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**Checklist to be Intern Ready**

This list is intended to serve only as a guide to a possible checklist to be intern ready. It is taken from Appendix 7 of the [Internship Best Practice Handbook pdf](http://www.baptist.org.uk/internshiphandbook), but is presented here as a Word document on its own that may be adapted and expanded as required.

If you have questions, please contact our Young Leaders Development Coordinator Isabella Senior on isenior@baptist.org.uk

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| **Job description**Think through areas of ministry that the intern will be involved in and what you will expect them to do. |  |
| **Welcome**Think through what helps people feel like they belong in this church or context. Ask what practical steps you can take to help the intern settle in, e.g., invitations for meals, being part of small groups, etc. Think about how you would describe yourself as the intern’s experience of church may be different. |  |
| **Induction**When the intern arrives, ensure you run through the following:* Induction to the building, staff, and volunteers- who does what, how things work, policies and procedures.
* Explanation of code of conduct, values, culture, relationships, confidentiality, and work wear.
* Practicalities such as where they will work and store the things they need and whether they are given a computer or other equipment for their role.
* The schedule for the week, such as the regular church activities and rhythms the intern in which the intern will participate.
* Sickness policy, holidays, and any grievance procedure.
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| **Line management** Identify a line manager who should plan regular time in their diary for line management.  |  |
| **Review process and progression** Identify indicators of success after one or two months, as the intern settles in, and then again for when the intern is more established. Outline what should be achieved by the end of the internship.  |  |
| **Budget for intern projects** Set a budget for hosting an intern that includes an amount for their outreach activities. |  |
| **Inclusion in staff team activities**Spell out your expectations around meetings, training, planning, etc.  |  |
| **Projects to be involved in**Identify areas of ministry the intern can be involved. Ensure there is space for them to shape/dream and develop in. |  |
| **Mentor and pastoral support**Identify a mentor and, if necessary, those who can offer additional pastoral support. |  |
| **Policies and procedures** Check safeguarding, data protection and other relevant policies are up to date. Identify who will train the intern in your policies and procedures. |  |
| **Housing and finances**Confirm accommodation and financial arrangements and think whether the intern will need further support. |  |
| **Internship volunteer agreement**Confirm all details in the internship volunteer agreement including volunteering hours, expectations, holidays, code of conduct, what to do with a grievance, etc.   |  |
| **Risk assessment**Complete a risk assessment before the intern starts and carry out the relevant level of DBS check. |  |
| **Different experience** Think about opportunities for your intern outside your church to give them wider experience in, say, the local community, other charities, a retreat, mission trip, etc. |  |