



APPLICATION TIMELINE

	METRO	YouthMETRO & EquipMETRO
	Conversations between Session, potential trainers and potential trainees many months in advance. Possibility of doing a METRO prep year.	Conversations between Session, potential trainers and potential trainees may occur months in advance.
Jul	Session agrees to apply for a traineeship (see example motions below)	
Aug	Trainee application, Trainer application and Training Church Response Forms are submitted to the METRO committee by the end of August.	
Sep	Trainers and trainees are interviewed by METRO committee face to face or via Skype.	Session agrees to apply for a traineeship (see example motions below)
Oct	METRO committee communicates with Trainers, Trainees and Sessions as to whether their applications have been approved.	Trainee application, Trainer application and Training Church Response Forms are submitted to the METRO committee by the end of October
Nov	Approved Trainers and Trainees attend a compulsory Orientation Day.	Trainers and Trainees are interviewed by the METRO Committee via phone. METRO committee communicates with Trainers, Trainees and Sessions as to whether their applications have been approved. Approved Trainers and Trainees attend a compulsory Orientation Day.
Dec		Approved YouthMETRO trainees are expected to attend the Summer intensive at PYV Summer Camp.
Jan	Approved trainees are expected to attend the ENGAGE conference as part of their traineeship.	All approved trainees are expected to attend the ENGAGE conference as part of their traineeship.
Rest of year	MTS Challenge (Aug) Graduation Lunch (2 years after in Nov)	Any other required youth METRO event MTS Challenge (Aug) Graduation Lunch (Nov)

APPLICATION CHECKLIST - METRO

- Is the potential trainee a communicant member?
- Has the potential trainee been approved under the “Safe Church” policies and procedures?
- Have the Session and the Board of Management minuted appropriate motions? (see below)
- Has the potential trainee completed the application form?
- Has the potential trainer completed the application form?
- Has the potential training church completed the response form?
- Are the Trainer and Trainee aware that they need to attend the following compulsory events (costs for the trainees are largely subsidized by the METRO Committee)?
 - Orientation Day (Nov)
 - ENGAGE Conference (following Jan - trainee attendance only compulsory)
 - MTS Challenge (following Aug)

EXAMPLE MOTIONS BY SESSION

Motion: That Session along with “Trainee name” and “Trainer name” will apply for the METRO Traineeship for a full time metro traineeship (the equivalent of 37.5 hrs per week where 12 hrs are curriculum based) over two years. The traineeship is to be based at “Training Church name”.

Motion: Session recommends to the Board of Management that in partnership with “Trainee name”, the “Training church” seeks to raise funds up to \$?,000 for METRO traineeship according to the following breakdown:

- Training Church contribution - \$?000 per year over 2 years to be budgeted for
- Trainee contribution - \$?000 per year over 2 years to be raised through personal support
- METRO contribution - Up to half of the total cost of the traineeship (~\$39,000) per year over two years (equivalent to \$1 per \$1 raised by a combination of “Training church” and “Trainee”)

Motion: Session recommends to the Board of Management that should “Trainee name” not raise the full amount of their personal support, “Training church” will provide the shortfall so that METRO can match the amount \$1 for \$1.

Motion: The Session will review the traineeship at regular intervals with the understanding that “Trainee name”, “Training Church Name” or METRO committee will be able to terminate the traineeship subject to one month’s notice being given.

Please note that the METRO contribution is “up to” \$1 for \$1 per trainee per year. Where a training church or trainee can afford to fund the traineeship to a greater amount, METRO funds can then be directed to churches with greater need.

APPLICATION CHECKLIST - YOUTHMETRO & EQUIPMETRO

- Have the Session and the Board of Management minuted appropriate motions? (see below)
- If the potential trainee is over 18, have they been approved by the “Safe Church” policies and procedures?
- Has the potential trainee completed the application form?
- Has the potential trainer completed the application form?
- Has the potential training church completed the response form?
- Are the Trainer and Trainee aware that they need to attend the following compulsory events(costs for the trainees are largely subsidized by the METRO Committee)?
 - Orientation Day (Nov)
 - METRO Training Stream - Summer Camp (Dec - trainee attendance only compulsory)
 - ENGAGE Conference (following Jan - trainee attendance only compulsory)
 - MTS Challenge (following Aug)

EXAMPLE MOTIONS BY SESSION

Motion: That Session along with “Trainee name” and “Trainer name” will apply for the YouthMETRO/EquipMETRO Traineeship.

Motion: Session recommends to the Board of Management that in partnership with “Trainee name(s)”, the “Training church” will contribute to each YouthMETRO/EquipMETRO application the sum of \$250 per trainee.