

Unitarian Universalist Church of Davis
INTERNSHIP COMMITTEE CHARGE

Adopted by the Board of Trustees on January 9, 2012

Purpose

The Unitarian Universalist Church of Davis was first established because of the congregation founders' enthusiasm for religious education. It is no surprise that we take our role as a teaching congregation for seminary students seriously. Our belief in education is why we also consider the members of the Internship Committee as learning participants, too.

Responsibilities

The Internship Committee has several relationships to the Intern:

- Employer – The Internship Committee represents the church in making sure that the stipend and other financial considerations are in place for the intern. They review the contract presented to churches by the seminaries.
- Host – The Committee introduces the intern to the congregation and the community, helps the intern with logistics and housing, and provides connection to the non-Church aspects of Davis. It helps the intern with personal challenges as a supportive family would and encourages the intern to maintain good work/life balance and self-care.
- Covenant-Builder – The Internship Committee works with the Intern and Supervisor to negotiate the Learning Agreement for the intern's goals and objectives.
- Evaluator – Using the goals and objectives, the Committee does an ongoing evaluation of the intern's performance, including formal written midyear and final evaluations.
- Learner – Members of the Internship Committee are active students of life and, in tandem with the intern, will explore their beliefs and values.

Committee members are expected to participate in monthly meetings (approximately 2 hours), in 3 full-day trainings (usually 4-6 hours on a Saturday), in drafting evaluations (Gather the Spirit meetings at midyear and yearend), in evaluating the next year's intern (several hours over the course of 1 month), and in helping interns move in and out of their apartments.

Goals

To select an excellent seminary student, to nurture that intern throughout the year, and to send off a ministerial candidate who is prepared to take on the mantle of the ministry in our denomination.

Special Qualities or Skills Needed By Members

Experience in teaching, training, supervising, managing, counseling, facilitating, and collaborating are all valuable skills for Committee members. Ideally the Committee as a whole reflects a balance of skills, backgrounds, knowledge of the congregation and the denomination, learning and communication styles, and demographic characteristics. Committee members are chosen from regular (2/month) service attendees.

This Internship Committee program is designed for people who want to assist in the formation of professional clergy. It is also a program for those who want the challenge of ongoing personal reflection as a Unitarian Universalist. We all deserve the opportunity to find meaning in our lives.

Number of Members Needed

5 at-large members plus 2 representatives from the Campus Ministry (CM) program (1 from the CM Committee, 1 from the student group).

Term of Office

Members are expected to serve a 3-year term (except for CM liaisons, see below). Members should be off the Committee for at least 1 year before returning for another 3-year term. Ideally, member terms are staggered so that there is always a combination of experience and fresh perspectives. The CM Committee liaison may serve a shorter term, as compatible with that person's service on that committee. The student liaison is expected to serve at least 1 year and no more than 3 years.

Membership Selection Process

At-large members are recruited by the Internship Committee, in consultation with the Senior Minister, and are invited to complete a short application, which is reviewed by the Senior Minister, who makes the final decision. The CM Committee liaison is assigned by the CM Committee, with the approval of the Senior Minister. The CM student liaison is invited by the current or outgoing intern.