



## MinistryTrax >> Internship Information Guide 2009

### MinistryTrax Overview

MinistryTrax is an initiative of CityLife Church designed with the aim of seeing more leaders emerge to take up the cause of Jesus Christ in the world.

The Internship program has been designed specifically for those wanting to explore and pursue the Lord's call on their life for full-time ministry.

### MinistryTrax >> Internship

The MinistryTrax Internship (MTI) is a one to three year structured program which will provide in-depth leadership training for those from CityLife Church who feel called to full-time ministry as pastors, ministry leaders, missionaries and church planters. MTI combines formal accredited theological training with practical hands-on ministry and structured coaching.

Students will attend the MTI program for approx 25 hours per week <sup>1</sup> as outlined below:

Tuesday	8:30am – 4.30pm 6.30pm – 9.30pm <i>(At CityLife Church)</i>
Thursday	6.30pm – 9.30pm <i>(At Tabor Victoria Campus) <sup>2</sup></i>
Weekday	8 hours <i>(Day and times to be negotiated with ministry departments on an individual basis. May involve hours in evenings.)</i>
Weekend	2 Celebration Meetings <i>(Or alternative ministry program)</i>
Events:	Participation at all major church events/Conferences etc.
Life Group:	Active participation in a Life Group

Please refer to the attached Program Schedule for further information on dates and times.

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<sup>1</sup>Estimated time commitment – this may vary depending on department and immediate need.

<sup>2</sup>Tabor Victoria Campus:- 222 Oban Road, Ringwood North, Victoria Australia 3134



## 2009 Semester Dates

Enrolment/Orientation: Tuesday Feb 10 (8.30am to 12.30pm)  
Semester One: Feb 24 – March 31, April 21 – June 23

Enrolment/Orientation: Tuesday July 21 (7 pm)  
Semester Two: Aug 4 - Sept 15, Oct 6 – Dec 1

## 2009 Fees

The cost of the MTI for 2007 is \$3,500 (incl GST) per year (payable in two installments prior to the commencement of each Semester). The cost includes all Accredited Diploma in Ministry subjects delivered by Tabor Victoria, Full access to Tabor Victoria's Library/Resource Center, Practical Ministry Supervision, MinistryTrax Leadership Training, Personal Coaching Sessions and use of CityLife facilities.

The cost of text books, stationary etc.

## Program Content

The MTI program includes:

### Formal Theological Training

Each year, Interns will complete at least six modules towards a fully accredited Diploma in Ministry delivered by Tabor Victoria.<sup>3</sup>

#### **Year 1**<sup>4</sup>:

*Old Testament, New Testament, Life & Ministry of the Spirit, Living in Christ,, Practical Ministry and Special Ministry Topic.*<sup>5</sup>

#### **Year 2,** :

*Public Communications, Introduction to Christian Belief, Introduction to Biblical Interpretation, Introduction to Ethics, (2 modules) Ministry Field Ed.*

#### **Year 3,**

*Care & Counselling, Leadership Skills, Special Intercultural Studies Topic (Missions Trip), (6 modules) Community Transformation Practicum.*

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<sup>3</sup> Although the full program is of three years duration, each individual year does provide an 'exit point' for students who desire to leave after completing Year One, (Certificate III in Ministry) or Year Two, (Certificate IV in Ministry).

<sup>4</sup> Refer attached Program Schedule for further information on dates and times for 2009.

<sup>5</sup> Students who have successfully completed the CityLife Church LIFETRAX program are eligible to apply for RPL, (Recommended Prior Learning) for the Special Ministry Topic.



Each subject has been specifically chosen to provide interns with a balance between head-knowledge, heart-reflection and hands-on experience.

All classes will be delivered by qualified lecturers and will require students to complete various assessment tasks in order to successfully pass the module.

One subject per semester will be taken at the Tabor Victoria campus where Interns will have the opportunity to meet and interact with students from other churches/denominations and access the extensive Tabor Victoria library and resource center.

**Focused Ministry Participation**<sup>6</sup>

Every Intern will participate in an individually designed project/s in his/her chosen ministry area. This will comprise approx 8 hours work per week in each semester.

**Broad-based Ministry Participation**

At various times throughout each Semester, Interns will also be required to serve outside their chosen ministry department for approx 4 hours per week. This will ensure that each emerging leader receives a broad-based understanding of how the church functions as a whole.

**Personal coaching/mentoring**

Every Intern will be provided with 4 x 45min private coaching sessions per semester in order to plan, set goals, and have personal accountability and feedback times with an experienced mentor.

