

Parish Internship Program - Guidelines for Supervisors & Nominees

The purpose of the Parish Internship Program is to assist the Nominee in identifying his/her gifts for ministry and to provide the PDC and Vestry with significant insight into the leadership gifts that the Nominee brings. It is also an excellent opportunity to build the collegial relationship between the Nominee and the Supervisor (Rector/Vicar or his/her designee). This 6 - 12 month program is an important and significant step in the Diocesan process especially for those seeking to be ordained. It is recognized that a Nominee cannot do everything suggested in these guidelines in depth in such a brief period of time, so choices need to be made, often based on areas that are relatively untested by the Nominee. The internship should serve to broaden the Nominee's experience in ministry and further test his/her calling.

Work-Learning Agreement for Aspirants to Ordained Ministry –

The Work/Learning Agreement (WLA) is a written contract between the Nominee and the Supervisor (usually the Rector/Vicar or someone he/she designates). The primary purpose of the WLA is to provide a tool for the rector, vestry, and parish discernment committee for discerning an aspirant's call to the ordained ministry. It is very important to keep in mind Bishop Brewer's focus on raising up effective leaders, therefore, it is imperative at the beginning of the process to be able to identify if there are any leadership qualities present.

A copy of the WLA should be sent to the diocesan office for the Aspirant's discernment file early in his/her process and simultaneously to the Aspirant's working with the Parish Discernment Committee. A Work Learning Agreement can be as basic as a list of proposed ministry experiences for the Nominee to explore or, it may follow the suggested format on pages 23-24, adapting the form to suit the goals and objectives established with the supervisor. Work/Learning Agreements are essential in order to have a clear understanding of learning goals and a clear statement of duties to be performed. The value of this agreement cannot be overemphasized.

Work part of the WLA refers to the schedule of meetings and trainings and the time allotted to them
Learning part of the WLA refers to the specific training chosen in relation to an aspirant's vocational objectives. The aspirant should formulate learning goals or objectives with the assistance and consultation of the supervisor. A goal should be stated in a way so that it can be reviewed at the end of the Internship Program to see if there is any measurable way of knowing whether or not the goal has been met. Learning goals can be job related (to learn to teach a sixth grade Sunday School class), or goals can be oriented toward personal growth (to gain poise and confidence in leading public worship), or goals may focus on your relationship with God and his Church (to see a better understanding of God's presence in the healing ministry)

The agreement should be evaluated at the end of the Parish Internship Program by the supervisor and the Aspirant.

For Aspirants to the Diaconate:

For visibility within the parish, if aspirants are not already involved in the worship and outreach ministry then that would be a starting point. Are they passionate about the marginalized in the world and how the Church might reach out to address these needs? Do they participate in the leadership of the parish at present? Do they exhibit a servant's heart? Are they involved in leading groups that require additional training and certification such as (like OSL, Walking the Mourner's Path, etc.)?

For discernment of leadership qualities, aspirants should each be challenged to start a ministry or enlarge an existing ministry. This could be in any area of calling the parish to ministry in the community. Encourage them to determine areas of need such as backpack program within the local schools, Jobs Partnership, community garden etc. Invite them to explore creative ways to fund the outreach programs.

Suggest that the aspirant define how they would use this ministry to make Christ's love known in the world and further illuminate the cares of the world to the Church.

A suggested procedure for developing the Work/Learning Agreement (WLA):

Supervisor should have the Aspirant consider the depiction of the Vocational Diaconate (BCP, 543):

My brother, every Christian is called to follow Jesus Christ, serving God the Father, through the power of the Holy Spirit. God now calls you to a special ministry of servanthood directly under your bishop. In the name of Jesus Christ, you are to serve all people, particularly the poor, the weak, the sick, and the lonely.

