



Internships 2024

Working with Children & Families or Youth

Choose your own ministry adventure!

This is a flexible, exciting opportunity to be empowered, trained and equipped for mission, ministry and leadership. Serve in a placement with your **church, school**, or with an **SU ministry**.

Make a real impact in the lives of children, young people and families in your chosen context.

EXCITING

CHALLENGING

LIFE-
CHANGING

See also our other internship at **Camp Coolamatong**: A year of growth and ministry to train you to be a Christian leader through outdoor adventure camping.

For more information, go to suvic.org.au/coola-interns

Introduction	3
Why	3
You Will Have The Opportunity To	3
What	4
Time Commitment	5
Locations & Hubs	5
Calendar	5
Scope	6
Cohort Gathering Content Areas	6
Year Outline	6
Practical Elements	7
Assignments	7
On-Ramps	8
Who Might Get Involved?	8
Off-Ramps	9
Accreditation	9
Who is Involved?	10
Supervisor	10
Mentor	10
Cheer sQUAD	10
Hub Coordinator	10
Placement Configurations	11
Investments and Benefits	12
Finances	13
Ministry Project	14
Reading	15
Selection Criteria	16
Application Process	17
Application Questions	18
Supervisor Questions	18
Agreements	19
Participant's Covenant	19
Supervisor's Covenant	20
Mentor's Covenant	21
Hub Coordinator's Covenant	22
Sample Intern Position Description Template - School	23
Sample Intern Position Description Template - Church	24
Sample Code of Conduct - School	25



INTRODUCTION

Growing your leadership, equipping you for ministry with children & families and youth and shaping you to make a difference in God's mission. This SU Internship Program is designed to be an exciting, intense and hands-on ministry experience!

WHY

Helping young people, children and families experience God's love and Good News is at the heart of Scripture Union's ministry. Effective discipleship is a journey and is best supported through local ongoing relationships. Equipping volunteers, providing hands-on ministry experience and partnering with churches are all vital.

It is an opportunity to be empowered, trained and equipped for youth work and ministry leadership – to make a difference in the lives of children and young people. If you're interested in being part of what God is doing and want to allow Him to use you in ways you never imagined, then this internship is for you!

Our goal is to see the formation of dynamic leaders who are self-aware, innovative and missional. We hope to resource churches for effective ministry with children, young people and families. We hope to see stronger missional engagement with families. We want to encourage people of all ages to meet God daily through the Bible and prayer and to serve a world in need.

YOU WILL HAVE THE OPPORTUNITY TO

- Be an active team member in a local school or church, participating in ongoing ministry experiences
- Be a valued team member of MAD Camp, Beach Mission, Theos, Schools team or other SU program
- Explore theories and concepts of faith formation, mission and leadership
- Be equipped with ideas, skills and strategies for ministry, mission and community development alongside children and young people
- Support and mentor young people
- Be supported by your placement supervisor and a mentor
- Shape and develop your ministry placement depending on your passion and interests
- Belong in a learning community; make personal connections and build relationships with other interns in your region and even across the country
- Participate in team planning, preparation, delivery and debriefing of diverse programs
- Be coached by SU, one day a week, with input from experienced leaders in mission and ministry

