

Soma Blue Mountains - Responsibilities for internships

Monday, 15 June 2016

Formatting revised, and reference to Child Safety added 28 April 2017

About this document

This document contains the responsibilities of internships at Soma Blue Mountains. It is intended to set expectations and requirements of potential Interns and Soma Blue mountains.

The document has a number of topics, which (because of overlap) will have some duplication. The topics are:

1. Expectations
2. Financial responsibilities
3. Work health and safety
4. Visa conditions - for international interns
5. Behaviour, character and idols
6. Supervision
7. Personal development

Each topic has a similar structure, that being:

- a. What needs to be told
- b. What needs to be discussed
- c. What needs to be decided
- d. Checklist items to consider

There is a timing aspect to the topics. This is identified within the Checklist items, as follows:

1. Before the internship starts - when considering an internship, and prior to any commitment (eg travel plans)
2. At commencement - to be included in the first of the internship tasks
3. At completion - prior to the completion of the internship

Use this document by populating it on an ongoing basis, and keep the document as the record of expectations and decisions made.

The final topic includes some process steps, and space to record the necessary meetings.

Potential intern: _____

Soma BM representative: _____

Dates of meetings and discussions:

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1. Expectations

About this topic:

- This topic covers the expectations, internship purpose and contributions of the internship and the internship church.
- It also covers internship timing.

Other materials referred to in this topic are:

- *The Immerse Internship document*
- *The Soma Blue Mountains Quarterly Learning Review Sheet*
- *The Soma Blue Mountains Intern Ministry Review Sheet*

a. What needs to be told

- An intern at the internship church will:
 - Have a trajectory of leadership
 - Be of sufficient Christian maturity to be in a junior leadership role that makes sense to the body of Christ
 - Add to the leadership, rather than taking from it
 - Collaborate and contribute according to need and their gifts
 - Intern meets this criteria: (Yes) (No) Comment:
- We are all sinners, however at this time, the intern will have a track record of good character
 - This may include a letter of commendation from the sending pastor
 - Intern meets this criteria: (Yes) (No) Comment:

b. What needs to be discussed

- Purpose
 - Refer to *The Immerse Internship document*
 - What is the purpose of the internship according to the internship church ?
 - What is the purpose of the internship according to the intern ?
 - Are these congruent ? (Yes) (No) Comment:
- Expectations
 - What are the broad expectations of the internship according to the church leadership ?
 - What are the broad expectations of the internship according to the church membership ?
 - What are the broad expectations of the internship according to the intern ?
 - Are these congruent ? (Yes) (No) Comment:

c. What needs to be discussed and decided (before the internship starts)

- Contributions
 - What will be the contributions by the intern to the internship church ?
 - What will be the contributions by the internship church to the intern ?
- Accomplishments
 - What are the expected accomplishments of the intern ?
- What is the timing, specifically the starting point and the duration ?
- Review
 - Refer to:
 - *The Soma Blue Mountains Quarterly Learning Review Sheet*

- *The Soma Blue Mountains Intern Ministry Review Sheet*
- What review regime will be in place ?

- What is the commitment or expectations beyond the intern period ?

d. Checklist items

- Before the internship starts - Expectations are written and agreed, including:
 - Purpose
 - Contributions
 - Accomplishments
 - Timing
 - Purpose and expectations of the internship church
 - Review
 - Commitment beyond the intern period

Checklist items met before the internship starts ? (Yes) (No) Comment:

- At completion:

- Formal thanks and blessing and future encouragement

Checklist items met at completion ? (Yes) (No) Comment:

2. Financial responsibilities

About this topic:

- This topic covers any financial payment is expected for the internship.
- This includes payments or employment, as well as incidental support, for example:
 - Any accommodation or travel costs
 - Attendance at church activities, eg weekend conferences or camps

a. What needs to be told:

- Only formal payment arrangements will be used (i.e. visible, traceable and auditable)
- For international interns:
 - Appropriate visa conditions need to be in place beforehand, that cover the proposed compensation for the period concerned.
 - Medical insurance needs to be in place beforehand - to cover any medical costs incurred in this country.
- Intern ok with these requirements ? (Yes) (No) Comment:

b. What needs to be discussed:

- How the intern will support themselves during the internship ?
- If the intern is not paid, how will they support themselves ?

c. What needs to be decided:

- Options for support of the intern by Soma:
 - No support

- Light support - eg Incidental items
- Medium support - Partial financial support, or accommodation only
- Full support - Effectively employment

- How any payment will be sourced - where will the money come from ?

- If things go wrong (for example an emergency return to home is required), how will that be funded ?

- What incidental costs (if any) are expected to be paid, and by who ?

- For example accommodation or travel costs
- Also conference or camp attendance fees

d. Checklist items - Before the internship starts:

- Written understanding in place about:
 - The payments to be made
 - How money will be sourced
 - Plan for dealing with unexpected expenses
 - Expectation about costs for incidental expenses
- Written intern support plan in place about:
 - How they will support themselves from intern payments and/or elsewhere
- For international interns:
 - Appropriate visa conditions are in place, that cover the period concerned
 - Medical insurance is in place

Checklist items met before the internship starts ? (Yes) (No) Comment:

3. Work health and safety

About this topic:

- This topic covers work health and safety requirements of the internship church and the intern
- This topic duplicates some elements of the Financial responsibilities topic.