As a deacon in the Church, you are to study the Holy Scriptures, to seek nourishment from them, and to model your life upon them. You are to make Christ and his redemptive love known, by your word and example, to those among whom you live, and work, and worship. You are to interpret to the Church the needs, concerns, and hopes of the world. You are to assist the bishop and priests in public worship and in the ministration of God's Word and Sacraments, and you are to carry out other duties assigned to you from time to time. At all times, your life and teaching are to show Christ's people that in serving the helpless they are serving Christ himself.

After considering the BCP description/depiction of the Diaconate, have the aspirant summarize in writing his/her vision of a new ministry or the expansion of an existing ministry to include the following:

- Vision: A brief description of their vision for the ministry - how they see it impacting the spread of the Kingdom.
- Organization/Administration: What steps are necessary to put it in place - possible timeline, resources needed, funding etc?
- Discerning gifts, empowering and equipping others: Have them Identify lay people in the congregation who could be invited to participate in the ministry - get them to grasp the vision and then empower them to help (and eventually lead) the ministry.
- Communications: How will they communicate to the congregation/community about the ministry when they are ready to start it?
- Feedback: An opportunity for parish leadership and the rector to give feedback on how well the person fulfilled each of the above areas.

The supervisor can help with pointing aspirant towards resources to help put the ministry in place, especially where any teaching is concerned, so that the resources are in line with the theology of the rector.

Suggested Checklist (adapt as needed)

- 1) Meet with rector to discern his/her view of the role of the deacon
- 2) Discuss with rector his/her sense of what is needed in the community and how the church might address these needs.
- 3) Meet with community leaders to help identify needs
- 4) Create a "business plan" to develop the ministry
- 5) Build a team to work with the aspirant
- 6) Communicate the plan clearly to the rector and vestry
- 7) Lead small groups within the Church to raise awareness of needs in the world
- 8) Participate in Liturgics 101 for training as deacon
- 9) Clearly articulate the liturgical symbolism of worldly ministry
- 10) Meet with rector on a regular basis to review progress

For Aspirants to the Priesthood

For visibility within the parish, if aspirants are not already involved in the worship ministry as an Lay Eucharistic Minister, then that would be a place to begin. Can they read God's word with understanding as a lector? Maybe even hand in a brief one paragraph understanding of each of the Scriptures they have read? How quickly do they become familiar with what is going on liturgically, do they grasp the flow, how much instruction do they need, how quietly and prayerfully do they enter into this ministry, and do they understand the focus of worship (God not us!)? They should also be certified as Lay Eucharistic Visitors and be put on the schedule to take the sacrament to any shut-ins or hospitalized parishioners. If the parish has an important ministry that requires training and certification (like OSL, Walking the Mourner's Path, etc.), they should be required to do that training and receive the certification.

For discernment on leadership qualities, aspirants should each be challenged to start a ministry or enlarge an existing ministry. This could be in any area of parish life: pastoral (setting up a prayer group if there isn't one, organizing or training LEVs, setting up a prayer shawl ministry, etc.); outreach (backpack program within the local schools, Jobs Partnership, community garden, identify the particular needs of the local community and see what the parish can do to speak to that need); evangelism/newcomers (is there a newcomer incorporation program, what are some on-ramp events that might bring people onto the campus that could be organized); stewardship (do they have any ideas for a fundraiser, or could they lead a stewardship campaign); Christian formation (challenge them to teach an adult Christian formation class on a topic they are interested in, lead a Bible study either for adults or youth, organize a VBS or some other children's Christian formation activity).

A suggested procedure for developing the Work Learning Agreement (WLA):

Supervisor should have the aspirant consider the depiction of the Priesthood (BCP, 531):

My brother, the Church is the family of God, the body of Christ, and the temple of the Holy Spirit. All baptized people are called to make Christ known as Savior and Lord, and to share in the renewing of his world. Now you are called to work as pastor, priest, and teacher, together with your bishop and fellow presbyters, and to take your share in the councils of the Church.

