

**Westchurch Youth Internship
Procedures for Selection, Contracting and Management
of the Youth Interns.
(23 November 2005)**

1. Selection Committee:

A Selection Committee will be established.

The terms of reference of the Committee are:

- To call for and receive Expressions of Interest from Westchurch members who are interested in being considered for the Internship.
- Define the needs of the youth group in light of previous papers and discussions by the church.
- To match the expressions of interest against these needs.
- To interview the candidates.
- To consider how each candidate's gifts and strengths will meet the needs of the youth group.
- To consider the candidates potential to benefit from the internship.
- To select and recommend to the Elders the candidate(s) who are most suited to fulfil the needs of the youth group whilst taking into account their potential to benefit from the internship, without necessarily recommending that any candidates be employed.
- To negotiate job descriptions and employment contracts with those selected.
- To debrief unsuccessful candidates
- To organise communications with the church and arrange a Commissioning Service

The Composition of committee be four members made up in the following manner;

- One member from The Ad Hoc Committee
- Two adults understanding youth
- One representative of the youth group

Since, to avoid nepotism, the composition of the Selection Committee depends on the people who have tendered Expressions of interest, the composition of the Committee will be declared once the applications have been received.

The Convenor is responsible for the composition of the Committee in consultation with the Ad Hoc Committee.
Gender balance will be considered in the final makeup of the Committee.

2. Selection Process.

The Selection Committee will use the following process.

- 1) The Convenor (or a member of Ad Hoc Committee) explains the process to the Church verbally on a Sunday morning and in writing to interested parties.
- 2) The Convenor calls for Expressions of Interest from the youth of the congregation
- 3) The Convenor requires applicants to complete the application form and submit to the convenor of the application committee by a specified date. (The form is shown in Appendix A)
- 4) After viewing the candidates who have submitted EOIs, the Convenor will set up committee so as to avoid any accusation of nepotism.
- 5) The Committee reviews and where necessary modify the needs of the youth group as prepared by the Ad Hoc Committee (Appendix B).
- 6) The Committee defines the nature of interview process using established selection procedures.
- 7) The Committee interviews all candidates.
- 8) The Committee chooses the most suitable candidates(s) taking into account the needs of the youth group and the gifting, strengths and development potential of the applicant.
- 9) After the interviews, the Committee recommends to the Elders the names of 0, 1 or 2 candidates with the reasons for selecting them and the broad areas of duty that they are expected to perform.
- 10) The Elders consider recommendation and either confirm selection to Selection Committee, or if they have concerns, bring these concerns back to the Committee for reconsideration.
- 11) The Convenor of the Committee notifies the successful applicant(s). A successful applicant is given seven days to confirm acceptance (or otherwise) subject to successful negotiation of an employment contract and job description.
- 12) The Convenor debriefs those not selected, after the successful applicant has confirmed acceptance.
- 13) The Convenor informs the church and arranges for a commissioning service.

3. Employment Contract:

- 1) The basic form of the employment contract will be established after obtaining legal advice to ensure that it properly covers the rights and obligations of the two parties. The basic form will have appended the Job Description for that intern. It will be modified if the intern is using the position to satisfy his or her requirements for a Bible college internship.

4. Job Description and Role Definition.

- 1) The job description will be defined by the Selection Committee, taking into account the needs of the youth group and the gifting and strengths of the successful applicant.
- 2) Job Description will cover the following areas,
 - Line of responsibility to Westchurch youth group leader
 - Key tasks,
 - Desired outcomes,
 - Accountability process.
- 3) The job description will be checked/evaluated by a suitably qualified person before being presented to the applicant and reviewed by the elders.
- 4) A Fixed term contract will be prepared including start and end dates. (Normally the contract will commence in mid January and have a 48 weeks duration)
- 5) Remuneration arrangements will be set up in consultation with the Treasurer taking into account taxation requirements.

Covenantal arrangement for support

- 1) Appendix C contains a covenant document that defines obligations of the intern, supervisor (youth leader) and the church to be included in the employment contract.
- 2) The Elders have the responsibility (which they may delegate) to ensure that the church's obligation and the youth leader's obligations are met.

5. Supervision and Mentoring

Supervision

- 1) The Youth Intern is to work under the direction and supervision of the Westchurch youth group leader (Supervisor).
- 2) The Intern should meet with the youth group leader at least weekly unless mutually agreed on a week-by-week basis.

- 3) The Supervisor is to discuss with the Intern and approve the Intern's activities for the following week.
- 4) Timesheets are to be kept by the Intern containing times, duration and nature of activity.
- 5) Timesheets are to be submitted by the Intern to the Supervisor at their weekly meeting. It is the responsibility of the Supervisor to check over the timesheets with the Intern.

Mentoring of Intern

- 6) The Intern is also required to have a Mentor to whom the Youth Intern may go to discuss issues of concern on a confidential basis.
- 7) The mentor would normally not be a member of Westchurch, be selected by the Intern, and submitted to Elders for approval no later than 2 weeks prior to the commencement of duties.
- 8) The Church will fund any professional fees charged by the Mentor.
- 9) The Intern is to meet the Mentor at least once a month.

Monitoring

- 10) The Elders are to take responsibility to monitor the nature of the arrangement between Intern and Supervisor (Youth group leader) and how well that arrangement is working in practice.

Support for Youth Group Leader

- 11) A member of the pastoral team or some other person is to be charged by the Elders with proactively supporting the youth group leader.
- 12) There should be a monthly meeting between the youth group leader and her/his support person
- 13) Where necessary, guidance may be given regarding setting up goals, (long term and short term) and developing a plan for the Youth Intern.

Appendix A:

Westchurch Youth Internship

Expressions of Interest

A financial grant is available for either a half or quarter full time equivalent position for a Westchurch young person to work in a leadership role with the young people of Westchurch.

If you are interested in being considered for this role please complete this form and return to (....., ph) by 20.....

Name:

Date of Birth:

Why are you interested in this position?

What do you see as the present needs of the Westchurch youth group/ youth scene?

What is your vision for youth work at Westchurch?

What would you see as the focus of your work if you were chosen?

What would be your goals for the year?

What skills would you bring to this position?

What training would you like to pursue in conjunction with such an appointment?

What thoughts or plans do you have for your future ministry or leadership roles in Christian work?

Other comments:

Appendix B: Needs of Youth Group

High School

Sunday morning

- Small groups
- Social
- Pastoral Care

Key objectives for this area

- Maintaining momentum of High School Age Group
- Pastoral care
- Build community
- Develop a group identity – sense of belonging

Some of the qualities **that may** be looked for (non-exhaustive)

- a person of influence/charisma
- Pastoral
- Organisation/admin

University Age

In-depth teaching to University age who perhaps may attend other churches. Sunday brunch

Key objectives for this area

- provide teaching using the adult resources within the Westchurch community.

Some of the qualities that may be looked for (non-exhaustive)

- networker
- pastoral
- administration

Appendix C: Covenant

(To be prepared)