



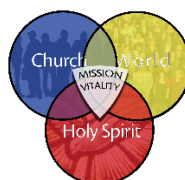
AIM

APPRENTICESHIPS IN MINISTRY

APPLICATION PACKAGE



**The Office of Leadership Vitality
The Mission Vitality Center**



AIM

APPRENTICESHIPS IN MINISTRY

Checklist for Getting Started

Here are a few steps for the pastor to consider once a decision is made to pursue participation in **AIM**:

1. **Be in prayer and discernment** with your District Superintendent and key leaders at your church about how God can work through having an apprentice at your church, contact the Leadership Vitality office by **April 14th** to begin the application process.
2. **Think of an area or need where an Apprentice might serve** in your church and write out a brief description of the work that would be adequate for an intern-type position. Select a starting and ending date, keeping in mind Annual Conference from June and the Fall College Semester, which usually begins in mid to late August. Develop a payment scale that could be \$10-\$12 per hour and from 10-30 hours per week, up to \$3500.00. A job description could be posted with the flyer or promoted.
3. **Think of a young adult or college student** whom you may know of whom might be interested; perhaps a member or family member of the church. Ask around your congregation for good candidates. Or distribute and post the AIM flyer in areas in your community where there may be an interest.
4. **Plan a meeting with the student** and ask if she or he might be interested, explain the type of work you need done, seek input regarding the student's interests, and consider incorporating some of their interests in the plan. If the student is interested, clarify the time frames of the internship.
5. **Offer the student your church's usual application for part-time employment.** Include with the application a background request form. Be sure to tell the student to plan for the two-day expense paid **orientation** that will be held at Austin Presbyterian Theological Seminary (2017 date to be announced)
6. **Select from three to five persons whom you feel would make up a good Lay Encouragement Team** to be supportive of this project and ask them if they could serve in some form for the duration of the Apprenticeship. Be sure to invite them also to join you for the Orientation tentatively scheduled for the week of May 22-26, 2017. There will be a special orientation for the pastor/mentor and Lay Encouragement team on that day where roles, expectations, and meeting times will be established.
7. **Contact the Leadership Vitality Office** to inform them of those whom will be traveling to Austin for the orientation, whether the pastor/mentor and Lay Encouragement Team members and the student. Provide information on attached form that includes names of student, pastor/mentors, Lay Encouragement Team members, schedule, payment arrangement, etc., so support details can be arranged with the Conference office. See attached forms.
8. **Plan for your installment worship service.** Feel free to use the sample in the AIM program guide.
9. **Engage your Apprenticeship,** mentor, ministry, learning and support experience.
10. **Prepare to culminate Apprenticeship well** with evaluations, closing worship, and sending forth.

APPRENTICESHIPS IN MINISTRY (AIM)

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INSTRUCTIONS:

Complete the "**PART I: APPLICATION**" to initiate the process to enroll you in the Apprenticeship in Ministry program no later than April 14, 2017. Complete the **PART II: ORIENTATION REGISTRATION** for each attendee by May 12, 2017. Complete and submit **PART III: FUNDING REQUEST**" section as soon as possible once you select your apprentice students in order to receive mailed advance check to provide stipend for your AIM participant. Once your summer AIM program has ended, complete the "**PART IV: FUNDING REPORT**" section and submit a copy along with your final evaluation paperwork in order to receive the pastor's stipend. Only turn in copies at appropriate times and keep all originals for your records.

PART I: APPLICATION (Application to be completed by April 14, 2017.)

Full Name of Pastor: _____ Email _____
Years of Service (Minimum 5 years required): _____ Number years in Present Appointment: _____
Name of Church: _____ District: _____
Church Mailing Address: _____ Phone #: _____

THE PURPOSE OF AIM

The purpose of AIM is to make disciples of Jesus Christ for the transformation of the world by creating a safe and healthy environment where young adult college students can learn and develop an appreciation for vocational opportunities in the local church, while also gaining from the mentorship and wisdom of experienced pastors and church leaders. In the process, the local church also benefits from their energy and ideas.

Selection and Support of College Student

How will you select a student to participate in the AIM program? (Circle a. or b. as it applies to you)

- a. We will invite a college student from our congregation
- b. We will recruit a student from beyond our congregation

You are expected to include the student as a part of your church's part-time temporary staff. (Circle yes or no)

Are you prepared to have the student complete a temporary employee application?	Yes	No
Does your employee application process include a criminal background check?	Yes	No
Does your church have a Safe Sanctuary policy that is shared with all staff and volunteers?	Yes	No

A very important component of AIM is the mentoring support of the pastor or assigned leader among the laity and a Lay Support Team. Are you willing to honor this component of the program to the best of your ability in order to ensure a quality of experience for the AIM student and for the congregation? Yes No

Support of District Superintendent

I have the approval and support of my District Superintendent to proceed with this program? Yes No

Pastor's Signature: The information that I have provided for this application is accurate and honest to the best of my knowledge and I will give oversight to ensure excellence in all components of this program as possible.

