



Diocese of Central Pennsylvania Internship Handbook for Interns & Internship Parishes Living out the “we will”

*Will you who witness these vows do all in your power to support these persons in their life in
Christ?
We will.*

— Holy Baptism, BCP p. 303

The Formal Diocesan Internship Process

Higher Purpose:

- To experience ministry that would otherwise be unavailable, which invites you outside of your comfort zone;
- To experience opportunities that enable you to see ministry or service from an entirely new perspective, perhaps even as a challenge; and
- To continue in a discernment process with the “greater church.”

First Steps:

Student responsibility:

1. Develop an internship proposal that answers the following questions: “Why are you interested in the work you are proposing?” “What exactly do you hope to do?” and “How does this play into your passions and gifts?”
2. Interview a variety of congregations (see appended list) to discern the location of your discernment internship (the Internship Parish);
3. Request approval of Internship Parish from the Bishop and the Dean; and
4. Complete the questionnaire (included herein) with your assigned internship supervisor.

Internships involve:

1. Participating in the religious life of the parish community;
2. Engaging in parish-sponsored outreach, mission, and worship ministry;
3. Prayer and discernment;
4. Development of a ministry/mission project; and
5. Faith growth in-formation.

During the internship, all interns are required:

- To be involved in work, which continues to prepare them for their vocational leadership;
- Attend the annual Diocesan Convention;
- When invited, attend BACOM and COM meetings;

- If a postulant (postulancy is the time between nomination and candidacy for the priesthood or diaconate), keep in touch with the Bishop through quarterly Ember Day Letters written every March, June, September, and December;
- Complete anti-racism training;
- Complete safe church training;
- Receive education in the disciplinary sections of the canons as required by canon law, usually available at Episcopal seminaries or diocesan schools; and
- Complete a thorough background check, arranged by the Diocese.

A second field education internship is expected during candidacy and is required for the students in the pilot program for priesthood

Discernment Requirements:

Discernment of Vocation – an intentional and prayerful exploratory process that is an essential element in seeking God’s will in our lives and God’s call to us.

- Discernment takes place within one’s congregation, the wider Christian community, and the world;
- Discernment occurs continuously over the course of one’s life and is essential to the exploration of one’s baptismal ministry at home, at work, at school, at church, and in the wider community;
- The Internship Parish is one part of many parts of discernment.

Internship Supervisor –

The internship supervisor is a supervisor, advisor, mentor, and a guide in:

1. The achievement of learning Goals;
2. The offering worship/mission/ministry experiences new to the intern;
3. The providing of accountability in terms of theological reflection on growth needs and strengths; and
4. The formation of a Discernment Committee, to be formed in the Internship Parish, which
 - Explores and challenges the individual’s call to ministry;
 - Recommends continuing in the vocational process (see appended resources); and
 - Notes growing edges not only to ministry but to faith and communication.

Intern and Internship Parish will –

1. Engage in a group-oriented discernment process (i.e., the Discernment Committee) to explore and identify their spiritual gifts, passions, and goals, and how these are lived in daily life outside the Church, in the home, the community, and work;
2. Use the tools of the faith (Scripture reading, prayer, worship, Christian formation, and acts of charity) to enhance self-awareness and better to understand God's call; and
3. Identify gifts for ministry and growing edges.

Sample questions:

- Where and to what is God calling you at this time in your life?
- What, specifically, is God's call to ministry for you, and what is your response to that call?
- In what ways are you using your gifts to serve God?
- How can your faith community guide and help you as you continue to clarify your life's call?

INTERN QUESTIONNAIRE

Please complete this questionnaire and return it to the Dean of SCS. Please keep your answers brief.

1. What is your understanding of the ministry you believe you are called to at this time?

2. Please list skills you believe you have that have prepared you to perform in this setting.

4. What do you believe you need to learn and what skills do you believe you need to develop?

5. Are there any specific skills you believe might be helpful to you in order to serve this parish/agency?

6. In what ways do you see this parish/agency assisting you in your learning process?

INTERNSHIP QUESTIONNAIRE FOR INTERNSHIP SUPERVISOR

Please complete this questionnaire and return it to the Dean of SCS. We wish to be clear as to how the intern will be working and learning within your parish. Please keep your answers brief.

1. What is your understanding of diaconal ministry, ministry of priesthood, ministry of laity?

2. What is your understanding of appropriate work for the intern to be doing within your parish?

3. Please describe the mission and ministry of your parish.

4. What resources, and/or personnel do you have that would be of help to the intern in developing his/her ministry skills?

5. Are there ways in which the diocese could support your parish's ministry?

INTERNSHIP LEARNING CONTRACT

Contract begins: _____ Contract Ends: _____

Approved: _____ NOT Approved: _____

INTERN

Name: _____

Address: _____

Parish/Agency: _____

(Please indicate preferred phone number.)

Phone: *(home)* _____

Phone: *(work)* _____

Phone: *(cell)* _____

E-mail: _____

INTERNSHIP SUPERVISOR

Name: _____

Address: _____

Parish/Agency: _____

(Please indicate preferred phone number.)

Phone: *(home)* _____

Phone: *(work)* _____

Phone: *(cell)* _____

E-mail: _____

Intern's work days/times on site each week:

INTERNSHIP LEARNING CONTRACT, CONTINUED

Student Learning Goals: *(list as many or as few as needed)*

1.

