



Laidlaw  
College  
Te Wananga Amorangi

INTERNSHIP PLACEMENT CONTRACT



## WHO SHOULD COMPLETE THIS FORM?

This placement contract is for all students applying to complete internship course(s) within their study programme. Please complete all sections of the form and return to Laidlaw College (see back page for campus details).

### SECTION ONE: STUDENT AND INTERNSHIP DETAILS

Title (*Mr, Miss, etc*) ..... Surname/Family name .....

First name(s) .....

Mobile no. .... Phone no. ....

Work no. .... Email address .....

Name of Church / Organisation .....

Name of Internship Mentor ..... Name of Substitute Internship Mentor .....

#### Programme of Study

Diploma of Biblical Studies (DipBS)       Bachelor of Ministries (BMin)

Bachelor of Theology (BTheol)

### SECTION TWO: CHURCH / CHRISTIAN ORGANISATION ACCREDITATION

#### CHURCH / CHRISTIAN ORGANISATION SENIOR PASTOR / DIRECTOR

Title (*Mr, Miss, Rev etc*) ..... Surname/Family name .....

First name(s) .....

Gender (please tick)  Male  Female ..... Mobile no. ....

Email address .....

Church / Organisation .....

Denomination or Parent Organisation .....

Postal Address ..... Postcode .....

Street Address ..... Post Code .....

Office Phone number ..... Website .....

*Please also sign and date the back page.*

#### ON-SITE SUPERVISOR

Title (*Mr, Miss, Rev etc*) ..... Surname/Family name .....

First name(s) .....

Gender (please tick)  Male  Female ..... Mobile no. ....

Email address .....

Church / Organisation .....

Denomination or Parent Organisation .....

Postal Address ..... Postcode .....

Street Address ..... Post Code .....

Office Phone number ..... Website .....

**Experience**

Current position	Organisation	Period of involvement
Previous position	Organisation	Period of involvement

**Mentoring Experience**

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**Theological Qualifications**

Award	Institution	Year of Graduation

**Other Qualifications**

Award	Institution	Year of Graduation

*Please sign and date the back page.*

**SECTION THREE: RECOMMENDATION OF STUDENT**

To be completed by the Church / Organisation Senior Pastor / Director

Outline your reasons for choosing to train this particular student in an internship programme?

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Why do you think this person is suitable for an internship?

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*continued over page*

What involvement and/or leadership role does this person have at your church/organisation?  
 .....  
 .....

What is their leadership potential?  
 .....  
 .....

How much involvement will you have in their internship?  
 .....  
 .....

How do you hope to engage this student in ministry following graduation?  
 .....  
 .....

**SECTION FOUR: MINISTRY PROPOSAL**

To be completed by the Church / Organisation Senior Pastor / Director.

Proposed Position	Description of tasks to be undertaken by intern	Leadership/ Management Level*	Hours per Week
This should be a minimum of 8 hours per week			Total hours per week

- \*Leadership/Management Level Key**
- 1. No leadership responsibility
  - 2. Assistant leader
  - 3. Co-leader
  - 4. Team leader
  - 5. Responsibility for other leaders

## SECTION FIVE: INTERNSHIP MENTOR CREDENTIALS

To be completed by the Internship Mentor. Please also sign and date the back page.

The proposed Internship Mentor must be (i) NZ citizen, Permanent Resident or an Australian citizen; (ii) Competent in written English; and (iii) Willing to complete mentor training with Laidlaw College

Please initial: I am willing to undergo training \_\_\_\_\_ I have completed training with Laidlaw in the past \_\_\_\_\_

### Personal Details of the Internship Mentor

Title (*Mr, Miss, Rev etc*) \_\_\_\_\_ Surname/Family name \_\_\_\_\_

First name(s) \_\_\_\_\_

Gender (please tick)  Male  Female Email Address \_\_\_\_\_

Phone no. \_\_\_\_\_ Mobile no. \_\_\_\_\_ Fax no. \_\_\_\_\_

Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_

### Ministry Experience of the Internship Mentor

Current position	Organisation	Period of involvement
Previous position	Organisation	Period of involvement

### Mentoring Experience

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### Theological Qualifications of the Internship Mentor

Award	Institution	Year of Graduation

### Other Qualifications of the Internship Mentor

Award	Institution	Year of Graduation

### Substitute Internship Mentor

Please name a substitute Internship Mentor who will act in your absence:

Title (*Mr, Miss, Rev etc*) ..... Surname/Family name .....