**CityLife Ministry & Leadership Training**

A number of the Tuesday morning sessions will be set aside to give Interns the opportunity to interact with key CityLife leaders including: Mark Conner, Nicole Conner, Daljit Gill, Paul Molyneux and others. During these training sessions, CityLife leaders will spend time sharing their experience and passing on valuable leadership insights.

**CityLife Weekend Celebration Meetings**

Interns will be required to attend one and participate in another CityLife Celebration meetings each week.<sup>7</sup>

**CityLife Staff Involvement**

All students are invited to attend, Staff meetings, Ministry Leaders Meetings and staff social events throughout the year. (not compulsory)

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<sup>6</sup> Day of week and times will be negotiated with ministry departments on an individual basis. Note: Depending on the ministry project and the ministry program, this may involve hours in the evening.

<sup>7</sup> Except in the case of Children's ministry etc. where the ministry program in which the MTI is involved takes place at the same time as the weekend Celebration meetings.



### **Additional Involvement**

In addition to the above, each Intern is expected to serve where needed during major church events / meetings. This includes involvement in major conferences each year, (e.g. Dare, Dare Girl, Redline, Leadership Summit); All Church Leaders meetings; All Church Prayer meetings, Volunteers Appreciation Night and any other planned major church events. (refer CityLife Major Event Calendar).

### **Overseas Mission's Trip**

Third year Interns will be given the unique opportunity to participate in a short term missions trip. This exposure to cross cultural ministry will broaden the participant's worldview and provide a vital perspective on missions.

This outreach will be self-funded.

## **Facilities/Equipment**

CityLife Church will provide:-

- all necessary facilities for lectures held at CityLife Church – Knox
- wireless internet access for MTI related activities
- e-mail address linked to CityLife Church system

## **Conduct**

All MTI participants will be required to

- adhere to the commitments of a CityLife Church Partner and the CityLife Church Leadership Standards.
- Provide a police record check (dated within past 6 months)
- Act within the stated policies of CityLife Church.

## **Privacy**

All information provided as part of the application and selection process will be subject to the CityLife Privacy Policy. Information will be used to assist MTI staff and CityLife Church oversight to make a final selection of interns from those making applications.



## Application Process

- Complete MinistryTrax >> Internship Application form
- Attach passport size photograph
- Attach any relevant references or copies of previously completed accredited courses.
- E-mail, mail, fax or hand in completed application form to:

MinistryTrax Director  
CityLife Church  
P.O. Box 140, Vermont, VIC 3133

Fax: (03) 9801 6926  
E-mail: [MinistryTrax@CityLifeChurch.com](mailto:MinistryTrax@CityLifeChurch.com)

**Applications for 2009 MTI program close at 4.00pm on  
8<sup>th</sup> December 2008**

After the closing date, Applicants will be initially contacted by phone to discuss their application. Further arrangements will be confirmed during this conversation.

The selection process may include an interview with a selection panel.

Final offers will be made on or before 18<sup>th</sup> December 2008.

## Further Information

If, after reading through the information thoroughly, there is further information or clarification required, contact:-

Email: [MinistryTrax@CityLifeChurch.com](mailto:MinistryTrax@CityLifeChurch.com)  
Website: [www.CityLifeChurch.com/MinistryTrax](http://www.CityLifeChurch.com/MinistryTrax)  
Phone: Judith Coburn during office hours, Tuesday to Thursday  
(9am to 4pm) on 9871-8341



## MinistryTrax >> Proposed Internship Program 2009– Year One Students

First Year – Semester One 2009							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Morning 8.30 – 12.30</b>		<i>Special Ministry Topic – Theological Reflection</i>			<i>Department * (flexible)</i>		<b>Church Attendance</b>
<b>Afternoon 1.15 – 4.30</b>		<i>Department Coaching</i>			<i>Department * (flexible)</i>	OR	
<b>Evening 6.30 – 9.30</b>		<i>CITYLIFE Life and Ministry of the Spirit</i>		<i>TABOR New Testament Intro</i>	<i>Department * (flexible)</i>	<b>Church Attendance</b>	

First Year – Semester Two 2009							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Morning 8.30 – 12.30</b>		<i>Practical Ministry</i>			<i>Department *</i>		<b>Church Attendance</b>
<b>Afternoon 1.15 – 4.30</b>		<i>Department Coaching</i>			<i>Department *</i>	OR	
<b>Evening 6.30 – 9.30</b>		<i>CITYLIFE Living in Christ</i>		<i>TABOR Old Testament Intro</i>	<i>Department *</i>	<b>Church Attendance</b>	

\*Department Involvement during each week is flexible by mutual agreement between the intern and the ministry leader.



