

# Seminary and Divinity School Internship Policy

## Resurrection Covenant Church

Seminaries and divinity schools frequently require students to perform internship or service credits, and Resurrection Covenant Church is open, in principle, to serving as a site for such student work.

A. Resurrection Covenant Church can decide to host Interns preparing for the Ministry of Word and Sacrament and/or Interns preparing for Specialized Ministry. Except where specified otherwise below, both categories of internship are subject to the same policies and procedures here outlined.

B. Resurrection Covenant Church believes that, whenever possible, interns should be compensated for their work. However, the Church also recognizes that, under circumstances when the Church does not have resources available for paying interns, members of the congregation may still find an unpaid internship with the Church desirable. As a result, the Leadership Team may decide to accept applications for an internship position in either of these two circumstances:

1. The Leadership Team, having apportioned in the yearly budget appropriate remuneration for an intern, may call for applications. This call should extend, through appropriate means of communication, to all local seminaries and divinity schools.

2. A member of the congregation asks, unsolicited from the Leadership Team or Church Staff, to serve the church in an internship during a year in which there has not been apportionment of remuneration for an intern in the budget. Under these conditions, the Leadership Team will deliberate about the congregation's need for and ability to host an intern and, if it so decides, will solicit applications from members of the congregation for an unpaid internship. The congregation should be given two weeks to respond to this announcement but the Leadership Team can adjust the time frame to meet the needs of the church at that time.

C. The Leadership Team will appoint a Search Committee. For a paid internship the Search Committee will be composed of the Pastor, at least one member of the Leadership Team, and at least two other members of congregation. For an unpaid internship the Search Committee will be composed of the Pastor, at least one member of the Leadership Team, and at least one other member of congregation.

D. The Search Committee is appointed to receive applications, interview or request additional information from applicants, evaluate applications, and make an offer of the internship to any candidate(s). The Leadership Team should inform the Search Committee of its objectives for the internship, and the Search Committee should discuss and reflect upon the criteria which it seeks in an occupant of the internship. The Search Committee should also be advised that it is permissible, and in some cases preferable, not to award the internship to any candidate, in the event that it discerns there is no appropriate choice. The Leadership Team should also make clear how many hours are available per week, the duration of the internship, and under what circumstances that time may be split among applicants, if a shorter duration of time is desired by the applicants.

E. The Search Committee shall inform the Leadership Team of its intentions with regard to awarding the internship to any candidates. If the internship is provisionally awarded to any candidate, the Leadership Team will call a congregational meeting for the purpose of affirming (or not) any such candidates.

F. Under normal circumstances, the Church should have, at most, one Intern of Word and Sacrament, and should not allow the number of Interns of a Specialized Ministry to proliferate too widely.

G. The responsibilities of interns shall be distributed as appropriate to their roles.

1. The responsibilities of an Intern of Word and Sacrament shall be determined in consultation with the Pastor and Leadership Team, but shall include occasional preaching, participation on at least one ministry area team, regular meetings with the Pastor, occasional planning of worship services, and additional visioning and other meetings, as appropriate.

2. The responsibilities of an Intern of a Specialized Ministry shall be determined in consultation with the Pastor and Leadership Team, but shall include participation on the ministry area team.