First name(s) .....

If this person is not the Senior Pastor or Director of the Church/Christian Organisation, please ensure that they complete the Substitute Internship Mentor Credentialling section below.

### SECTION SIX: SUBSTITUTE INTERNSHIP MENTOR CREDENTIALS

#### Personal Details of the Internship Mentor

Title (*Mr, Miss, Rev etc*) ..... Surname/Family name .....

First name(s) .....

Gender (please tick)  Male  Female ..... Email Address .....

Phone no. .... Mobile no. .... Fax no. ....

Postal Address ..... Post Code .....

#### Ministry Experience of the Substitute Internship Mentor

Current position	Organisation	Period of involvement
Previous position	Organisation	Period of involvement

#### Mentoring Experience

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#### Theological Qualifications of the Substitute Internship Mentor

Award	Institution	Year of Graduation

#### Other Qualifications of the Substitute Internship Mentor

Award	Institution	Year of Graduation

## SECTION SEVEN: SUMMARY OF ROLES AND RESPONSIBILITIES

NB. One person may fulfil multiple supervisory roles however the mentor and substitute mentor must remain distinct.

### Senior Pastor / Director on behalf of the Ministry Placement

Is responsible for:

- Endorsing the student as suitable for ministry training in the areas stated in the ministry proposal
- Providing adequate opportunity for the student to fulfil the requirements of their program  
This includes:
  - Providing a clearly designated and bounded role with opportunity for ongoing development
  - Liaison with the student's local or distance learning internship coordinator regarding the ongoing requirements of the program
- Endorsing the internship mentor and substitute internship mentor (in the event of the internship mentor's absence)

### On-Site Supervisor

Is responsible for:

- Providing adequate supervision of the student as they fulfil their ministry responsibilities  
This includes:
  - Ensuring that the student's ministry responsibilities are appropriate to their level of development
  - Assisting the student in the development of appropriate ministry objectives at the commencement of each course
  - Meeting regularly with the student in relation to their completion of assigned tasks and skill formation
  - Ensuring the student's ministry hours are fulfilled according to the requirements of the program
  - Liaison with key people including the mentor and internship coordinator should concerns arise during the course of the semester
  - Providing written feedback to Laidlaw at the end of each semester

### Mentor (and Substitute Mentor should they be required)

Is responsible for:

- Providing adequate mentoring for the student to fulfil the requirements of their program  
This includes:
  - Meeting with the student at least one hour per fortnight (a minimum of 6 times) during the course of each semester
  - Providing a safe confidential environment
  - Assisting the student's development by facilitating reflection on their personal formation and ministry practice in relation to their ministry objectives.
  - Participation in mentor training as supplied by Laidlaw College
  - Liaison with key people including the on-site supervisor and internship coordinator should concerns arise during the course of the semester
  - Recording session notes of each meeting and providing written feedback to Laidlaw at the end of each semester

### Student

Is responsible for:

- Fulfilling the requirements of their program  
This includes:
  - Completing an average of 8 hours per week of ministry as designated in the ministry proposal under the guidance of the on-site supervisor
  - Working with the on-site supervisor in forming their ministry objectives at the beginning of each semester
  - Preparation for and meeting with the mentor at least one hour per fortnight (a minimum of 6 times) during the course of each semester
  - Liaison with all key parties involved should concerns arise during the course of the semester
  - Completion of classes and assignments as laid out by each internship course
- Abiding by the conditions of their student visa (International Students Only)

### Internship Coordinator

Is responsible for:

