



# METRO (MTS) Traineeship Information 2023

This document provides information on the METRO Traineeship for anyone who is considering applying for the traineeship - as a trainee, trainer or local church.

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**Please note:** METRO uses the terms Trainee and Traineeship, while MTS uses Apprentice and Apprenticeship, so both will be used throughout the document where appropriate.

# WHAT IS METRO?

## Ministry - Equipping - Training - Recruitment - Organisation

The METRO Committee, on behalf of the Presbyterian Church of Victoria's (PCV) Assembly, facilitate one-to-one traineeships in partnership with the local church.

The purpose of METRO traineeships is to glorify the one true God who has revealed himself in his Son Jesus Christ by training others to make him known, who then train others to do the same.

The Biblical model of the trainee-trainer relationship forms the basis for all three traineeships, which are designed to encourage both trainee and trainer to be like Jesus, think like Jesus, and serve like Jesus.

## METRO TRAINEESHIP PROGRAMS

There are three different METRO Traineeship programs, involving different time and financial commitments.

	<b>METRO</b>	<b>YouthMETRO</b>	<b>EquipMETRO</b>
<b>Time</b>	2 yrs, full time	1yr, part time (approx 4hrs weekly)	1yr, part time (approx 4hrs weekly)
<b>Who</b>	18+	16+ to young adult	18+
<b>Focus</b>	Full time Ministry experience, range of ministry settings	Ministry with youth or children, often within youth groups or Sunday school	Choose ministry focus/es (children, youth, women etc)
<b>Events</b>	<ul style="list-style-type: none"> <li>•Orientation</li> <li>•G8 Conference</li> <li>•MTS Challenge</li> <li>•Graduation</li> </ul>	<ul style="list-style-type: none"> <li>•Orientation</li> <li>•Summer Intensive</li> <li>•Engage Conference (those 18+)</li> <li>•MTS Challenge</li> <li>•Graduation</li> </ul>	<ul style="list-style-type: none"> <li>•Orientation</li> <li>•Engage Conference</li> <li>•MTS Challenge</li> <li>•Graduation</li> </ul>
<b>Cost</b>	<p>Multiple funding options (see below for details).</p> <p>\$5,000 grant from the METRO Committee each year.</p>	<p>Program is free. Some events may incur additional costs including transport, upgraded accommodation at Engage, and discounted meal at Graduation</p>	<p>Program is free. Some events may incur additional costs including transport, upgraded accommodation at Engage, and discounted meal at Graduation</p>

# INTRODUCING METRO TRAINEESHIP

A METRO traineeship is a two-year, full-time, church based traineeship designed to give men and women a taste of local church ministry (in the Presbyterian Church of Victoria) and theological study. METRO traineeships help people determine if God might be equipping and calling them to serve Him in full time gospel ministry in the future, and is a commitment to obey Jesus' command to "make disciples".

The trainee is disciplined by a trainer experienced in gospel ministry. In keeping with the 2 Timothy 2:2 model, the program is designed such that the trainee is always simultaneously a trainee and a trainer. This is reflected through the trainee meeting not only one-to-one with their trainer, but also with key others they are training—passing on their training.

The traineeship usually involves a mix of practical ministry experience, along with some study to support the growth of the trainee.

Depending on the trainee, their training may have a particular focus in the areas of pastoral, university, children's, youth or women's ministry.

The ministry training opportunities are ideally suited for people moving towards gospel ministry roles such as church pastors, youth ministry, women's ministry or children's ministry. It is expected that if the apprentice eventually goes to theological college and resides in Victoria at the time, that strong consideration will be given to PTC as their training college.

## IS YOUR CHURCH SEEKING A TRAINEE?

Is your church wanting a trainee to join your team, but don't have anyone currently interested in your congregation?

The Session may want to consider filling out an "[Available Apprenticeship Application Form](#)", expressing your church or ministry's intention to offer a Traineeship. This list is publicly accessible [here](#), and gives potential trainees currently worshipping elsewhere an opportunity to apply to your church.

When completing the Available Apprenticeship Application Form, ensure in the "Apprenticeship Type" menu you select a "METRO MTS" option.

# KEY PRINCIPLES

While the particular ministry focus may vary, all METRO apprentices and trainees are encouraged to examine and reflect on Jesus' approach to ministry.

