



EquipMETRO Traineeship Information 2023

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

The application forms are all available at www.metro.pcv.org.au/equipmetro-application

What is METRO?	2
METRO Traineeship Programs	2
What is EquipMETRO?	3
Trainee & Trainer Information	5
Churches	7
Safe Church Requirements	8
Application Process	9
Contact Information	10

What is METRO?

Ministry - Equipping - Training - Recruitment - Organisation

The METRO Committee, on behalf of the Presbyterian Church of Victoria's (PCV) Assembly, facilitates 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.

	METRO	YouthMETRO	EquipMETRO
Time	2 yrs, full time	1yr, part time (approx 4hrs weekly)	1yr, part time (approx 4hrs weekly)
Who	Adult of any age	16+ to young adult	Adult of any age
Focus	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)
Events	<ul style="list-style-type: none"> •Orientation •G8 Conference •MTS Challenge •Graduation 	<ul style="list-style-type: none"> •Orientation •Summer Intensive •Engage Conference (18+ only) •MTS Challenge •Graduation 	<ul style="list-style-type: none"> •Orientation •Engage Conference •MTS Challenge •Graduation
Cost	<p>Multiple funding options.</p> <p>\$5,000 grant from the METRO Committee each year.</p>	<p>Program is free.</p> <p>Some events may incur additional costs including transport, upgraded accommodation at Engage, and discounted meal at Graduation</p>	<p>Program is free.</p> <p>Some events may incur additional costs including transport, upgraded accommodation at Engage, and discounted meal at Graduation</p>

What is EquipMETRO?

EquipMETRO is a one-year, part-time traineeship aiming to give an adult, of any age, experience and training in ministry. Trainees will be encouraged to be, think and serve like Jesus in their context as well as to explore new areas of service.

EquipMETRO traineeships are facilitated by the METRO Committee (METRO) in partnership with Presbyterian Church of Victoria's local churches.

What EquipMETRO involves for a Trainee:

- Regular (weekly or fortnightly) meetings one-to-one with an adult trainer.
- Working through the EquipMETRO Manual and assigned books with their trainer. During the year, topics covered and practical experiences provided may include: evangelism, one-to-one discipleship, short talk preparation, leading a Bible study and sharing your faith.
- A regular supervised leadership role in their church related to their interest area/s (or beyond!).
- Attending a variety of compulsory events throughout the year (see below).

What EquipMETRO involves for a Trainer:

- Regular (weekly or fortnightly) meetings one-to-one with a trainee.
- Working through the EquipMETRO Manual and assigned books with their trainee. During the year, topics covered and practical experiences provided may include: evangelism, one-to-one discipleship, short talk preparation, leading a Bible study and sharing your faith. Resources and a program are provided (see example below).
- Attendance at Orientation, MTS Challenge and Graduation.
- Check-in with your assigned METRO Coach a few times throughout the year for updates on how the traineeship is progressing and at any time provide any support needed.

Program

EquipMETRO is designed to be tailored to the Trainee's areas of interest. However, it is commendable to try to extend themselves beyond their usual areas of service; especially while they have the wisdom, support and guidance of a trainer.

With this in mind, a suggested program is available, remembering that the aim is for trainees to grow in being, thinking and serving like Jesus. During the year, topics covered may include evangelism, one-to-one discipleship, short talk preparation, leading a Bible study and sharing your faith.

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.

At Orientation, both the trainee and trainer will receive a pack which includes an EquipMETRO Manual and books to support your learning.

Time Commitment

The program begins December 1st and finishes November 30th the following year.

The Traineeship requires a commitment of approximately four (4) hours each week.

Ideally, each trainee will meet with their trainer **weekly** for between **60-90 minutes** (excluding school holidays). An ideal one-to-one meeting will spend time on each of the three strands below (e.g. a 90 minute meeting will spend 30 minutes on each of the strands).

Example Program for Term 1

Read the following ministry papers

- *Daily time with God*
- *Joining a ministry team*
 - *Then the trainee is to join a ministry if not already serving in one.*
- *Joining a small group*
 - *Then the trainee is to join a small group if not already in one.*
- *Leading a small group*
 - *Then the trainee is to plan and lead a small group.*

Resource Materials

Both the trainee and trainer will be provided resources to use throughout the traineeship.

- EquipMETRO Traineeship Manual (hard copy and digital)
- Access to a GoogleDrive folder with digital & additional resources
- Book: God's Big Picture by Vaughan Roberts

Books to buy include:

- Side by Side by Ed Welch
- Together Through the Storm by Sally Sims

METRO encourages the church to cover the cost of these two books, so trainees should speak to their trainer to find out who is expected to buy a copy of these two books.

The Trainer may also provide additional resources specific to the trainee's interest areas.

Events

There are a number of events that EquipMETRO Trainees are required to attend during their traineeship. Some of these events are run by METRO, others are run by partner organisations.

These event costs are mostly covered by METRO. The only events that may require payment are an accommodation upgrade at Engage Conference, a meal at Graduation/Orientation as well as personal travel costs to and from the events.