## MinistryTrax >> Internship Program 2009 – Year Two Students

Second Year – Semester One 2009							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Morning 8.30 – 12.30</b>		<i>Ministry Field Education</i>			<i>Department * (flexible)</i>		<b>Church Attendance</b>
<b>Afternoon 1.15 – 4.30</b>		<i>Department Coaching</i>			<i>Department * (flexible)</i>	OR	
<b>Evening 6.30 – 9.30</b>		<i>CITYLIFE Introduction to Biblical Interpretation</i>		<i>TABOR Church Mission Ministry</i>	<i>Department * (flexible)</i>	<b>Church Attendance</b>	

Second Year – Semester Two 2009							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Morning 8.30 – 12.30</b>		<i>Ministry Field Education</i>			<i>Department *</i>		<b>Church Attendance</b>
<b>Afternoon 1.15 – 4.30</b>		<i>Department Coaching</i>			<i>Department *</i>	OR	
<b>Evening 6.30 – 9.30</b>		<i>CITYLIFE Public Communications</i>		<i>TABOR Theological Foundations</i>	<i>Department *</i>	<b>Church Attendance</b>	

\*Department Involvement during each week is flexible by mutual agreement between the intern and the ministry leader.



## MinistryTrax >> Internship Program 2009 – Year Three Students

Third Year – Semester One 2009							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Morning 8.30 – 12.30</b>		<i>Community Transformation Practicum</i>			<i>Department * (flexible)</i>	OR ↗ ↓	<b>Church Attendance</b>
<b>Afternoon 1.15 – 4.30</b>		<i>Department Coaching</i>			<i>Department * (flexible)</i>		
<b>Evening 6.30 – 9.30</b>		<i>CITYLIFE Care &amp; Counselling</i>			<i>Department * (flexible)</i>	<b>Church Attendance</b>	

### Special Intercultural Studies topic (Missions trip between semesters 1 & 2)

Third Year – Semester Two 2009							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Morning 8.30 – 12.30</b>		<i>Community Transformation Practicum</i>			<i>Department *</i>	OR ↗ ↓	<b>Church Attendance</b>
<b>Afternoon 1.15 – 4.30</b>		<i>Department Coaching</i>			<i>Department *</i>		
<b>Evening 6.30 – 9.30</b>		<i>CITYLIFE Leadership Skills 1</i>			<i>Department *</i>	<b>Church Attendance</b>	

\*Department Involvement during each week is flexible by mutual agreement between the intern and the ministry leader.



## MinistryTrax >> Internship Application Form

The details included in this application form will be viewed and discussed by the MinistryTrax Intern selection panel. Your information will be kept strictly confidential and no details will be disclosed without your consent.

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Phone (daytime) : \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_



Are you a partner (committed member) of CityLife? YES / NO (please circle)

1. What key ministry areas are you interested in:  
(Please number top 3 choices from 1<sup>st</sup> choice to 3<sup>d</sup> choice)

	<i>Audio</i>
	<i>Children</i>
	<i>Church Administration</i>
	<i>Community Care</i>
	<i>Creative Arts</i>
	<i>Missions</i>

	<i>Multi-Media</i>
	<i>Pastoral</i>
	<i>Singles</i>
	<i>Young Adults</i>
	<i>Youth</i>

2. Briefly outline your salvation experience:

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3. Have you previously completed any accredited study programs?  
YES / NO (If 'yes' please give details)

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4. Briefly outline your work experience:

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5. Briefly outline your ministry experience:

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6. What is your current ministry involvement?

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7. What are your future ministry aspirations?

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8. Why do you want to apply for the MinistryTrax Internship?

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9. What are your expectations of the MinistryTrax Internship?

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10. What do you see as being your biggest challenge in successfully completing the MinistryTrax Internship?

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11. What are your personal strengths?

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12. What are your personal weaknesses?

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13. Are your family/friends supportive of your decision to undertake the MinistryTrax Internship?

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14. How do you plan to finance your MinistryTrax Internship?

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15. List the names and phone numbers of 3 referees who have known you for more than 12 months and can provide a reference as to your 'Calling & Character'.

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16. Any additional comments you would like to make regarding your application?

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Signature of Applicant: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_