## 1. Being Like Jesus

**Prayer & Godliness** - Developing of personal godliness through the strengthening of faith by the encouragement of daily Bible reading and prayer. There is also specific attention given to personal evangelism and family life. METRO Trainees should strive to live out a mature Christian life characterised by a love for and trust in God. Their reliance on his power should be expressed through prayer. Trainees should demonstrate a commitment to personal integrity, especially in the areas of faithfulness, truthfulness, purity and self-control.

## 2. Thinking Like Jesus

**Bible Study** - Promoting biblical thinking through reading the Bible, helpful books and scholarly articles. METRO Trainees should develop commitment to the Bible, respecting it as the revealed and reliable Word of God, as well as cultivating the desire and the skills to read and apply it.

**Thinking Theologically** - METRO Trainees should have a sound understanding of the Gospel, and grow in their ability to reflect theologically and critically about Christian ministry. Trainees will be set essential reading that prepares them for college, stimulates their thinking in relation to life & ministry, and equips them to teach others.

**Relationships in Ministry** - METRO Trainees should cultivate a humble, self-giving attitude towards others. Trainees should exercise sober judgement and pastoral sensitivity, and grow in their listening abilities and skills in building rapport and trust. They should be teachable and open to feedback.

## 3. Serving Like Jesus

**Evangelism & World Mission** - Introducing and developing thinking and skills in certain core areas of Gospel ministry. METRO Trainees should engage in proclaiming the Gospel while firmly relying on the Holy Spirit. Trainees should have a heart for the lost, sympathy for the background of their hearers (individuals and groups), and a commitment to world evangelism.

**Teaching the Bible** - METRO trainees should work at building mature Christians by teaching the Bible one-to-one, in small groups and in public settings to children, youth and adults.

**Training others in Ministry** - Fundamental to the progress made, will be the transition of the trainee into a trainer role as they pass on what they have learnt to another person - learning through teaching others. METRO trainees should proactively identify people's gifts and potential. Trainees should work at equipping these people through the Word of God for godly living, instilling in them the vision to reach the world with the Gospel, and encouraging them to develop skills to minister to others.

**Leadership** - METRO trainees should work at motivating, inspiring and organising people to work together in teams. Trainees need to set clear vision, and think and act strategically, even initiating new ministries to break into uncharted terrain to advance the Gospel.

## TRAINEE

### Profile of a Trainee

- Committed Christian
- Over the age of 18 years old
- A member of a Presbyterian Church in Victoria
- Is trainable
- Wanting to experience and be trained in gospel ministry
- Can commit to METRO full time for two years

### What does a trainee do?

Traineeship is full time, so you'll be working 5 days a week, then attend church, serve and volunteer on top of that on Sundays (like other believers) and have a day off.

On your work days, you might do a subject at theological college and have reading and study/ writing for that one day, and on the other days you'll like be trained to:

- Meet with a few people one-to-one for bible reading and discipleship
- Prepare and lead bible studies/ growth group
- Prepare and deliver short talks or sermons
- Be trained in and do some evangelism
- Do church visitation, lead prayers at church, lead church services,
- Train others in the above things
- Talking about life and people and ministry
- Running a ministry event

You'll also have to set aside time to read books and papers which you'll discuss with your trainer, who you'll meet with for 2-3 hrs a week.

You'll be talking about and seeking to grow in your godliness, working at your quiet times

It will look different for each trainee depending on many factors including their church, context, interests and trainer.

All Trainees complete the MTS Curriculum, which includes training on practical elements of ministry, such as how to lead a Bible study, how to prepare one-to-one catch ups, how to run evangelistic catch ups etc.

Scholarship pathway trainees will also enrol in a government endorsed course of study, which is usually a Certificate 4 Theology course or subjects at the PTC. Roughly one day a week will be allocated to completing these studies.

# TRAINER

A trainee may have one or two trainers.

## Profile of a Trainer

- Committed Christian
- Over the age of 18 years old
- A member of a Presbyterian Church in Victoria
- Has experience in ministry
- Willing & able to invest time in the trainee

At least one of the trainers must be of the same gender as the trainee.