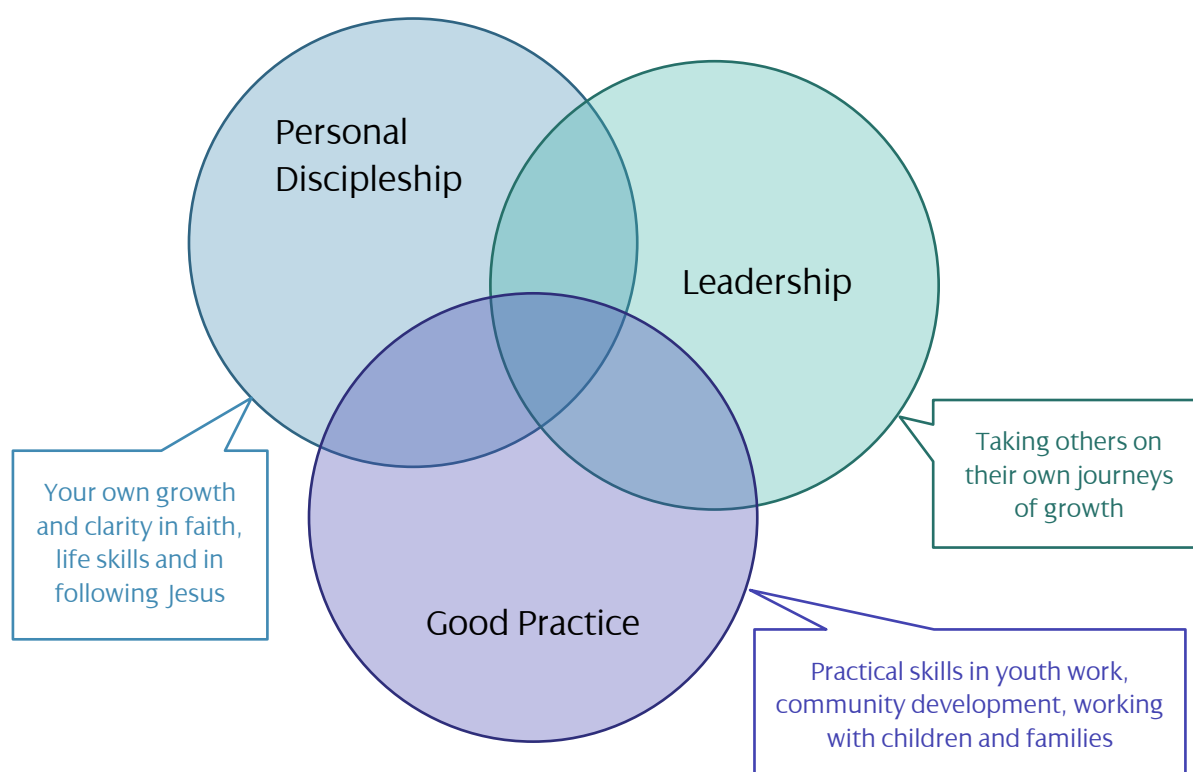
WHAT

This year-long internship is a partnership between you, your placement and SU's training staff. It includes hands-on ministry experience in your chosen setting, weekly training days with SU, support from a supervisor, encouragement through mentoring and the opportunity to be involved in SU mission and ministry.

It's a year-long ministry immersion in your church, school or placement, participating in children and family or youth ministry alongside regular gatherings with interns from other churches and placements for learning, reflection and formation.

SU will facilitate the gathering of interns from across placements throughout the year, with a mix of online, face to face at the SU office and face to face in your region, according to location. This includes weekly training and formation, a two-day residential intensive, assignments, reading and some online discussion.

Your placement, through your local supervisor (e.g. minister or chaplain), will facilitate your ministry experience and your ministry project. This will include exposure to various aspects of ministry in your setting, practical tasks and leadership responsibilities, reflection, guidance and support.



An international movement that began in 1867 and now operates in 130+ countries, SU is a Christian not-for-profit organisation that runs a wide range of ministries with the aim to make God's Good News known to children, young people and families. Scripture Union has a long history of training, equipping and providing resources for mission and Bible engagement. We have found internships to be a powerful way to invest in leaders of all ages.

TIME COMMITMENT

Approximately **two days per week**:

- **One day per week cohort gatherings** with some reading and assignment work. These will run from mid February to end November, with breaks between school terms.
- **8 hours per week placement** in your church, school or other ministry. This is a minimum & may be increased if a reasonable agreement can be reached between the intern and their supervisor. This will then increase your total time commitment beyond two days per week.

Plus a two-day intensive and the possibility of extra conferences and day events through the year.

You'll also schedule regular supervisor (weekly or fortnightly) and mentor meetings (monthly) at mutually convenient times.

LOCATIONS & HUBS

The cohort gatherings will take place in three different forms:

1. Online via Zoom
2. In-person at the SU Office in your state
3. In 'hubs', with interns in smaller regional groups or in a larger church with multiple interns

The balance and scheduling of these three modes will be fine-tuned once we know the location of interns for the year (metro, regional, etc). Contact us to discuss the potential of a hub in your area. Rest assured we will not be expecting weekly travel to the city for those multiple hours' drive away.

CALENDAR

The weekly cohort gatherings will most likely be Wednesdays, approx. 9am – 3:15pm.

We begin first term on the 14th February then follow the government school term dates for the year.

We plan to have a two-day intensive around the 28th Feb or 6th March, TBC.

Also note the [AMPLIFY conference](#) on Saturday 2nd March.

Contact us if you need to know specific locations (gathering modes) and dates before the new year. The full finalised calendar will be provided to all interns after completing their application.

[The internship] helped me explore faith and leadership in ways I wouldn't have done on my own.

Abby, 2022 Intern

SCOPE

COHORT GATHERING CONTENT AREAS

- The **Bible**, knowing God and the Gospel
- Games, ice-breakers, managing and facilitating **groups**
- The **Kingdom** and **Mission** of God
- Engaging **Upfront** and public speaking skills
- **Child** theology, spirituality and context
- **Community** engagement and the **ELEVATE** community development framework
- **Faith formation** principles and strategies
- **Development** theories and learning styles
- Christian **ethics**
- Program **development** and project management
- **Culture** and identity
- Leading youth and children in **context**
- **Family** ministry and parent partnership
- Interpersonal and **pastoral** skills
- **Designing** and running a program with children and young people
- Asking and addressing **questions**
- **Intergenerational** ministry and mission
- **Discipleship** and spiritual disciplines
- **Leadership**, teamwork, conflict resolution, communication, delegation
- Child **safety** and child participation
- Personal styles, self-awareness, **purpose** and shape

YEAR OUTLINE

I do, You watch/participate	I do, You help	You do, I help	More you do, I help/watch
Phase 1	Phase 2	Phase 3	Phase 4
Bible	Community	Leadership	Kingdom
God	Mission	Styles	Family
Self	Discipleship	Purpose	Multiplication

Between cohort gatherings, interns will read required and optional books and articles, as well as preparing a variety of assignments to engage in a different style of learning and better explore practical applications. Interns will also spend time with their supervisor and mentor in one-on-one conversation.