- Liaison with and approval of the placement, on-site supervision and mentoring arrangements made on behalf of the student prior to the commencement of the student's first internship course
- Ensuring all parties have a copy of the documentation required by the course
- Co-ordinating mentor training for all new mentors
- Liaison with the on-site supervisor and mentor at the commencement of each new internship course
- Liaison with key people including the on-site supervisor and mentor should concerns arise during the course of the semester
- Facilitating formal reflective practice, academic learning and theological integration as required by each course
- Monitoring ministry objectives, progress and evaluations
- Grading all pieces of the student's work

## SECTION EIGHT: PLACEMENT ENDORSEMENT

Please note: A pre-admission interview with the Senior Pastor / Director, Internship Mentor and Student may be required.

### Senior Pastor / Director

- (i) In supporting this placement, the church/organisation endorses this student as suitable for ministry training in areas approved by the church/organisation, agrees to provide adequate opportunity for the student to fulfil the requirements of their Programme, and endorses the Internship Mentor and substitute Internship Mentor in the event of the Internship Mentor's absence.
- (ii) I confirm that all the information I have provided on this placement contract is true and accurate. I consent to allow the Laidlaw College to receive, hold and use my personal information for the above purposes and I authorise any agency holding the source of information I have provided on this form to release that information to Laidlaw College on request

Name ..... Signature ..... Date .....

### On-Site Supervisor

- (i) In supporting this placement, I agree to provide adequate supervisions of the student as they fulfil their ministry responsibilities.
- (ii) I confirm that all the information I have provided on this placement contract is true and accurate. I consent to allow the Laidlaw College to receive, hold and use my personal information for the above purposes and I authorise any agency holding the source of information I have provided on this form to release that information to Laidlaw College on request

Name ..... Signature ..... Date .....

### Internship Mentor

- (i) In supporting this placement, I agree to provide adequate Mentoring for the student to fulfil the requirements of their programme.
- (ii) I confirm that all the information I have provided on this placement contract is true and accurate. I consent to allow the Laidlaw College to receive, hold and use my personal information for the above purposes and I authorise any agency holding the source of information I have provided on this form to release that information to Laidlaw College on request

Name ..... Signature ..... Date .....

### Substitute Internship Mentor

- (i) In supporting this placement, I agree to provide adequate Mentoring for the student to fulfil the requirements of their programme.
- (ii) I confirm that all the information I have provided on this placement contract is true and accurate. I consent to allow the Laidlaw College to receive, hold and use my personal information for the above purposes and I authorise any agency holding the source of information I have provided on this form to release that information to Laidlaw College on request

Name ..... Signature ..... Date .....

### Student

- (i) In submitting this placement contract, I agree to fulfil the requirements of the programme and (if an international student) to abide by the conditions of my student visa.
- (ii) I confirm that all the information I have provided on this placement contract is true and accurate. I consent to allow the Laidlaw College to receive, hold and use my personal information for the above purposes and I authorise any agency holding the source of information I have provided on this form to release that information to Laidlaw College on request

Name ..... Signature ..... Date .....

### Laidlaw College Staff

Placement approved by Internship Coordinator

Signature ..... Date .....







POST YOUR COMPLETED FORM  
TO THE APPROPRIATE CAMPUS

**Auckland Campus**

*Admissions Coordinator*

Private Bag 93104

Henderson

Auckland 0650

New Zealand

Freephone 0800 999 777

Phone +64 9 836 7829

Fax +64 9 836 7801

Email [admissions@laidlaw.ac.nz](mailto:admissions@laidlaw.ac.nz)

**Christchurch Campus**

70 Condell Avenue

Papanui

Christchurch 8053

New Zealand

Phone +64 3 354 4270

Fax +64 3 354 4279

Email [chch@laidlaw.ac.nz](mailto:chch@laidlaw.ac.nz)

**Centre for Distance Learning**

Private Bag 93104

Henderson

Auckland 0650

New Zealand

Phone +64 9 836 7836

Fax +64 9 836 7801

Email [cdl@laidlaw.ac.nz](mailto:cdl@laidlaw.ac.nz)