

Timeline for DPS Intern or Candidate Concordia University College of Alberta

Preliminary work

- After a congregation makes the decision to add a DPS or DPS Intern to its staff they need to include funding for this in their annual budget.
- Guidelines to help you determine the cost of a DPS **intern** can be found on the sheet entitled “Typical DPS Intern Costs”
- Guidelines to help determine the costs of a DPS **candidate** are available from your district office and should follow the district salary scale as a minimum. Congregations should also factor in costs like moving expenses, mileage, conference expenses, and the like.
- Most congregations prepare their annual budgets in the fall of the year.
- Congregations request a DPS intern or candidate application form from their District office and begin to fill it out.

January and February

The Director of Church Work Programs interviews DPS interns and candidates to determine their placement needs and interests and to facilitate making a better match between the intern and the supervisor and the congregation.

March 1

Application deadline to receive a DPS intern or candidate—Application forms are available from your District Office. Please include a Job Description for the intern or candidate with your application.

March and April

- Internship Site Identification Visits are made by the Director of Church Work Programs to better understand the needs and interests of the congregation and to facilitate making a better match between the intern and their supervisor and congregation. The visit also helps the supervisor and the congregation to understand DPS ministry and the purpose of the internship and paves the way for a good experience for both the student and the congregation. There is no additional cost to the congregation for this visit.
- The Director of Church Work Programs functions in his role as placement officer and works with the Council of Presidents to make appropriate matches of interns and candidates to congregations who have requested these workers.

1st or 2nd Sunday of May (usually on same weekend as CUCA Convocation)

The Placement Service for DPS Interns and Candidates. Candidates, Interns, and congregations are informed of the matches that have been made for first calls/placements and for internships.

Last Friday of May (May 27 in 2005)

DPS Internship Orientation Conference. Congregational DPS Internship supervisors and their interns meet on the campus of Concordia University College of Alberta for a one day orientation conference that will help to pave the way for an effective internship experience. Intern and

supervisor have the opportunity to begin building a team relationship, the internship handbook and internship job descriptions are reviewed, Concordia's expectations for the internship are reviewed, initial learning and ministry goals are set, and starting dates are discussed. Congregations need to build the cost of the supervisor's travel, food, and lodging for this conference into their internship budget.

June or July

Suggested start date in congregations for DPS Interns and DPS Candidates.

During Month 2 thru 4 of DPS Internship

First onsite supervision visit is made by Director of Church Work Programs from Concordia University College. Purpose of the visit is to see how the intern has settled into congregation life and learning the ropes of parish and team ministry. Monthly report forms are reviewed and interviews are held with intern, supervisor, and congregational members to ascertain strengths and to create learning goals for the remainder of internship.

During Month 9 thru 11 of DPS Internship

Second and final onsite supervision visit is made. Purpose of visit is to check progress in completing goals from first visit, ascertain readiness for certification, and talk candidate placement issues and closure/transition issues for the internship. Monthly report forms are reviewed and interviews are held with intern, supervisor, and congregational members.