PRACTICAL ELEMENTS

- Regular placement-based responsibilities as agreed with your supervisor
- Opportunity for a ministry project – see **Ministry Project** below
- Participation in one SU program – MAD camp, CHAT program, SUPA club, School program, age-group or holiday camp or mission (at any time through to Jan 2025)
- Optional extra visits and involvement with ministries and events, for those who want more exposure or who would like to get involved for more experience

ASSIGNMENTS

These are included in the internship to provide opportunity for deeper learning and better integration of your learning into your ministry, not to make it a heavy year of assessment. Through the year, you'll be expected to participate in:

BOOKS AND RESOURCES

- Read the **books** on the required reading list
- Read and share a **review** of another book or podcast

DEVELOP A TIMELINE

Choose one of:

- Make a **Bible overview** timeline using the Jesus Storybook Bible, *or*
- Make a timeline of your life and your **understanding of Jesus**

TO SHARE WITH THE OTHER INTERNS

- Research and present two 20-minute **seminars** on a topic, issue, passion or mission strategy
- Lead a **bible study** from Mark's Gospel
- Multiple **case studies** from your placement

PERSONAL

- Complete three personal **surveys** to help discover spiritual gifts and your leadership style
- Keep a **journal** of experiences and reflections through the year
- Develop a personal and **reflective map** of your formative life and ministry experiences

OTHER

- Participate in some interactive online **discussion**
- Conduct a **community research** listening exercise in your local ministry context

These assignments are spread throughout the year. The dates and topics for the seminars and studies will be allocated according to the group's preferences, so dates will be flexible for each individual. Some time will be given during the Wednesday gatherings to work on the above, though it's likely some extra time will be needed at home.





For students working towards qualifications, additional assessments may be required.

ON-RAMPS

There is no requirement for past training, though we prefer participants to have volunteered in some ministry or mission for at least 12 months in some capacity, preferably with children and families or youth. The internship works as a gap year but is open to all, including to those undergoing a career reset. For those under the age of 18, there will be some additional application requirements.

Applicants are required to have a current and valid [Working With Children Check](#).

WHO MIGHT GET INVOLVED?

	<p>Aaron has been volunteering at a local secondary college as part of a breakfast club team and is thrilled to have the opportunity to serve the students, families and staff – despite the common narrative that public schools are closed to Christians. This internship will help him develop a greater sense of ownership of the program and understand the strategies behind it and the opportunities ahead of it. He will be exposed to other models and networks beyond his own school and church and will consider using these things to help initiate a new program within the school. The internship will give him a solid foundation of training, without requiring him to take on formal academic study and the intensity of reading and writing that comes with it. He will eventually move into a community development role in the local council to broaden the impact of these programs even further.</p>
	<p>Bronte is now in her 3rd year of a Bachelor of Education (early years) at a Uni in Adelaide. She has volunteered in the Sunday morning Kids Church for a couple of years at her local church. She is super passionate about pre-school ministry and wants more experience in the field, along with some theological training to support her secular education. She has taken on a placement in her church which will expand her role to include some planning, extra communications with parents and generally a greater sense of ownership and confidence. She will also support the Generations Pastor to develop a new pre-school outreach in her 1½ day per week role, alongside her continuing uni studies.</p>
	<p>Charlotte has long known that she's heading to Bible College and will spend her life in formal ministry, but she wants to enjoy one more year living in regional NSW before moving into Melbourne for her study. While she works a part time job to save up the cash for her move, she will take on a 1 day per week position in her local church to work alongside the Youth Minister and get a taste for what vocational ministry actually involves. Her ministry project will be something at the local skate park, but she's not sure what that will look like yet and is looking forward to learning some strategies for community development and mission principles – and she'll carry these things into the rest of her ministry life too.</p>
	<p>David is a 19 year old without a plan. He has deferred a Bachelor of Communication and is feeling that it's time for a gap year to discern where God is calling him. Alongside his part time jobs delivering take away, selling electricity contracts and doing some admin for his mum's pastry business, he's decided to take on an internship with SU. He's looking forward to journeying with the cohort of other interns and getting a better understanding of the Bible, setting up some good habits and spiritual disciplines for himself and investing in the children at the local primary school in whatever way he can.</p>

OFF-RAMPS

Participation in this internship could lead to:

- Continuing to volunteer with your church/ministry with greater leadership and responsibility, or employment if there is an opportunity available
- Chaplaincy roles
- Work in schools, local council, community development or in another ministry organisation
- Volunteering in a leadership capacity with SU camps and missions.
- Formal academic studies and training at Bible College.

10/10 recommend

Grace, 2022 Intern

The internship has... broadened my horizons as I consider both my own walk with God, and how that relates to the ways I can serve in ministry. I've been getting closer to a few young guys that have dismissed faith in the past, and they're starting to ask the sort of questions that just make you so excited!