2.

3.

4.

Specific duties/tasks for each goal:

1.

2.

3.

4.

Additional agreements, comments, and/or observations:

The content of this document is mutually agreed upon and form the basis of the working relationship between the intern and the supervisor. This agreement can be modified by mutual agreement between the intern, supervisor, and the Dean of SCS.

Intern Signature _____ Date _____

Supervisor Signature _____ Date _____

Dean of SCS _____ Date _____

MID-POINT INTERNSHIP EVALUATION

Student's Name: _____

Internship Supervisor's Name: _____

To: Dean of SCS

From: Internship Supervisor

The Mid-point Internship Evaluation is an opportunity for you and the intern to evaluate the established goals and how they have been achieved at the internship site. It is an opportunity for the intern, supervisor, and the Dean of SCS to discuss progress and/or difficulties the student may have had at the internship site. This evaluation is meant **ONLY** as a progress report. A Final Evaluation will be requested at the end of the internship. **It is required that this written evaluation be discussed with input from the intern.**

Please provide the following information in your evaluation of the intern you are supervising:

1. Are the learning areas for the intern in compliance with the goals set in the learning contract? How?

2. What strengths is the intern demonstrating in this placement?

3. What challenges and/or weaknesses is the intern addressing in this placement? Please discuss briefly.

4. Please identify ways in which the intern understands and is exemplifying servant ministry/leadership in this setting.

6. Please discuss ways in which the intern interacts with others at this site, such as conflict resolution, communication skills, ability to address need for self-care. Please note areas of needed improvement.

Please provide the following information in your evaluation of the intern you are supervising:

1. Are the learning areas for the intern in compliance with the goals set in the learning contract? How?

2. What strengths is the intern demonstrating in this placement?

3. What challenges and/or weaknesses is the intern addressing in this placement? Please discuss briefly.

4. Please identify ways in which the intern understands and is exemplifying servant ministry/leadership in this setting.

6. Please discuss ways in which the intern interacts with others at this site, such as conflict resolution, communication skills, ability to address need for self-care. Please note areas of needed improvement.

EXPECTATIONS OF PARTICIPATING PARISHES

The Rector of the “Home Parish or Other Faith Community” is to share with that parish or other faith community what is happening and why.

The Internship Parish should welcome the Intern liturgically, perhaps adapting “A Form of Commitment to Christian Service” (BCP p. 420). A small Intern Discernment Committee (hopefully including a member of the Vestry) is also announced, and it is their purpose to meet periodically with the Intern for support, learning, feedback and conversation about life in the Intern Parish. The Intern Committee does not report to the Bishop or the Commission on Ministry.

EXPECTATIONS OF SUPERVISING CLERGY

1. Arrange initial conversation with Intern.
2. Be responsible for a written Letter of Agreement that clarifies
 - the activities, expectations, and Review-of-ministry of the Intern;
 - the role of the Intern Discernment Committee;
 - the role of the Supervisor, including either weekly or bi-weekly one-on-one meetings to discuss what the Intern is experiencing and conversation about vocation; and
 - Copy sent to the Bishop’s Office.
3. Select an Intern Committee.
4. Work with the Intern and consult with the home Rector in order to discover areas of parish ministry that would be helpful and appropriate for the Intern to experience, recognizing that the Intern will be present for a limited period of time – (administrative, educational, liturgical, pastoral, social ministry, etc.)
5. Provide opportunity to preach.
6. Schedule a closing event for the Intern at the end of the internship.
7. Provide a written review, created in consultation with the Intern, to the Bishop. This review should include comments about:
 - the Intern’s manner and ability to “wear” the Christian **Faith** publicly,
 - the Intern’s ability and style of **leadership**,
 - the Intern’s essential personality and **manner of relating with/to people**.
8. Consult with the Bishop or the Director of Discernment about any questions or concerns along the way.

EXPECTATIONS OF THE INTERN

1. Participate in the development of a Letter of Agreement, contributing ideas about areas of parish life the Intern wishes to explore.
2. Meet regularly with the Supervising Clergy Person and be prepared for conversation about parish ministry, vocational self-understanding, and theological reflection about what is being experienced.

3. Meet monthly with the Intern Discernment Committee, with same agenda as #2.
4. Provide input for the Supervising Clergy Person's review.
5. Write a statement of personal reflection and learning to be sent to the Bishop.
6. Meet with home parish or other faith community Rector to share internship experience.
7. Should continue to be present in the home parish or other faith community at least once a month during the internship, and should keep in touch with their Parish or other faith community Discernment Committee

CHARACTERISTICS OF A GOOD SUPERVISOR/INTERN RELATIONSHIP

1. The Supervisor is aware of and sensitive to the Intern's experience of a new style of leadership and a different parish culture. The Intern is open to different, new and broadening experience.
2. Expectations are clear and mutual, and the relationship has the flexibility to renegotiate those expectations for unusual and appropriate reasons.
3. The Supervisor does not micro-manage but encourages initiative, and the Intern has the inner and outer freedom to explore ministry and leadership.
4. While the relationship is relatively brief it is hoped that a mutual trust will occur quickly and that supervisory conversation will involve theological reflection as well as very practical ministry matters with an honesty and openness