Signature of Pastor

Date

APPRENTICESHIPS IN MINISTRY (AIM)

APPLICATION PACKAGE

PART II: ORIENTATION REGISTRATION (Complete and submit for each attendee, by May 12, 2017.)

Orientation Registration Form

Orientation Dates: **May 22-24, 2017**

Location: **Austin Presbyterian Theological Seminary**

100 E 27th St, Austin, TX 78705

Check-In begins at 11:00 a.m. on May 22nd /Check out by 12:00 noon on May 24th

Check-in Date: _____ Check-out Date: _____

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email Address _____

Date of Birth _____ Age (Must be 18 or older) _____

Gender (Circle One) F M

Are you willing to share a room? (Check one) Yes Prefer Own Room Either

Name of Church Sponsoring AIM: _____

Your Role in AIM (Check One)

Student Pastor/Mentor Lay Encouragement Team Member

Emergency Contact

Name: _____ Relationship: _____

Cell Phone: _____ Home Phone: _____

Will you have any special needs, dietary or other? (Check one) No Yes

If you answered yes, please explain _____

To Confirm Your Reservation Call Claudia Pompa, Administrative Assistant

Austin Presbyterian Theological Seminary Office of Admissions 512-404-4829

For Questions Call Eve Albert, Administrative Assistant

Office of Leadership Vitality, Rio Texas Conference 210-408-4551

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PART III: FUNDING REQUEST (Complete this section for each student in your program, once selected.)

Full Name of Student: _____
First Name *Last Name*

Address or P.O. Box #: _____
Address Number *City* *State* *Zip Code*

Name of Sponsoring Church: _____

Name of Mentoring Pastor: _____

Starting Date of AIM Program: _____ Ending Date: _____

Length of weeks for hire: _____ (Choose One Below)

CHOOSE ONE:

HOURLY RATE

FLAT RATE

Hours per Week: \$ _____

Weekly Pay: \$ _____

Hourly Pay: \$ _____

Bi-weekly Pay: \$ _____

Total Estimated Hourly Rate: \$ _____

Total Estimated Flat Rate: Monthly Pay: \$ _____

Signature of Pastor: _____ **Date:** _____

PART IV: FUNDING REPORT: (Complete at end of program and submit along with evaluation)

Total Hours Worked by AIM Student: _____

Total Amount of Pay Projected to AIM Student: \$ _____

Total Amount Actually Paid to AIM Student: \$ _____

Signature of Pastor: _____ **Date:** _____

Thank you for your faithful and kind help with completing this form which will also assist with the development of this program.

Evaluation of the Apprenticeship

The following evaluation will be asked of the apprentice, mentor, and Lay Encouragement team, each in type-written form.

Apprentice Evaluation Questions?

- What SMART goals were set? (List learning objectives and goals specifically)
- What goals on your list were kept? What helped make this possible?
- What goals on your list were not kept? What hindered this achievement?
- What were your greatest resources to help you make it possible?
- What were your greatest learning needs, or areas you didn't know enough about?
- What did you wish happened but did not?
- What happened that was wonderful that you did not expect?
- What was the greatest thing about your mentor pastor?
- What was the greatest thing about your Lay Support Group?
- What will be your greatest take away from this experience for your future ministry?
- Would you be willing to share suggestions that might strengthen the AIM program?

2. Evaluation of the Mentor Pastor

- What goals were set? (List learning objectives and goals specifically)
- What goals on the list were kept? What hindered this achievement?
- What goals on your list were not kept? What made this not possible?
- How did the apprentice do with the ministry event papers?
- What in your assessment are the apprentices' greatest strengths?
- What in your opinion will the apprentice benefit most to work on?
- What was the impact of the Apprenticeship over all on your congregation?
- How well did the Lay Encouragement Team work within the program?
- Would you please share suggestions that might strengthen the AIM program?

3. Encouragement of the Lay Support Team

- What goals were set? (List learning objectives and goals specifically)
- What goals on the list were kept? What helped make this possible?
- What goals on your list were not kept? What hindered this achievement?
- What are the apprentice's greatest's strengths?
- What in your opinion will the apprentice benefit most to work on?
- What was the benefit of the AIM program overall on your congregation?
- Would you please share any suggestions that might strengthen the AIM Program?