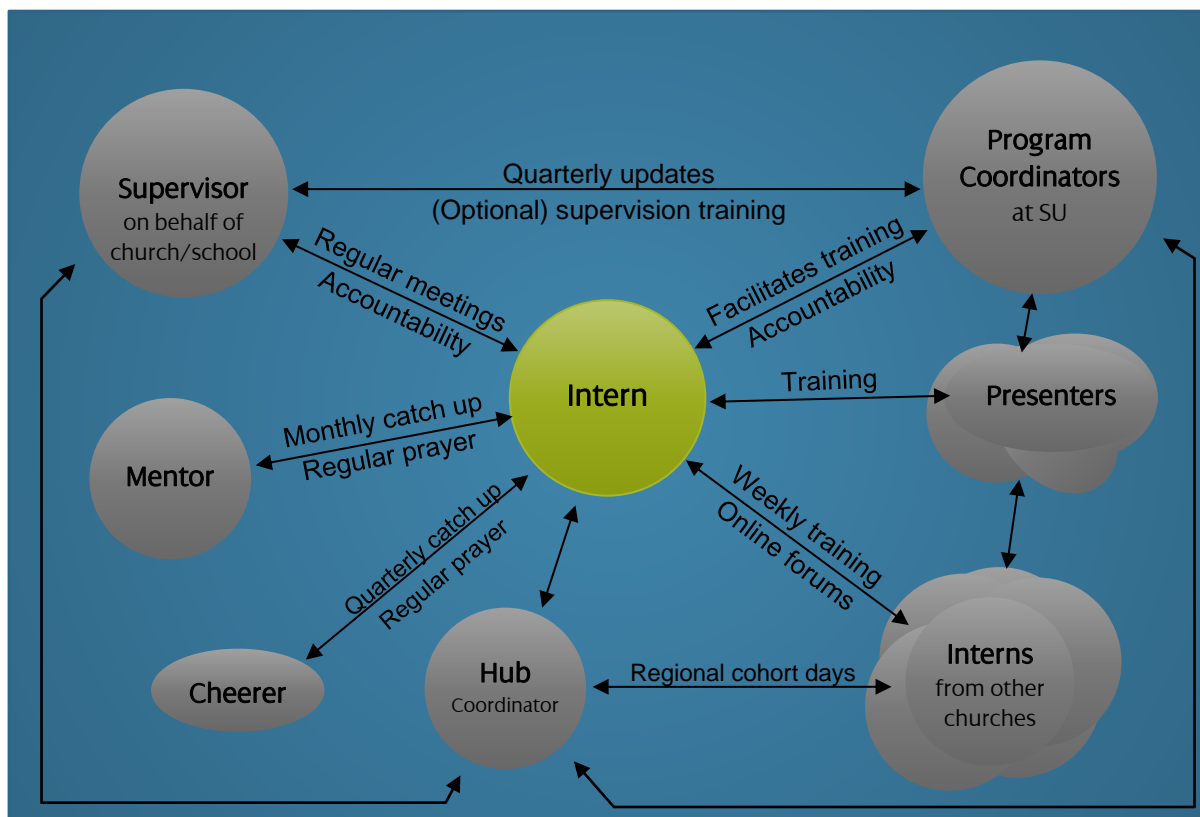
Jack, 2019 Intern

ACCREDITATION

SU has partnered with tertiary providers in the past, such as Box Hill Institute and RMIT, to deliver placement for the Cert IV & Diploma of Youth Work, Community Service and other courses. If you are thinking of studying formally, an SU internship offers both the practical experience of a placement alongside skilled practitioners and a space to reflect with peers on effective practice and issues that arise. This combination brings the course to life and develops essential skills and critical thought for effective ministry. Please speak with us if you are interested in working towards accreditation and we can discuss the options with you, based on your choice of placement and focus.

All participants will receive a certificate from SU at the end of the year with details of the theory, practice, assignments and content covered. A course coordinator will be happy to be a referee in applications for future work or study.

WHO IS INVOLVED?



SUPERVISOR

Acts on behalf of the placement and is involved in the application process along with the intern. The supervisor directly supports the intern's learning and experience, meets with them regularly about their responsibilities and guides the action/reflection cycle.

MENTOR

Is found by the intern, probably someone from their own church but preferably not involved in the same ministry as the intern. The mentor is more interested in the intern's personal journey, holds them accountable in their spiritual practices and relationships.

CHEER SQUAD

Found by SU, these cheerers play a less formal role, holding the interns in prayer and providing encouragement at various points through the year. They are from different churches and traditions, they help to expand the vision of the interns by coming, generation and experience.

HUB COORDINATOR

For those outside of metro Melbourne, the hub coordinator convenes the monthly regional gathering of interns in your area and facilitates the training on those days, in consultation with the central program coordinators.

Further information and training will be available for the Supervisor, Mentor, Cheerer and Hub Coordinator roles.

PLACEMENT CONFIGURATIONS

There are lots of ways that your internship might be pieced together. Placements can be in a church or a school or other SU ministry program. Focus can be on children and families, or youth/teenagers. Location can be anywhere in Australia.

Here are some examples, but please contact us to discuss your specific situation and how your practical components could look.

LOCAL CHURCH INTERN

Half day weekend involvement in ministry program, half day week day preparation and meetings in church office. Located in Gippsland in regional Victoria.

- Supervisor: Local church Generations Pastor
- Hub: Eastern Regional (Sale)

LOCAL SCHOOL INTERN

One day working alongside chaplain on the welfare team in a school. Located in Canberra.

- Supervisor: School chaplain
- Hub: Mitchell (ACT metro)

LOCAL METRO CHURCH INTERN

Full day weekday involvement in a ministry program based out of a local church in Melbourne.

- Supervisor: Local church Minister
- Hub: Mitcham (Melbourne metro)

SU SCHOOLS PROGRAMS INTERN

Working alongside an SU Regional Manager in their oversight work and also joining in with various programs in schools and camps in school holidays. Located in Shepparton.

