

A group of diverse people are shown in a dimly lit room, celebrating with their arms raised. In the foreground, a man in a white shirt and a purple cap looks down. Behind him, a man in a striped shirt and sunglasses on his head smiles broadly. To the left, another man in a light-colored shirt has his arm raised and mouth open as if shouting or cheering. The background is dark with some blurred lights.

# **ELC** *INTERNSHIP*

**SUPERVISOR & MENTOR  
HANDBOOK**

ELIM LEADERSHIP COLLEGE  
2017

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# Elim Leadership College's Internships

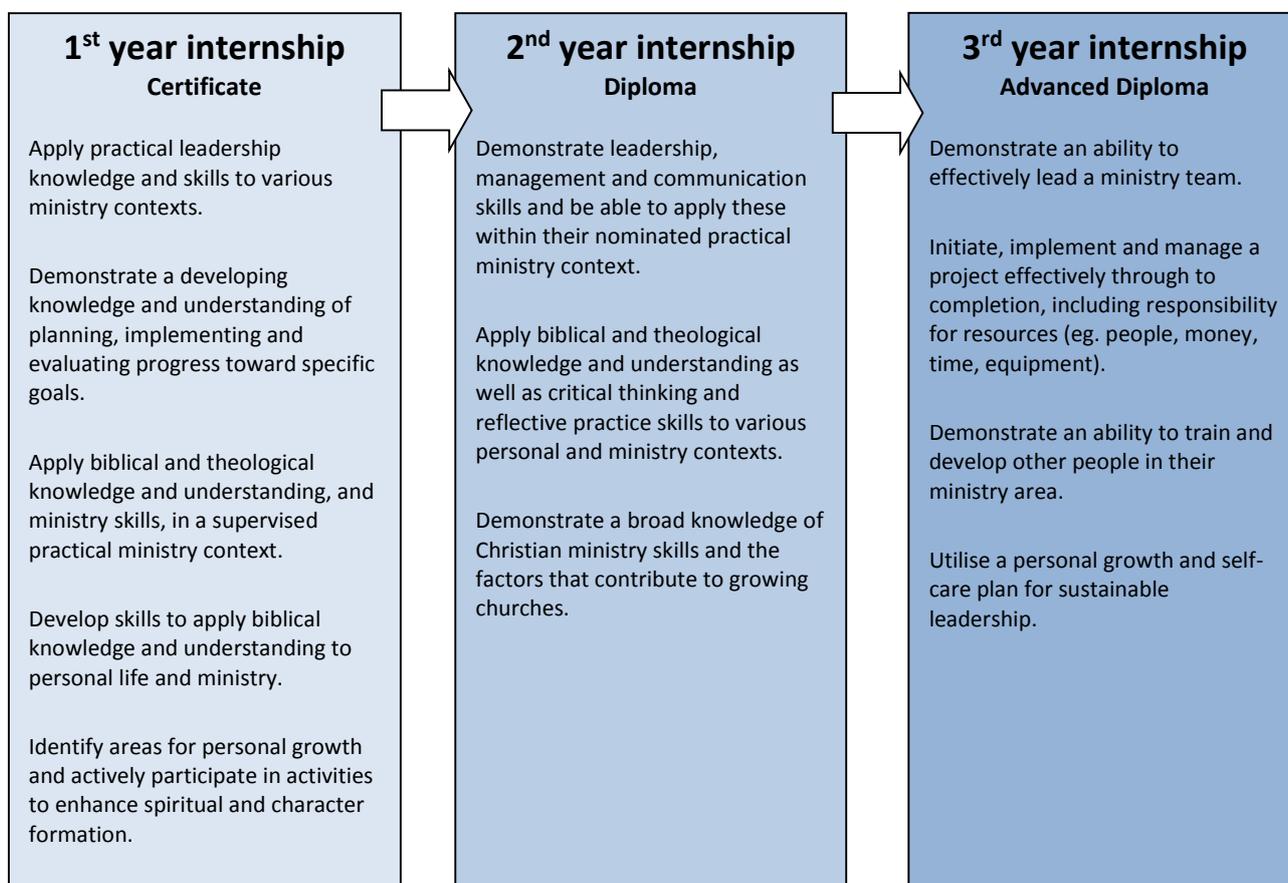
Elim Leadership College (ELC) has three years of internship programmes. Each of these build on learning gained in the previous year(s) to form a logical progression from years 1 to 3.