Other materials referred to in this topic are:

- *Soma Blue Mountains Work Health and Safety Policy*

a. What needs to be told:

- Interns are required to work according to the *Soma Blue Mountains Work Health and Safety Policy*.
- For international interns:
 - Appropriate visa conditions need to be in place beforehand, that cover the proposed compensation for the period concerned.
 - Medical insurance needs to be in place beforehand - to cover any medical costs incurred in this country.
- Intern will need to complete a working With Children Check, and complete Child Safety training at commencement
- Intern ok with these requirements ? (Yes) (No) Comment:

b. What needs to be discussed

- Nothing else

c. What needs to be decided

- Nothing else

d. Checklist items

- Before the internship starts - for international interns:
 - Appropriate visa conditions are in place, that cover the period concerned
 - Medical insurance is in place

Checklist items met before the internship starts ? (Yes) (No) Comment:

- At commencement:

- The *Soma Blue Mountains Work Health and Safety Policy* is reviewed and understood.

Checklist items met at commencement ? (Yes) (No) Comment:

4. Visa conditions - for international interns

About this topic:

- This topic covers visa conditions for international interns
- This topic duplicates some elements of the Financial responsibilities topic.

a. What needs to be told

- Soma Blue Mountains will only consider interns with visa conditions appropriate to the internship
- Two elements are critical:
 - Engagement in work:
 - Paid work, or
 - Unpaid work that could be considered to be compensated in any way
 - Dates and duration:
 - The visa must be valid for the period being considered, as well as
 - Any additional validity period requirement (eg is there a requirement for validity for some months after the expected end date)
- Intern ok with these requirements ? (Yes) (No) Comment:

b. What needs to be discussed

- Visa requirements need to be identified when considering an internship.
- Visa application and approval may take from three to six months.
- Immigration officials will require unpaid interns to demonstrate how they will financially support themselves at arrival.
- Intern ok with these items ? (Yes) (No) Comment:

c. What needs to be decided

- Nothing else.

d. Checklist items - Before the internship starts

- A visa has been sighted with:
 - Appropriate work conditions, and
 - Appropriate validity period.

Checklist items met before the internship starts ? (Yes) (No) Comment:

5. Behaviour, character and idols

About this topic:

- This topic identifies behaviour and character traits of the intern, expected for the internship.

Other materials referred to in this topic are:

- *USA Immerse Residency Personal Questionnaire*

a. What needs to be told

- Interns must be aware of safe ministry methods, including:
 - Gender considerations (eg one male and one female meeting alone)
 - Child safety
 - Child safety training to be conducted.
- Background checks
 - A Working With Children check will be required.
 - For international candidates, this will require a conversation with the sending pastor .
- The scope of this topic includes:
 - Behaviour outside of the immediate church environment
 - Social media contributions and comments
- Intern ok with these requirements ? (Yes) (No) Comment:

b. What needs to be discussed

- Regarding character: the fruit of the Spirit should be apparent in the interns life
- Behaviour and idols, as outlined in the *USA Immerse Residency Personal Questionnaire*
- Ongoing review of behaviour, character and idols (as a part of supervision)
- Intern ok with these items ? (Yes) (No) Comment:

c. What needs to be decided

- Whether the intern's behaviour, character and idols are consistent with what is required.
- (Yes) (No) Comment:

d. Checklist items

- Before the internship starts:
 - The Residency Personal Questionnaire is discussed.
 - The Intern understands that an ongoing condition of the internship is abiding by the behaviour, character and idol expectations, and that this will be reviewed as a part of the internship supervision.

Checklist items met before the internship starts ? (Yes) (No) Comment:

- At commencement:
 - Safe ministry training has been conducted
 - Child safety training has been completed.

Checklist items met at commencement ? (Yes) (No) Comment:

6. Supervision

About this topic:

- This topic is about expectations of supervision of the internship.
- This topic duplicates some elements of the Expectations topic.

a. What needs to be told

- Nothing specific.

b. What needs to be discussed and decided

- Who will supervise the intern

- What will be reviewed as a part of the supervision

- How will the supervision be conducted

- What supervision events will be scheduled (eg a weekly or monthly review)

- What records (if any) will be made

- What probation period there may be (if any)

- For example: For a 3 month internship, the probation could be one month.

- In case of discord between the intern and the supervisor:

- Who will be a common point of escalation (if required)
- What options may be considered
 - eg the appointment of another supervisor
 - Termination of the internship

c. Checklist items

- At commencement, the supervision arrangement is written and agreed

Checklist items met at commencement ? (Yes) (No) Comment:

- At completion, there is a completion supervisory review

Checklist items met at completion ? (Yes) (No) Comment:

7. Personal development

About this topic:

- This topic is about the personal development of the intern before, during and beyond the internship

a. What needs to be told

- Nothing specific.

b. What needs to be discussed and decided

- Where (and how well) this internship fits into the personal development plan of the intern ?

- Are there any personal issues that the intern needs to work through ? How would this be done ?

- What happens after the internship ?

c. Checklist items - Before the internship starts:

- The intern has a plan for after the internship.

Checklist items met before the internship starts ? (Yes) (No) Comment:

8. Process steps

About this topic:

- This topic lists the process steps to complete an assessment of the responsibilities, and records the dates that the steps were completed.

a. Before the internship starts

- Complete the relevant checklist items of the topics above, and hold a meeting.
- Confirm in the meeting that the necessary items have been told, discussed, and decided, and that
- The checklist items marked as "Before the internship starts" are completed
- Meeting date, attendees, and comments:

b. At the commencement of the internship

- Complete the relevant checklist items of the topics above, and hold a meeting.
- Confirm in the meeting that the necessary items have been told, discussed, and decided, and that
- The checklist items marked as "At commencement" are completed
- Meeting date, attendees, and comments:

c. Close to the completion of the internship

- Complete the relevant checklist items of the topics above, and hold a meeting.
- Confirm in the meeting that the necessary items have been told, discussed, and decided, and that
- The checklist items marked as "At completion" are completed

- Meeting date, attendees, and comments:

End of document