- Supervisor: SU Tas South Field Development Manager
- Hub: Bellerive (Hobart Metro)

INVESTMENTS & BENEFITS

	Investment	Benefits
Participant	<p>8 hours each week in ministry in your placement (or more, as agreed with your supervisor)</p> <p>Active participation in the cohort gathering and learning days and intensives</p> <p>Covering the cost of the intensives and books and training days (\$500 total)</p> <p>Reading tasks and assignments</p> <p>Commitment to regular meetings with your supervisor and a mentor</p> <p>Traveling to the weekly cohort gatherings (online, regional and at the SU office)</p> <p>Participation in one SU program (mission, school, camp, etc)</p>	<p>Practical skills for ministry with children and families or youth</p> <p>Personal discipleship and growth in spirituality.</p> <p>Focused leadership development</p> <p>Ideas, resources and strategies for engaging with your local context and engaging children with the Bible</p> <p>Skills in action-reflection, self-awareness, theological reflection</p> <p>Relationships and networks</p> <p>Exposure to different schools, denominations and cultures, which can make you more employable in the future</p> <p>Discernment in vocation and a pathway into ministry, chaplaincy, further study</p> <p>Greater confidence in engaging with people, ministry, the Bible, mission</p>
Placement	<p>A supervisor who will oversee your intern's ministry activities and meet with them weekly or fortnightly with guidance, support, reflection and feedback</p> <p>If appropriate: an honorarium to support your intern (recommended minimum of \$1200 across the year) as well as reimbursing any expenses they incur in their ministry program(s)</p> <p>A mentor to pray for your intern and check in with them monthly</p> <p>(optional) cover your intern's cost of training and resources (\$500 total)</p> <p>(optional) sponsoring your intern to join an SU program (up to approx. \$300)</p>	<p>Increased expertise in spiritual growth and faith formation</p> <p>Greater capacity, focus and passion in ministry, improving ownership and initiative</p> <p>Greater visibility around investing in emerging leaders, with the framework and training provided</p> <p>Someone to bounce ideas with, a broader spread of ministry load</p> <p>The chance for high-level thinking and input from experienced practitioners, new insights for ministry</p> <p>(optional) Training in ministry supervision</p>
Scripture Union	<p>Covering the cost of facilitating the program and providing experienced trainers</p> <p>Providing training structures, content and expertise in the field</p> <p>Providing practical and theoretical resources for participants</p> <p>Providing this framework for local ministries to more easily invest in an emerging leader</p>	<p>In partnership with churches, increased capacity for ministry with young people across Australia</p> <p>SU Volunteers from intern churches have increased missional ministry skills and understanding</p> <p>Greater exposure to SU's mission programs and volunteer opportunities</p> <p>Greater profile of SU being in partnership with churches.</p>

FINANCES

What	Who	Cost
Facilitating the program, trainers and presenters	Covered by SU Australia	
Training days	Covered by participant *	
Intensives (accommodation & food)	SU can assist you in raising these funds (or, optionally subsidised by your church)	\$500
Books and articles		
Honorarium to the intern (where appropriate) **	Covered by church **	\$1200 recommended minimum for 8hrs/wk in a church context
Participating in an SU program	Covered by participant (or, optionally subsidised by your church)	Up to max \$300

* If studying for accreditation, you may be eligible for Youth Allowance, Austudy or Abstudy. You need to go to the Centrelink website (www.centrelink.gov.au) to check these.

** Churches are encouraged to gift an honorarium to their intern, perhaps in a few instalments through the year, to help symbolise that the internship is a gift and investment into an emerging leader – rather than payment for a service or free admin support. In other placements and contexts, this honorarium may not be possible or appropriate. Please contact us to discuss further or for help and strategies in raising support and finding financial partners to assist with this.

Right from the beginning the internship has been a journey of inspiration, new experiences, new people and an extending of my comfort zones! Not only have I gained wisdom and understanding into the world of youth work but I have also been challenged to take a stand and become a greater ambassador for Jesus. This internship has fuelled my love for people and my longing to serve them as Jesus did.

Lynley, graduate intern



MINISTRY PROJECT

Through the year, each intern may choose to develop a ministry project in consultation with their supervisor. This might be a new initiative that emerges from the content they are hearing, the development of an idea that has already been floating around the team, or a specific passion the intern brings with them. It is important that both the intern and their supervisor agree on – and are energised by – the project, and that it reasonably fits within their agreed ministry time.

Some ideas for potential ministry projects include:

- Start a new group
 - In a local school
 - An after school club
- Develop a new partnership
 - Between a local church and school
 - With local businesses
- Messy Church
- Put on a show or event
 - Christmas Story walk-through
 - Celebration day / carnival
- A Holiday Program
- Get involved with playgroup or English Conversation Classes
 - Develop a new initiative within the existing program
- A new responsibility within your school's welfare team
- Reworking part of an existing ongoing program or service

It's possible for the ministry project to commence at the beginning of the internship year, but it's not expected. The content of the course and exposure to new ideas and ministries will likely support the development of a new idea during the year, so it might happen mid-year or even next December. Part of the course content is around planning events and programs, setting goals and strategies and forming a team – all things which will make the ministry project easier as time goes along.

READING

REQUIRED READING

- [Say To This Mountain](#) (Myers)
- [The Jesus Storybook Bible](#) (Lloyd-Hones) or [The Jesus I Never Knew](#) (Yancey)
- [Perspectives on Children & the Gospel](#) (Buckland)
- [The Life You've Always Wanted](#) (Ortberg)
- [Let Your Life Speak](#) (Palmer)

CONTEXT-SPECIFIC READING

- | | |
|-----------------------|--|
| Children and Families | ○ Come and Follow (Cupit) |
| | ○ Children's Ministry in the Way of Jesus (Beckwith / Csinos) |
| Intergenerational | ○ InterGenerate (Allen) |
| Camping | ○ The Temporary Community – organised camping for urban society (Slater) |