As interns progress from year to year, so does the depth of engagement required of the intern. The same progression should be evident in the supervision and mentoring approach to enable as much personal and ministry growth as possible.

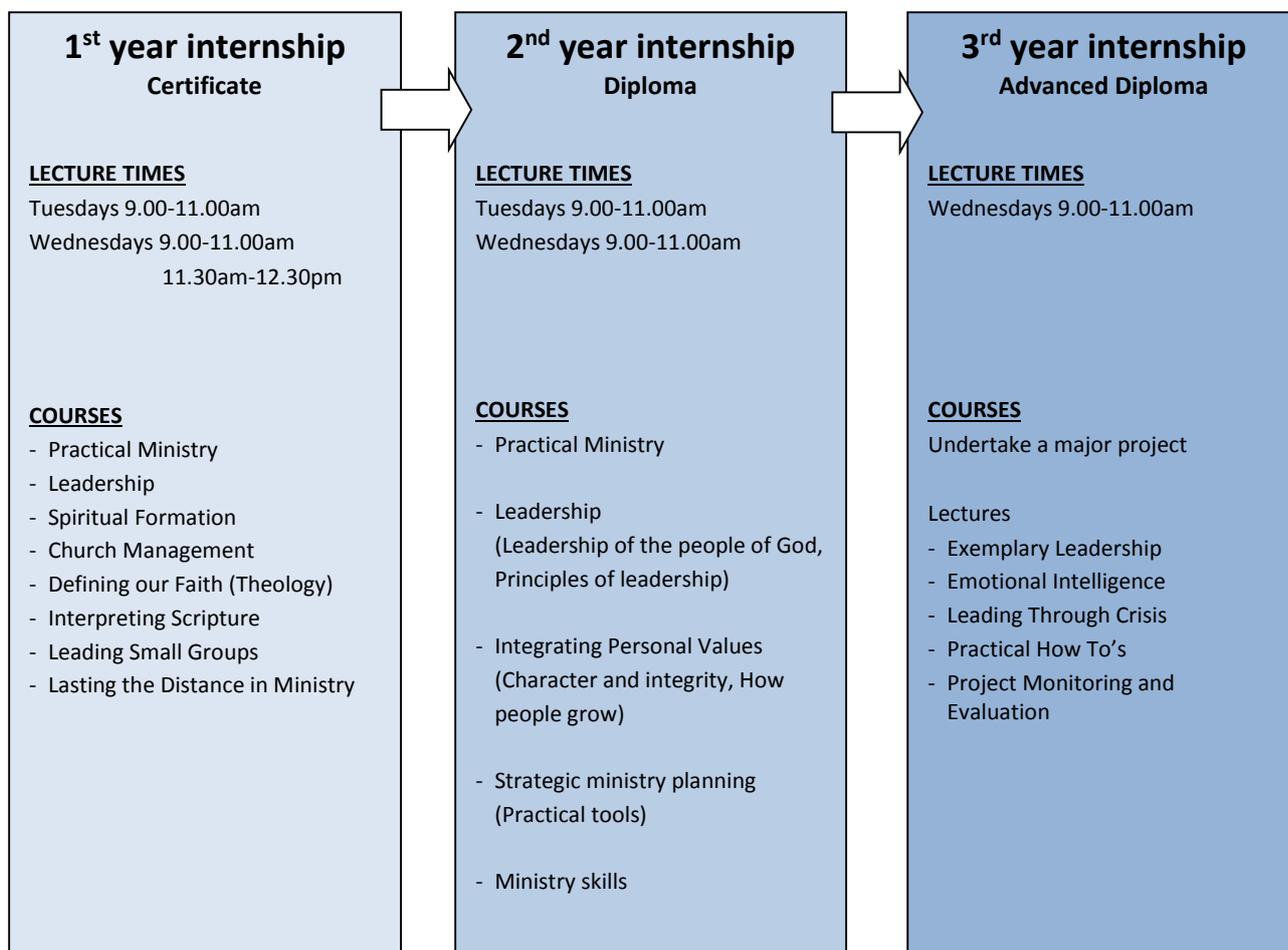
This handbook outlines the different requirements for each year of internship, and provides supervisors and mentors with information to ensure each intern is provided with the supervision and mentoring they require as they move on in their leadership potential.