For example, a female trainee may have a male trainer who is responsible for the professional aspects of the traineeship, while the female trainer is responsible for the personal aspects.

## What does a trainer do?

Three key aspects - , theological formation (Convictions), practical ministry (Competencies) and personal godliness (Character) components to being a trainer.

Sometimes the components are split between two trainers (eg. for a female trainee the male might discuss the theology, reading and practical ministry components, and a female trainer or mentor will discuss the trainees personal godliness. In other contexts some trainees have an AFES and a church based trainer, but these normally need to be at the same church).

## A trainer will need to:

- Set aside 2-3 hrs a week to meet with the trainee and:
  - Discuss books you're both reading
  - Discuss ministry papers
  - Talk about - train, help prepare and give feedback later on ministries the trainee does - eg 1-1 bible reading or discipleship, preparing a talk/sermon, preparing a bible study, leading a growth group, service leading, leading prayers or other aspects of the service, teaching sunday school, doing eg walk-up evangelism, or leading Christianity Explored
- Additionally, it involves doing ministry with the trainee so they can see and learn from you as you do pastoral visits to the sick, congregation, the dying, the visitor, new believer, unbeliever; or seeing you (and talking with the trainee afterwards) lead services, lead a growth group or bible study etc.
- Theological training - happens through reflecting on and discussing the reading and the studies the trainee may be engaged in at a college.
- It's not just about getting cheap labour and a trainee to 'do things', but about them seeing, practising, being trained in (with support, help feedback, and permission to fail and learn from it) Gospel ministry.
- It's about life-on-life ministry, and you sharing something of your life with the trainee, so the relationship you have with them before the traineeship even begins is key

### **What support does a trainer receive?**

The trainer also is simultaneously a trainer and a trainee — needing to be supported in their training role and to learn through the experience—through ‘coaching’ support.

Coaching the trainer is the key way the METRO Committee supports the training relationship.

Normally, one of the METRO committee will be assigned as your coach. The focus of the annual METRO Orientation Day will be time for coaches to spend with trainer / trainees. The coach will then also have regular phone and email contact with the trainer through the year.

# THE PROGRAM

METRO is designed to assist local church ministry. Therefore the structure of the program allows the trainee and trainer to work through specific areas relevant to their local church context. As the program is developed, METRO coaches can be a key resource in giving suggestions and feedback to aid with this process.

MTS provides the content of the training materials and resources, so please refer to their [training materials and resources](#).

## MTS APPRENTICESHIP PATHWAYS & FINANCIAL STRUCTURES

There are three pathways of MTS Apprenticeships that are available.

- Fair Work Australia Minimum wage
- MTS curriculum
- MTS scholarship

METRO Trainees are currently enrolled in two - Scholarship and Curriculum. There are some differences both in terms of study and finances.

For more information regarding the pathways & financial structures visit [“How the Numbers Work”](#) and <https://mts.com.au/for-apprentices/enquiry/>

### Fair Work Australia Minimum wage

The Fair Work Australia Minimum Wage pathway involves only ministry and no study component. Being the minimum wage this pathway requires apprentices to raise around \$25,000 so that they receive just over \$40,000 and their stipend (wage).

### MTS Curriculum

The Curriculum Apprenticeship includes training conducted via the MTS Curriculum, with no requirement for formal theological training/study. The Curriculum pathway involves half a day of study. This is the standard Apprenticeship and the pathway that METRO has used in previous years.

In a Curriculum apprenticeship the apprentice is paid as an **employee** of a church or ministry. The METRO committee recommends doing this through the PCV office. With the Curriculum apprenticeship there are two options. The first option is to receive the minimum wage by doing 5 days a week “ministry experience”. The second option is to do 3.5 days “ministry experience” and 1.5 days “apprenticeship curriculum”. This second option will result in the trainee receiving a wage around 70% of minimum full time wage.



## MTS Scholarship

The Scholarship Apprenticeship includes the MTS curriculum plus ASTC (Academic Studies in Theology Certificate). The certificate of Theology can be done through PTC (preferred), Cornhill, Youthworks, Ministry training for Women and Cross-cultural (Wycliffe). Experience has shown that completing 1 subject at a Theological college per semester is a more manageable option and can be counted towards a degree later on. Apprentices need to allocate a day and a half of study each week when they choose this pathway.