As a priest, it will be your task to proclaim by word and deed the Gospel of Jesus Christ, and to fashion your life in accordance with its precepts. You are to love and serve the people among whom you work, caring alike for young and old, strong and weak, rich and poor. You are to preach, to declare God's forgiveness to penitent sinners, to pronounce God's blessing, to share in the administration of Holy Baptism and in the celebration of the mysteries of Christ's Body and Blood, and to perform the other ministrations entrusted to you.

In all that you do, you are to nourish Christ's people from the riches of his grace, and strengthen them to glorify God in this life and in the life to come.

After considering the BCP description/depiction of the Priesthood, have the aspirant summarize in writing his/her vision of a new ministry or the expansion of an existing ministry to include the following:

- Vision: A brief description of their vision for the ministry - how they see it impacting the spread of the Kingdom.
- Organization/Administration: What steps are necessary to put it in place - possible timeline, etc.
- Discerning gifts, empowering and equipping others: Have them Identify lay people in the congregation who could be invited to participate in the ministry - get them to grasp the vision and then empower them to help (and eventually lead) the ministry.
- Communications: How will they communicate to the congregation/community about the ministry when they are ready to start it?

- Feedback: An opportunity for parish leadership and the rector to give feedback on how well the person fulfilled each of the above areas.

The supervisor could help with pointing them towards resources to help put the ministry in place, especially where any teaching is concerned, so that the resources are in line with the theology of the rector.

Suggested Checklist of tasks for visibility in the parish (adapt as needed)

- 1) Serve in weekly worship as scheduled
- 2) Lead Way of the Cross/ Stations of the Cross and/or Evening Prayer during Lent
- 3) Participate in mid-week and/or “Coffee Hour” Learning/Teaching opportunities
- 4) Become familiar with work of the altar guild, esp. basic setup for Holy Communion
- 5) Become familiar with work of acolytes, especially the role of server in Holy Communion
- 6) Observe a staff meeting and vestry meeting
- 7) Attend ordination services, especially vocational diaconate and others as scheduled
- 8) Participate in Liturgics 101 for training as deacon and celebrant
- 9) Participate in Worship planning group, Stewardship campaign and Outreach events
- 10) Complete staff interviews
- 11) Complete 3 mystery worshipper surveys
- 12) Be trained and deployed as a lector, a chalice bearer, a Lay Eucharistic Visitor and as a Pastoral Visitor to newcomers, hospitalized, shut-ins, bereaved, etc.
- 14) Meet with rector on a regular basis to review progress

**Diocese of Central Florida
Parish Internship Program Form for Work/Learning Agreement**

Name _____ Parish _____

I. Learning Agreement

Goals: 1.

2.

3.

II. Work Agreement

Average Weekly Time

Sunday _____
(outline duties and time)

_____ hours per week

Other than Sunday-Responsibilities

(outline specific duties & responsibilities)
(indicate when, i.e. "Monday afternoon")

_____ hours per week

Preparation Time _____
(specify for what purpose)

_____ hours per week

Staff time _____
(staff meeting or instruction time for the Nominee)

_____ hours per week

Supervision _____
(indicate when, i.e. Sundays at 1:00 p.m)

_____ hours per week

Lay Committee Meeting _____
(indicate when, i.e. 3rd Monday at 8:00 p.m.)

_____ hours per week

Travel - to and from parish

_____ hours per week

Parish Discernment Committee Meetings

_____ hours per week

Specific agreement(s) for the Development of a new ministry or the Enhancement of an existing ministry between Supervisor and the Nominee:

The above agreement will be evaluated at the end of the Program by the supervisor and the Nominee.

Nominee's Signature

Supervisor's Signature

Date: _____

The Supervisor is Responsible for seeing that a Copy of this Agreement is forwarded to the Diocesan Office (to the attention of COM Secretary) for the Commission on Ministry file.

(Note: A Work/Learning Agreement should not total more than 15 hrs per week.