## Graduate Attributes

On completion of their programme, interns will be able to:



# Overview of Programmes



# Partnering together

ELC and the church **partner together** to train and develop interns, ensuring that they learn as much as possible during their time of study.

ELC provides the **overall internship framework** (see diagram 1). This includes guidelines for how the internship will progress, quality lecturers and lecture material, group forum discussions, assessments and student support. Block courses are also an integral part of this framework, providing a unique opportunity for interns to gather as one team to interact and encourage one another.

The church provides the practical side of learning through application, development of practical ministry and leadership skills, as well as opportunities for growth and development.

The church context influences how interns apply their learning. The culture of the church team and the scope and expectations for their internship provide the framework for developing skills and applying their growing knowledge and understanding.

Just as importantly, the intern's learning impacts the church through new insights, practices and processes that contribute to the overall accomplishment of the church's vision.

**Integration** of theory and practice is of primary importance in all our internship programmes. Key in this process are the roles of the supervisor and mentor who provide the intern with support and guidance throughout the internship (see diagram 1).

The primary role of the supervisor is to oversee the intern in their practical ministry, affording them exposure to practical leadership opportunities. The mentor helps the intern to reflect on their personal and spiritual growth, processing the highs and lows of ministry.

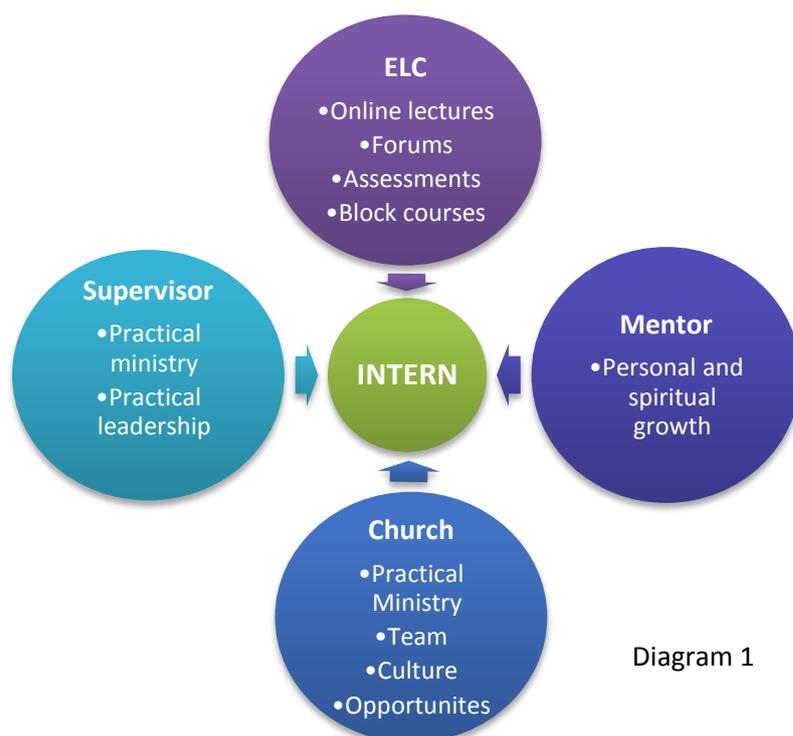


Diagram 1

## Learning through action

At the beginning of each semester, interns will work with their supervisors to formulate specific goals for the semester. During the semester these will be reviewed and evaluated using the Action Learning Cycle (see diagram 2). The practical ministry assessment tasks will provide a framework for this.

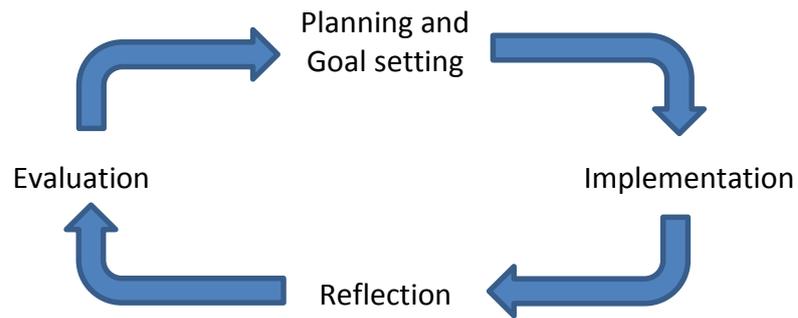


Diagram 2

# Learning through reflection

Each fortnight 1<sup>st</sup> and 2<sup>nd</sup> year interns will complete a reflective journal. Some of their assessments also require interns to engage in reflective practice. The cycle of reflective learning provides a framework for discussion of significant events during the intern's practical ministry.