OPTIONAL EXTRA READING

- [A Tale of Two Visions](#) – an SU history (Hews)
- [The Isaiah Vision](#) (Fung)
- [Practicing the Way of Jesus, Life Together in the Kingdom of Love](#) (Scandrette)
- [The Messiah People](#) (Punton)
- [How to Read the Bible for All Its Worth](#) (Fee / Stuart)
- [A New Kind of Christian](#) (McLaren)
- [Jesus the Fool](#) (Frost)
- [Keep Christianity Weird](#) (Frost)
- [Messy Church](#) (Moore)
- [7 Family Ministry Essentials](#) (Anthony / Marshman)
- [Sticky Faith](#) (Powell / Clark)
- [Surprise the World](#) (Frost)
- [To Alter Your World](#) (Frost & Rice)
- [Reimagining Evangelism](#) (Rick Richardson)
- [Building Communities of the Kingdom](#) (Van Eymeren)
- [The Story We Find Ourselves In](#) (McLaren)
- [The Gospel in a Pluralist World](#) (Newbegin)
- [Poet & Peasant / Through Peasant Eyes](#) (Bailey)
- [The Kindness Revolution](#) (Mackay)
- [Work Experience Podcast](#) (French)
- [Neighbourhood Matters](#) (Kreminski)
- [Simply Christian](#) (Wright)
- [Surprised By Hope](#) (Wright)
- [Young Dark Emu](#) (Pascoe)
- [The Seed and the Soil](#) (Hoggarth)
- [God Space: Where Spiritual Conversations Happen Naturally](#) (Pollock)
- [Ministry of Presence: Biblical Insight on Christian Chaplaincy](#) (Woodard)



SELECTION CRITERIA

We are seeking applicants who best fit the following:

- A love for God and a desire to grow in knowing and serving Christ
- Enthusiasm to work alongside children or young people. Experience in some capacity is preferred.
- Willingness to work in a team and work under the relevant policies and ChildSafe practises.
- A sense of fun matched by a capacity to demonstrate mature and professional role-modelling.
- A desire to learn and reflect on the job. Able to respond well to constructive feedback with a determination to improve and develop new skills

If you are studying Youth Work, Community Services, Counselling, Education or other allied fields, this internship could also serve as your field placement.

SU desires to see interns grow and develop in the nine key learning areas. To ensure that SU is the best provider for you, the first term acts as a probationary period, at the end of which interns will be assessed on if they are approaching the expected level based on the nine key learning areas. All staff, interns, and volunteers are expected to work under SU's aims, beliefs and working principles and in accordance with ChildSafe practices where relevant as well as adhering to the Code of Conduct. Where SU perceives a breach of practice or ethics as outlined in the Code of Conduct, SU reserves the right to terminate the intern appointment immediately.

Being part of the internship has grounded me with a valuable foundation in my chaplaincy work, built on relationships with others in SU and given me a true sense of family and ongoing support in what we do.

Louise, 2022 Intern



APPLICATION PROCESS

1. Participant and supervisor (representing the placement, if relevant) prayerfully read through the Prospectus 2024 document and can agree to the stated requirements.
2. Participant fills out an expression of interest form available from <https://www.suvic.org.au/cfy#apply> and then will receive further details about application questions, etc.
3. On receipt of completed application, the SU Program Coordinator will organise to meet with the participant and supervisor, to discuss the program and interview the participant.
4. SU will confirm the intern's place in the program within two weeks of the interview, then will provide further information.

SU Australia recognises the discernment process undertaken by both the participant and placement in applying and agreeing to meet the requirements and expectations outlined in the prospectus. Recommended interns have a high likelihood of acceptance into the program, however SU reserves the right to make the final decision on any application based on the information received and our decision of the applicant's suitability for the program.

If an interested participant does not have a suitable placement, or a ministry is willing to take on an intern but does not have a candidate, please contact SU to discuss.

APPLICATION QUESTIONS

The Internship Application is completed online as per the instructions on the previous page.

The questions below outline the scope of information that applicants will be asked to provide.

COHORT GATHERINGS

- How feasible is your travel to the SU Office in your state? How many times are you reasonably able to get there through the year?
- Do you have a computer, webcam and internet connection to be able to satisfactorily engage with the online gatherings?

PLACEMENT

- Please give details of your ministry placement, including the name and address of the organisation and the expected title of your role. If you're not currently part of a church/school/ministry that you can do a placement in, let us know and we can work with you on this.
- Who will formally supervise your placement? What is their role in the organisation?

ABOUT YOU

- What experience do you have working in ministry and mission, being part of a team and leading a team?
- What education have you started or completed?
- Are you currently employed?
- What gifts and skills do you believe you will contribute to the internship program and ministry with your local church and with SU Australia?
- Outline your faith journey

GOALS & OPPORTUNITIES

- In what ways do you want to grow over your year as an intern? List some personal outcomes, as well as some for your ministry.
- What opportunities would you like to have through the year? What will stretch you? What is a project you might like to take on in your context?

Please provide details of two referees, your church leader and a mature Christian who knows you well.

SUPERVISOR QUESTIONS

After the application is completed online, the supervisor will be contacted with these questions.

- Why are you recommending this applicant to be part of the internship program?
- What practical roles and responsibilities will they likely be involved with through the year?
- What opportunities would you like them to have throughout the year?



AGREEMENTS

These are presented as covenants between all the parties involved and articulate the expectations we have of each other. They are not required as part of the application but will need to be completed/signed before the course commences.

