students.

The Local church and the intern will need to negotiate start and stop dates for the internship during the working year and work out appropriate times for annual leave. As a general rule for the 52 week year we recommend a working year of 46 weeks with 4 weeks of annual leave and two weeks of study leave. Leave will be taken during school holidays unless negotiated by the intern and local church.

Logging of hours. The intern will be expected to log their internship hours. The local church may have recommendations about how these hours are logged, using a timesheet or mobile app etc. Study hours and required PYM learning experiences such as attending Connect and  intern retreats do not count as hours that can be logged as part of the working component of the internship.

Duration of the internship. The default duration for the internship is three years, reviewed annually however an intern may seek an alternative placement in their final year in order to experience a different ministry setting. This must be communicated early into the second year of the internship to all parties so that the necessary arrangements can be made.

Priority needs to be given to study and the learning requirements of the internship in the context of the ministry needs of the local congregation. This will need to be clarified when the intern is already an employee of the church.

**Payment of fees and reimbursement of costs**

The Church hosting a youth ministry intern will pay costs related to the internship. For a full time student doing 10 hours per week in the host church this will equate to approximately $7,200 per annum. This includes Carey or Laidlaw’s academic fees, additional training and formation days, registration costs of PYM events, travel, and mentoring. These costs will be invoiced to the church as they are incurred.

**Specific training experiences for PYM interns**

* It is expected that interns will attend the PYM regional *Connect* event in their region  year. Dates and information on this will follow

* A 3-day retreat at Ohope Marae to learn about our Presbyterian Distincitives taught in conjunction with KCML including our bi-cultural partnership with Te Aka Puaho. The cost of this is heavily subsidised. $100 all inclusive of Travel food and accommodation. Date to be arranged.
* Each year the intern should attend at least
	+ One Regional youth event e.g. Easter Camp
	+ One Presbytery gathering

We recommend that the intern attends General Assembly as a youth commissioner (usually Presbytery pays these costs)

We also recommend but do not require interns to take part in a Global Mission trip as part of their formation.

**Supervision and Mentoring**

Regular external mentoring will take place (usually fortnightly during the semester making a total of 12 sessions over the year) with opportunity to reflect on learning goals and formation for ministry. The internship mentor will be arranged in consultation with PYM.

Regular (weekly or fortnightly) supervision will also be required by the person directly overseeing the internship in the church (the on-site supervisor).

On-site supervisors responsibilities include:

* Providing adequate supervision of the student as they fulfil their ministry responsibilities
* Ensuring that the student’s ministry responsibilities are appropriate to their level of development
* Assisting the student in the development of appropriate ministry objectives at the commencement of each course
* Meeting regularly with the student in relation to their completion of assigned tasks and skill formation
* Providing written feedback to Laidlaw college/Carey College at the end of each semester
* The intern will also be part of a formation reflection group with other youth ministry interns. This will involve a monthly Skype conference call with the National Youth Director.

**Learning Goals**

Learning goals will be identified for each period of the internship. The minister and Youth Ministry Development Leader are responsible for helping the intern achieve those goals.

Learning goals will be formulated as part of the internship papers taken in each semester. In the absence of an internship paper learning goals will be formulated with the support of PYM.

**PYM Support**

PYM will:

* Liaise with the student’s local or distance learning internship coordinator regarding the ongoing requirements of the program
* Host monthly online meetings for interns to attend for reflection and ongoing development
* Host annual intern retreats.
* Engage in monthly one-on-one phone calls or meetings with the intern to keep track of the progress of the internship
* Contact the intern supervisor and mentor once a semester and be available for further consultation.
* Assist in finding an internship mentor and substitute internship mentor (in the event of the internship mentor’s absence)

The National Youth Director will visit the parish at least once a year to meet with the intern and supervisor.

Any problems which may arise during the course of the intern’s placement in the parish will be communicated to the Regional PYM Internship Co-ordinator or the National Youth Director who will take responsibility for addressing the problems as they arise.

 This Learning Agreement will be reviewed after 12 months and at other times should the need arise.

Signatures

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Supervisor)

                            \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Intern)

                            \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Mentor/Regional PYM Internship Liaison)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(National PYM Internship Coordinator)