A Scholarship apprenticeship is funded by tax deductible donations through MTS. The type of scholarship will depend on the final wage.

As a guide to the financial commitments for the Session/Board of Management, MTS suggests the recommended Scholarship Values from the [‘How the Numbers Work’](#) document.

This Recommended Annual Scholarship Value is just a recommended starting point. The Annual Scholarship Value can be adjusted up or down depending on the personal circumstances of the Trainee.

This can be discussed with METRO and the applicant during the application process.

## Team Leader & Team Member

In addition to the above, each trainee will need to choose between the Team Leader and Team Member pathways.

Please visit the MTS website to learn more about these options:

<https://mts.com.au/for-apprentices/enquiry/>

## METRO Financial Contributions

The METRO Committee will commit \$5000 per year to each trainee (regardless of the pathway chosen) to help churches and individuals seeking to make disciples for Jesus.

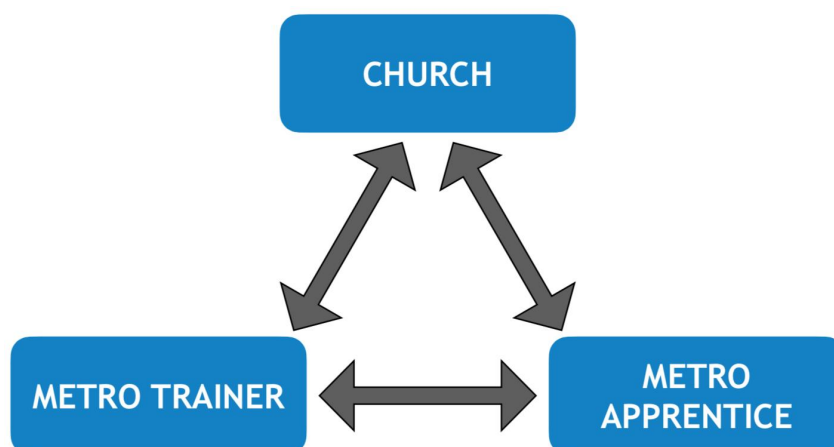
In addition, at the start of their apprenticeship, each apprentice will receive a \$1000 book grant. This will cover the books necessary for your coursework, as well as any additional texts you wish to purchase to enhance your knowledge and understanding.

## Church Session & Board Approval

METRO requires an extract from a Session meeting confirming the funding and appointment of a METRO Trainee and appointment of their trainer.

Please refer to the [METRO Church Session Information 2023](#) document for more details.

# UNDERSTANDING METRO RELATIONSHIPS



## Trainer ↔ Trainee

The trainer and trainee relationship is critical to METRO working well. This relationship has usually been developing over a number of years including a pre-METRO year. During the two years of METRO, the trainer will involve the trainee in a life-on-life training in ministry which will include theological reflection, ministry skills and godly character. We encourage the trainers to share their lives with their trainee. This gives apprentices an insight and model into the different areas of the life of a full time gospel worker. This is the key component of the METRO traineeship.

## Trainee ↔ Local Church

The church provides the context for the apprentice to be trained in ministry. The church benefits from the opportunity to train the trainee and to experience his or her ministry. Sometimes the trainee will be an employee of the church, and be paid minimum wage. But please understand that (regardless of the pathway chosen) they are not a second worker or there to fill ministry gaps in the church, but a trainee who needs to be trained. The key emphasis of the program is ‘training’.

Although the trainee is supervised by the trainer, the Session is also responsible for the care of the METRO trainee. It is also the Session’s responsibility to ensure that all ministries and 1-1 meetings are occurring in adherence with Safe Church policies, practices and procedures, and in alignment with Safe Church wise practices. It is the Board of Management’s responsibility to financially underwrite the traineeship.

## Trainer ↔ Local Church

The key emphasis of the program is ‘training’. So a Session should encourage the METRO Trainer to focus on how best to train the trainee in evangelism and discipleship and should actively own and encourage what takes place between the trainer and apprentice. This includes seeing the apprenticeship as part of the trainer’s ministry responsibility.

Although the trainee is supervised by the trainer, the Session is also responsible for the care of the METRO trainee.