PARTICIPANT'S COVENANT

As a participant in this program, I will:

(the points with a box are encouraged but not required. Please tick or cross the boxes as appropriate)

- Meet regularly with God through the Bible, prayer and worship.
- Set goals and proactively work towards them with the support of my supervisor.
- Meet regularly with my supervisor and be attentive to my agreed tasks and responsibilities.
- Abide by the values and policies of my placement and work to fulfil all aspects of my position description and any relevant code(s) of conduct.
- Participate fully in the gathered cohort training days and give as much notice as possible if unable to attend a session.
- In discussion with the program coordinators, participate in other events on the internship calendar through the year as much as possible.
- Complete assigned work, seminar presentations and contribute to forums and discussions. I'll turn up ready to contribute, with the things I've been asked to prepare, with reflections from the previous session's content, from what we've been reading, and from recent experiences in ministry practice (whether they're encouraging or challenging).
- Encourage and support other interns who are participating.
- Be reliable, punctual and honest. For online gatherings, I'll aim to log in five minutes ahead of the start time and will send an SMS through if struggling or delayed
- For online gatherings, I'll look presentable and will keep my camera on except when instructed otherwise and will excuse myself if I need a break, get interrupted at home or need to take a break. I will not take photos/recordings of others without gaining clear verbal permission.
- Support the values and mission of SUA and uphold the [Aims, Beliefs and Working Principals](#) of SU International.
- Participate in ChildSafe SP3 Training and follow the guidelines and expectations of SP3.
- Volunteer in an SU Australia team (e.g. mission, camp, school program) at least once during the year at a time that doesn't clash with other responsibilities of my internship
- Raise issues related to (or that might impact on) the internship as quickly as possible with the Program Coordinator.
- Be in relationship with a mentor and meet at least monthly with them at a mutually agreed time.
- Understand that my placement is not obliged to carry on any employment beyond the agreed end date.
- If necessary, participate in some raising of funds to help the (church) placement cover my honorarium.
- Cover the costs of the residential intensives, books and resources (\$500 total)
- I have read the [course prospectus](#) and understand the expectations of all parties involved.
- I give my full permission to Scripture Union Australia to use, reproduce and publish in their communication media, any photo or video of me. I acknowledge that no fee or remuneration will be provided for my appearance in any such communication media.

Participant:

Placement:

Participant Signature:

Date:

SUPERVISOR'S COVENANT

In my supervision of a participant in this program, I will:

(the point with a box is encouraged but not required. Please tick or cross the boxes as appropriate)

- Formulate a Position Description for the intern's role, to engage them in meaningful ministry that aligns with their gifts and passions
- Ensure that the intern is screened for their suitability for working with children/young people and for leadership in ministry in our organisation. Ensure they are not taking on more responsibility than is healthy for them and for us, taking into account their age, experience and current capacity, the level of support I will give them, while also being mindful of the increased capacities they will develop through the year.
- Supervise, support and empower the intern in their week-to-week tasks and responsibilities, including regular meetings with them to check in.
- Attend the three SU supervisors gatherings through year (in person or online).
- Set goals with the intern, support them in achieving these and give opportunities for them to reflect on their experiences
- Assist the intern have a healthy approach to ministry, with adequate time for rest, relationships and leisure – and model this for them as much as I can too!
- Treat the intern as a genuine member of the team
 - Commission them at the beginning of the year
 - Integrate them into the team and help them access any resources they require
 - Invite them, as appropriate, to provide updates on their experience to the church/placement during the year
 - Celebrate their year with our community as they conclude
- Hold the intern accountable to the values and policies of the organisation
- Hold the intern, and Scripture Union, in prayer
- Assist the intern in finding a mentor, if they don't already have one
- Support the intern in finishing their year well, and encourage them into further opportunities, in our organisation or elsewhere

☐ I have read the [course prospectus](#) and understand the expectations of all parties involved.

Supervisor Name:

Placement:

Participant Name:

Supervisor Signature:

Date:

MENTOR'S COVENANT

As a mentor in this program, I will:

- Meet at least monthly with the intern at a mutually agreed time
- Support the intern and contribute to their personal growth, development and confidence
- Pray and intercede for the intern
- Liaise with the supervisor or SU Program Coordinator as necessary with feedback, questions or concerns

☐ I have read the [course prospectus](#) and understand the expectations of all parties involved.

Mentor Name:

Participant Name:

Mentor Signature:

Date:

HUB COORDINATOR'S COVENANT

In my supporting of a small group of interns, I will:

- Maintain regular contact with the program coordinator(s) at SU, taking guidance and direction around the content to be delivered each month and providing meaningful feedback of the progress of each intern in the hub.
- Facilitate the hub gatherings (approximately once per month) including arranging and communicating details of a safe and accessible venue, food and drink if necessary.
- Facilitate the delivery of the designated content, either through an external facilitator or myself. The content will be provided by the course coordinator(s).
- Maintain open communication with each intern's placement supervisor and be contactable by them when necessary.
- Establishing a safe, nurturing, fun and encouraging culture among the group, where all feel free to participate fully, to ask questions, to be taken seriously and to be supported as they step into new and potentially challenging territory in both their placement role, but also in the course content.
- Commit to growing the interns in their understanding of God, Jesus, themselves, the Bible, Christian ministry and mission, healthy and ethical ministries, leadership and teamwork.
- Be aware of each intern's goals (developed with their supervisors), support them in achieving these and give opportunities for them to reflect on their experiences.
- Assist the intern have a healthy approach to ministry, with adequate time for rest, relationships and leisure – and model this for them as much as I can too!
- Attend the three SU supervisors gatherings through year (in person or online).
- Be flexible and responsive to any adjustments that the program coordinator(s) make through the year with regards to people, content and course/hub structure.
- Hold the interns accountable to the values and policies of Scripture Union.
- Hold the interns, and Scripture Union, in prayer.
- Support the interns in finishing their year well, and encourage them into further opportunities, in our organisation or elsewhere.