The idea is to use the intern's experiences for reflection and turn them into a learning opportunity. Reflection involves consciously thinking about the event, both during and after the experience. It involves looking for opportunities to learn from the experience and formulating ideas/plans from this, to guide future actions. While it is usual to start at the Description and work around the elements, it is also possible to start at another point in the cycle:



# The Supervisor

The supervisor oversees the practical component of the internship programme which is agreed by the supervisor and intern at the beginning of the internship. Supervisor responsibilities include:

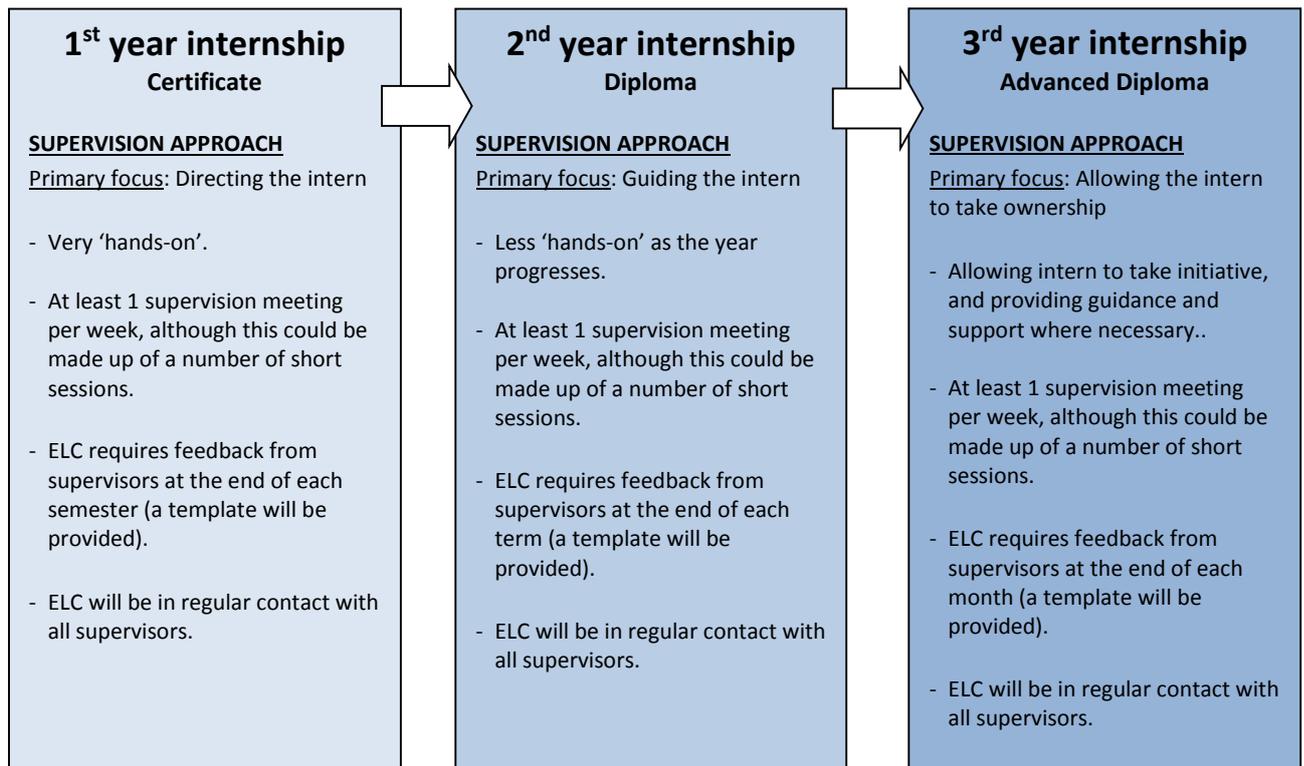
- Helping the intern to plan ministry goals and steps to achieve those goals.
- Giving clear instructions and overseeing the intern's weekly work commitments.
- Actively seeking to train and develop the intern in their ministry area.
- Meeting with the intern weekly for the duration of the programme, to discuss the intern's progress and activities within their role.
- Completing quarterly Supervisor Report templates and emailing them to ELC. These reports are an essential part of a larger assessment completed by the intern.
- Maintaining open communication with ELC throughout the programme. It is important that the Supervisor raises any concerns relating to performance or the learning of their intern. ELC will then offer resource to help with any issues arising.