## METRO ↔ Local Church

METRO traineeships are a partnership between the METRO Committee and local churches.

The METRO Committee, on behalf of the PCV Assembly, facilitate the availability of the program by providing the process of coming into the program, the framework & training materials. METRO are responsible for the safety of trainees under 18 years of age at Graduation, Orientation, YouthMETRO Summer Intensive and MTS Challenge.

Local church Sessions are responsible for the trainer, the trainee, child safe practices of the trainee/trainer, their ministries, one-to-one meetings, and other activities within their church.

METRO cannot be responsible for the ministries that occur within the local church context, including one-to-one meetings.

## METRO Committee ↔ MTS Partnership

METRO Trainees in the Presbyterian Church of Victoria are undertaken through partnership with the [Ministry Training Strategy](#) (MTS). MTS brings a great deal of experience and also administrative advantages in helping churches and individuals undertaking ministry apprenticeships. MTS also enables our METRO apprentices to be part of an Australian wide network of hundreds of other apprentices.

METRO	MTS
<ul style="list-style-type: none"><li>● Interview &amp; approve apprentices</li><li>● Practical support, encouragement and prayer for the trainer and apprentice throughout their apprenticeship</li><li>● Providing support to each trainer through a METRO Committee coach, who will have regular contact throughout the year</li><li>● \$5,000 contribution per year</li><li>● \$1,000 book grant</li><li>● PCV Safe Church requirements and wise practices</li><li>● 6 monthly review of apprentices</li></ul>	<ul style="list-style-type: none"><li>● Administrative support</li><li>● Program materials</li><li>● Curriculum material (Curriculum Apprenticeship)</li><li>● Potential for tax deductibility for those financially supporting apprentices.</li><li>● Training events throughout the year</li><li>● Handling donations and wages of the apprentices.</li></ul>

## SAFE CHURCH

As with all organisations that work with children, METRO is mandated to adhere to the Victorian Child Safe Standards. We are eager to do this, knowing that Jesus himself recognised the vulnerability of children, and their value before God.

As METRO is a ministry of the Presbyterian Church of Victoria (PCV) we adhere to the PCV Safe Church Policy and Code of Conduct. We report to and receive guidance from the PCV [Safe Church Unit](#) (contactable by email or phone: 0499 090 449). METRO adheres to the [Safe Church Policy, Procedure and Practice Manual](#).

In addition to the PCV Safe Church requirements, METRO trainers and trainees are also required to read and follow the METRO Child Safety Manual.

To be eligible for a traineeship, all trainees and trainers are required to:

- Hold a current Working With Children Check, registered with the PCV and the local church.
- Complete the Safe Church Volunteer Approval Process via the Safe Church Representative in their church.
- Complete [Safe Church Basic Training](#) as soon as possible (unless they have already completed Basic Training prior to applying).
- Complete the online Safe Church Refresher Training yearly.

When an applicant is accepted into the traineeship, they'll also receive a Traineeship Manual which emphasises wise practices when the trainee & trainer are meeting one-to-one.

# EVENTS

There are a number of events that are compulsory for trainees and trainers to attend as part of the program.

Some are run by third parties, including MTS, Engage & PYV.

- **METRO Graduation & Orientation - November 19, 2022**
  - All METRO, YouthMETRO & EquipMETRO Trainees and Trainers
  - Cost of meal
  - Including graduation of previous cohort, allowing you to hear about their traineeships.
  - Induction into METRO to help prepare for the traineeship. Learn information including traineeship basics, finances, Safe Church practices and opportunities for Q&A.
  - Safe Church Basic Training will be held in the morning for those who have not completed it yet.
  
- **G8 Conference - January 16-19, 2023 (and in 2024)**
  - METRO Trainees & Trainers
  - Registration & travel costs
  - Held in Stanwell Tops, Blue Mountains, NSW
  - G8 is a three day conference for all MTS apprentices and trainers from across Australia.
  
- **MTS Challenge - 2023 & 2024**
  - All METRO, YouthMETRO & EquipMETRO Trainees and Trainers
  - Free Registration
  - One day event
  - A chance to explore the involvement you may have in God's kingdom building work, as well as catch up with fellow trainees/trainers & METRO committee.
  