☐ I have read the [course prospectus](#) and understand the expectations of all parties involved.

Hub Location:

Coordinator:

Signature:

Date:

SAMPLE INTERN POSITION DESCRIPTION TEMPLATE - SCHOOL

If your placement doesn't have an existing template or format for position descriptions, the following may be useful as a starting point. Generally these should be 1-2 pages in length.

SAMPLE POSITION DESCRIPTION

Title of Role	Chaplain Assistant (Intern)
Time Commitment	One day per week (0.2)
Duration	Commencing [Date] Concluding [Date]
Purpose of Role	Assist leading small group mentoring program
Scope of Role and Responsibilities	Assist planning and participate in program Lead some activities Help with set up and pack up Develop promotional material Attend team meetings
Oversight and Accountability Process	Direct report – chaplain (regular debrief) Team accountability – school wellbeing team
Leave	School holidays Negotiate extra weeks with chaplain
Remuneration	Voluntary position
Expenses	Payment of \$250 towards the cost of the SU internship program (includes books and training events) Reimbursement for any equipment expenses incurred, if they are approved by _____ beforehand

SAMPLE INTERN POSITION DESCRIPTION TEMPLATE - CHURCH

If your church doesn't have an existing template or format for position descriptions, the following may be useful as a starting point. Generally these should be 1-2 pages in length.

SAMPLE POSITION DESCRIPTION

Title of Role	Children and Families Ministry Intern
Time Commitment	Two half days per week (0.2) Proposed: Sunday morning, Tuesday afternoon
Duration	Commencing [Date] Concluding [Date]
Purpose of Role	Engage with children and families in the church in relationships that foster discipleship and encourages them towards Christ Assist children and families minister with weekly programs Develop ongoing follow up strategies with families from Fantastic Free Fun Friday Family Film nights
Scope of Role and Responsibilities	Coordinating all materials necessary for Sunday morning program Alongsiding a new junior leader into the team Shaping the parent's corner and leading that volunteer team Administrative and follow up contact from the database
Oversight and Accountability Process	Direct report – children and families minister (who is responsible for outlining all tasks, responsibilities and providing support and encouragement) Children and families minister is accountable to the senior minister and the board of Elders.
Leave	Negotiated with children and families minister with a preference to avoid leave during school holidays
Remuneration	\$1500 honorarium, split across four instalments through the year
Expenses	Payment of \$500 for books and training expenses incurred as requirements of the SU internship program Reimbursement for all ministry costs incurred, if they are approved by ____ beforehand

SAMPLE CODE OF CONDUCT - SCHOOL

This is in *addition* to other codes of conduct, e.g. the school's own policies.

CODE OF CONDUCT

SCRIPTURE UNION VICTORIA INTERNS IN PUBLIC SCHOOL PLACEMENTS

As part of embodying our aims, beliefs, working principles and philosophies in our work in the school community we are committed to encouraging a safe, supportive and productive environment. This happens best when everyone cooperates and agrees to suitable standards of conduct. This is evident through:

1. Upholding SU's aims, beliefs and working principals and conducting yourself at all times in a way that would not bring the reputation of SU and it's partnering agencies into disrepute.
2. Seeking to honour all team members including, staff, interns, volunteers, community members, students and their families through appropriate and respectful relationships. This also includes using non-threatening behaviour and non-offensive language. (see policy on workplace relationships)
3. Understanding the role in the school as being a privilege and, as such, to be undertaken with vigilance and accountability to the leadership of the school, especially Principal/s, Coordinators and the Welfare team.
4. Respecting all Scripture Union Victoria's property and equipment, including appropriate care and maintenance and using it only in an authorized manner. (For specifics please see vehicle policy, internet and email policy)
5. Being on time, prepared physically with equipment, appropriate attire (see dress code policy) and mentally with full focus, attention and interest. Not smoking during programs.
6. Performing voluntary duties to an acceptable standard, following reasonable instructions from a supervisor or leader and not wasting time during these hours.
7. Remaining open and honest in all communication and feedback, seeking resolution and growth in all circumstances.
8. Being concerned for the safety and care of everyone we work with by using ChildSafe SP3 practices. (Please refer to SP3 team members guide; safe people, safe place and safe programs)
9. Referring any mandatory reporting issues OR concerns directly to your leader/ supervisor.
10. Abiding by the confidentiality guidelines and behavioural expectation outlined in SU Victoria's Privacy Policy (ADM2) with respect to SU members and the individuals who participate in and support the activities of SU Victoria.
11. Providing for your personal support in the sometimes taxing role by means of regular contact with a community of faith (church) and a nominated mentor.

Any SU member found to be wilfully not conducting themselves according to the above guidelines will be subject to disciplinary action which may include reprimand, warning, suspension or dismissal.



SU INTERSHIPS

TRANSFORM
YOUR WORLD

EXCITING

CHALLENGING

LIFE-
CHANGING

www.suvic.org.au/internships

Contact equip@su.org.au, 1300 478 753