## **Supervisor attributes**

Successful supervisors will:

- Make time to invest in the training of their intern.
- Be experienced in the area of ministry the intern is serving in.
- Have a hands-on approach to training.
- Complete all reports on time and encourage the intern to do the same.
- Partner with ELC, keeping open channels of communication.

## The Supervision Approach



# Supervising Interns – Ensuring a Positive Experience

Here are some tips that may help both you and your intern make the most of your experience:

- Be a role model by presenting yourself as you would expect the intern to.
- Ensure goals and expectations are understood correctly from the start. The first practical ministry assessment will help in this regard as you will work with the intern to formulate goals and action plans for the year as well as expectations for supervision meetings.
- Try to set tasks that are both challenging and achievable within the given timeframe.
- Explain how the intern's tasks and/or ministry area fits into your church's overall vision or strategy so they understand the 'big picture'.
- Help the intern think through the small components of big tasks.
- Build small milestones in to the intern's plan which will help you both monitor progress.
- Build a good relationship with the intern. Encourage them to ask questions and approach you with any problems they are experiencing. Challenge them to think about how they could go one step further.
- Expose the intern to brainstorming and decision making processes.
- Clarify when you want the intern to review progress with you and when to seek your approval.
- Encourage the intern to look for answers before relying on you.
- Allow the intern, where appropriate, to have some leeway to learn from their mistakes.
- Set up a regular time and place to provide feedback to the intern and discuss their progress. **A minimum of one supervision meeting per week is a requirement of the programme.**
- Be generous with your praise. Like all of us, learners will appreciate being told when they are doing a job well.

# The Mentor

The Mentor oversees the character and spiritual growth of the intern. Internship is a challenging time and the support of a Mentor willing to walk the journey of personal growth with the intern is invaluable.

Mentor responsibilities include:

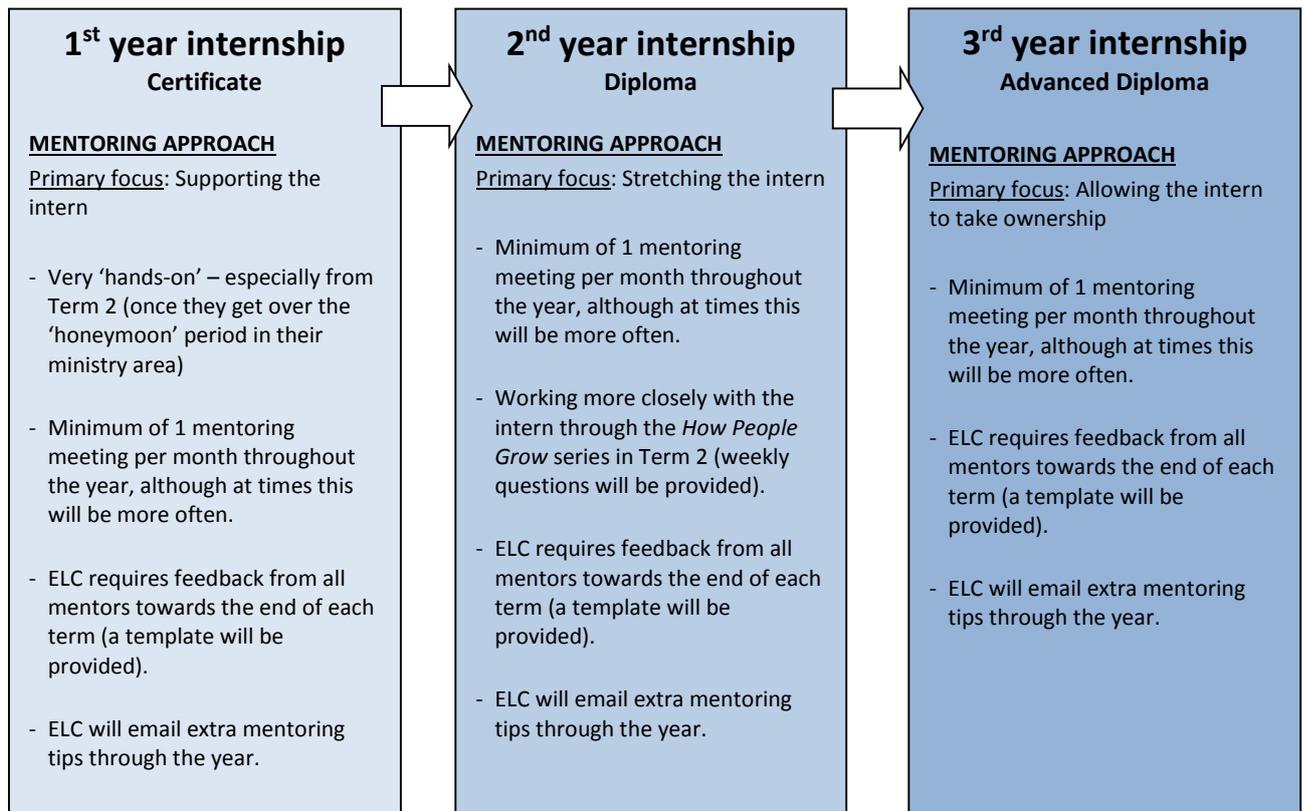
- Offering support, encouragement, advice and a caring sounding-board for the intern who will probably face many hurdles over the course of the programme.
- Meeting with the intern every fortnight and providing an opportunity for truthful sharing and feedback.
- Praying regularly for the intern.
- Holding the intern accountable to a self-care plan that the intern has created at the beginning of term 1.
- Completing a quarterly feedback template and returning it to ELC. This information, along with other feedback, is used to track the intern's wellbeing, relationship status with co-workers and self-care.

## **Mentor attributes**

Successful mentors will:

- Make the time to invest in fortnightly meetings with the intern and will keep notes of key outcomes.
- Help their intern evaluate and reflect on challenges.
- Give honest feedback and lots of encouragement.
- Keep an intern accountable for their own self-care.
- Read the weekly/fortnightly journals the intern writes and use this information for discussion.
- Discuss the intern's relationship with God and their devotional times.
- Pray for the intern throughout the programme.
- Partner with ELC for the duration of the programme, complete all reports on time and adhere to the College's Code of Ethics.