- **METRO Graduation Lunch - Mid November, 2024**
  - All graduating METRO, YouthMETRO & EquipMETRO Trainees and Trainers
  - Discounted cost of meal
  - Celebration and reflection of the traineeship

# Application Process

Applications open July 1st, and close September 30th.

	<p>Conversations between Session, potential trainers and potential trainees may occur many months in advance.</p> <p>Possibility of doing a METRO prep year, the year before the Traineeship officially begins.</p>
<p><b>Applications Open</b></p> <p><b>July 1 to September 30th</b></p>	<p>Prior to beginning the application process, please ensure you follow the instructions here:  <a href="https://metro.pcv.org.au/metro-application/">https://metro.pcv.org.au/metro-application/</a></p> <p>The following forms need to be submitted prior to Sept 30th:</p> <p>To be completed by the church first:</p> <ul style="list-style-type: none"> <li>- <b>Available Apprenticeship Notice</b> <a href="#">View</a></li> <li>- Please note: In the “Apprenticeship Type” menu, ensure you select a “METRO MTS” option.</li> </ul> <p>Then the following may be submitted:</p> <ul style="list-style-type: none"> <li>- <b>METRO VIC Apprenticeship Application</b> <a href="#">View</a></li> <li>- <b>METRO VIC Trainer Application</b> <a href="#">View</a> (All trainers must complete this form)</li> <li>- <b>Session Extract with approval</b> <a href="#">View</a></li> </ul> <p>METRO cannot approve the application without the following:</p> <ul style="list-style-type: none"> <li>- Must hold a current <a href="#">Working With Children Check</a> (WWCC)</li> <li>- If not already approved, <a href="#">PCV Volunteer Approval Process</a> (VAP).</li> </ul>
<p><b>Early October</b></p>	<p>Applicants (both trainee and trainer/s) will attend an interview together with a couple of METRO Committee members.</p> <p>Results of the application and interview will be communicated via phone, and formally via email.</p>
<p><b>November</b></p>	<p>Attend Graduation &amp; Orientation (Nov 19th).</p> <p>Complete any other required documentation.</p>
<p><b>2023 &amp; 2024</b></p>	<p>Begin the traineeship.</p> <p>Attend compulsory events each year including:</p> <ul style="list-style-type: none"> <li>- G8 Conference (January 16-19)</li> <li>- MTS Challenge</li> <li>- Graduation</li> </ul>

# CONTACT INFORMATION

## METRO

[www.metro.pcv.org.au](http://www.metro.pcv.org.au)

If you're not sure who you need to talk to, contact either Toby or Maddy and they'll put you in touch with the right person.

Convener  
Toby McIntosh  
[toby@ebenezerpc.org.au](mailto:toby@ebenezerpc.org.au)  
0428 862 962

Secretary  
Clinton Le Page  
[clinton.lepage@bpc.org.au](mailto:clinton.lepage@bpc.org.au)  
0419 517 323

Treasurer  
Luke Brownley  
[lukebrownley@gmail.com](mailto:lukebrownley@gmail.com)  
0422 630 236

METRO Admin Assistant  
Maddy O'Brien  
[pcvmetro@gmail.com](mailto:pcvmetro@gmail.com)

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## PCV Safe Church Unit

[www.safechurchpcv.org.au/](http://www.safechurchpcv.org.au/)

Please do not hesitate to contact the SCU if you need assistance in relation to a safe church concern/complaint, an enquiry or if you would simply like more information about Safe Church issues. Please be assured that all matters will be dealt with promptly and confidentially.

For all urgent abuse-related reports, complaints or concerns call 0499 090 449 at any time.

Safe Church Facilitator  
Mrs Fiona Bligh  
Email: [safechurch@pcv.org.au](mailto:safechurch@pcv.org.au)  
Tel: 0499 090 449

Safe Church Compliance &  
Administration Officer  
Email: [scu.compliance@pcv.org.au](mailto:scu.compliance@pcv.org.au)  
Tel: 0435 417 283

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## MTS

MTS Website: [www.mts.com.au/](http://www.mts.com.au/)

MTS Apprenticeship Resources: [www.mts.com.au/for-apprentices/resources/](http://www.mts.com.au/for-apprentices/resources/)

Please refer to your MTS Orientation pack for specific MTS contact details.