## The Mentoring Approach:

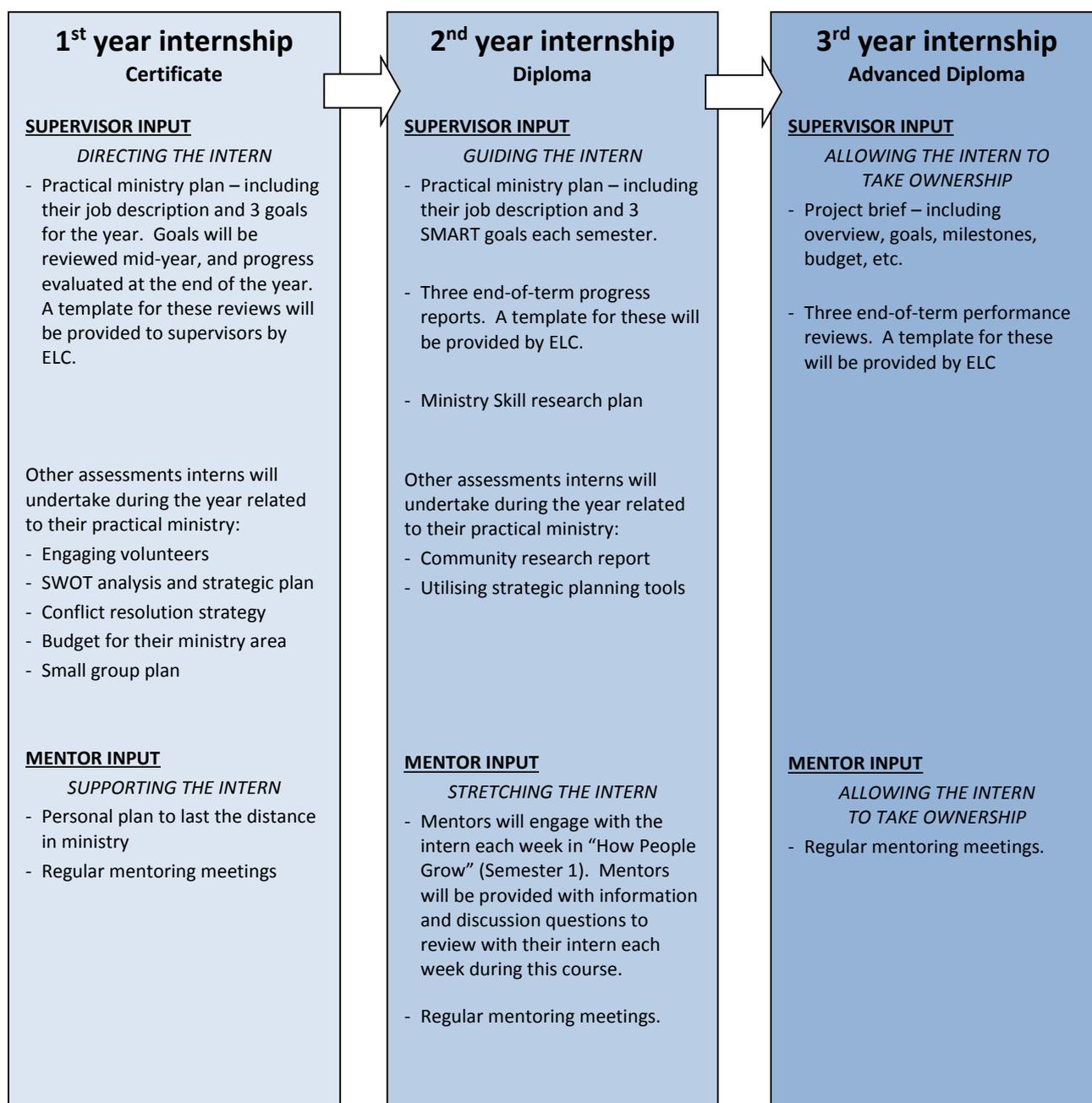


# Assessments

Several different forms of assessments are used in the internship programmes, including:

- Timesheets
- Journal entries
- Online forum discussions
- Essays
- Book reports
- Various plans and reports

Some assessments require input from Supervisors and Mentors. These are detailed below, as well as an outline of other assessments that relate to their practical ministry area.



## Dealing with problems

Occasionally problems arise during the internship. Such problems may include health or behavioural problems associated with the intern, or organisational problems associated with the internship. Should any problems arise (which cannot easily be resolved), the supervisor should contact the ELC as soon as possible.

You may also find these tips useful in resolving problems:

PROBLEM	ACTION
Intern is unable to complete the tasks required	<ul style="list-style-type: none"> <li>- Confirm that the intern understands the task and has the necessary skills and capabilities to execute it.</li> <li>- Ensure the intern is equipped with all information and equipment necessary to complete the task.</li> <li>- Check that the intern is working on tasks in order of priority.</li> <li>- Ensure the intern listens to instructions.</li> <li>- Ascertain whether the intern has been allocated extra tasks by other people.</li> <li>- Assess timeframes in accordance with the intern's capabilities.</li> <li>- Ascertain whether other factors, such as private life or family responsibilities are impacting their completion of assigned responsibilities.</li> </ul>
Intern appears unwilling to complete the task required	<ul style="list-style-type: none"> <li>- Determine whether there is a reason the intern is unable to complete the work.</li> <li>- Take care not to confuse inhibition with lack of motivation.</li> <li>- Ask the intern if they are experiencing any other difficulties in not associated with the internship.</li> </ul>
Intern is late or absent	<ul style="list-style-type: none"> <li>- Explain to the intern that his/her lateness is unprofessional and that s/he needs to conform to your expectations in future.</li> <li>- If the intern is absent without notification, contact ELC immediately.</li> </ul>