Orientation	19th November, 2022 12-4pm	Introduction to EquipMETRO, meet other Trainees/Trainers, safe church induction, answer questions etc. Includes a meal and graduation of the previous cohort. <i>Trainee and Trainer</i>
Engage Leaders' Conference	29-29 January, 2023	Multi-day (overnight optional) conference to equip leaders in teaching God's Word. <i>Trainee only</i>
MTS Challenge	TBC, 2023	One day event to explore the involvement Trainees may have in God's kingdom building work, as well as catch up with fellow Trainees/Trainers and METRO Committee. <i>Trainee and Trainer</i>
Graduation	November, 2023	Celebration and reflection of the traineeship over a meal <i>Trainee and Trainer</i>

Trainee & Trainer Information

Profile of a Trainee and Trainer

Trainee	Trainer
<ul style="list-style-type: none"> ● Committed Christian ● An adult of any age ● Attends Presbyterian church in Victoria ● Trainees come from all stages and walks of life. They may be a mum, retiree, uni student, have English as an additional language etc. ● Wanting to experience and be trained in gospel ministry, with a focus in their interest area/s. ● Willing to have a regular and supervised leadership role in their church (eg. Sunday school teacher, Bible study leader, women's ministries) ● Can commit to around 4 hours weekly on the traineeship ● Can attend all the events ● Will meet all Child Safety requirements 	<ul style="list-style-type: none"> ● Committed Christian ● Aged 18 years and above ● Attends the same Presbyterian church as the trainee ● Is the same gender as the trainee* ● Willing and able to invest time in the trainee ● Can commit to meeting one-to-one with the trainee weekly or fortnightly ● Able to adapt the suggested curriculum to the interests of the trainee. ● Can attend the specified events ● Will meet all Child Safety requirements

*Each trainee must have a trainer of the same gender who meets regularly (weekly or fortnightly) with them one-to-one, especially to discuss personal godliness. If there are multiple trainees from one church, theory content may be taught as a group (potentially by a different METRO approved trainer who may be of the opposite gender), but there must still be one-to-one regular meet-ups for each trainee/trainer.

Trainer Support

- Orientation session will provide you with an overview of the traineeship and opportunity to ask questions.
- Each trainer is allocated a coach, usually a member of the METRO Committee. They will check in with you 3-4 times during the traineeship.
- If you have any questions or concerns at any time during the traineeship, you can contact your coach, the METRO Convenor or Admin Assistant.

How to find a trainer

All trainees must apply with a trainer.

Chat to your minister to help find someone suitable to be your trainer.

If you still don't have a suitable trainer after talking to your minister, contact the METRO Convenor to chat about your options.

Churches

Session Information Document

For more detailed church information and Session minutes extract instructions, please download [EquipMETRO Session Information 2023](#).

Why should my church support an EquipMETRO Trainee?

EquipMETRO traineeships are a fantastic way to equip and train people for ministry in your church. While there is a core foundation and curriculum that all EquipMETRO trainees will follow, this traineeship also provides flexibility for them to focus their practical ministry experience in an area or areas that interest them as well as encouraging them to try new areas of service. The traineeship doesn't just get people to "do things" but grows people in godliness and equips them for a lifetime of ministry. The traineeship will encourage your congregation as they see people active in service and growing in their faith, with more people raised up for Kingdom ministry.

METRO & local church responsibilities

METRO traineeships are a partnership between the METRO Committee and local churches. METRO, on behalf of the PCV Assembly, facilitates 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, EquipMETRO 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 are responsible for the safety of Trainees under 18 at:

- Orientation
- Graduation
- YouthMETRO Summer Intensive
- MTS Challenge

The local church Session is aware of and will comply with:

- The requirements for a EquipMETRO Trainee.

- The PCV's "Safe Church" Policy, Procedures and Program and "Working with Children Check" requirements, including but not limited to, as the YouthMETRO Trainee works with children under 18.
- The responsibilities of the Session as outlined above.

Financial Contribution from the local church

Churches are asked to provide a \$250 contribution per trainee to go towards costs of training material and events.

METRO also asks that churches consider funding the cost of an additional two or more books for the trainee and trainer that are recommended in the training material and/or may be related to the trainees areas of interest or aspects of personal godliness.

Safe Church Requirements

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 (regardless of age) are required to complete the following prior to acceptance into the traineeship:

- Hold a current volunteer or employee Working With Children Check, registered with the PCV and the local church (unless you have a VIT registration). [Apply for a card here.](#)
- Complete the Safe Church Volunteer Approval Process via the Safe Church Representative in their church.
 - Complete the forms "Initial Registration with the SCU Form" and "Children's Ministry Role Description for Volunteer Approval Process"
 - Send the completed forms to your local Safe Church Representative.
 - If you are unsure if you have an approved VAP, contact METRO or your church Safe Church Rep.

Due to their leadership position within the church, it is required that all METRO trainees and trainers (regardless of age) complete the PCV Safe Church Basic Training.

The following requirements must also be completed in the required time:

- Complete [Safe Church Basic Training](#) as soon as possible (unless they have already completed Basic Training prior to applying).
 - A training session will be provided on the morning of Orientation day.
- Complete the online Safe Church Refresher Training yearly.
- Once accepted, all trainees and trainers must read and be familiar with the Safe Church Policy, Procedure and Practice Manual as well as the METRO Child Safety Manual.

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.

Application Process

Applications open August 1st and close October 15th.

<p>Applications Open</p> <p>August 1st to October 15th</p>	<p>The following forms need to be submitted prior to Oct 15th:</p> <ul style="list-style-type: none"> ● Trainee ● Trainer ● Church <p>METRO cannot approve the application without the following:</p> <ul style="list-style-type: none"> ● Must hold a current Working With Children Check (WWCC) ● If not already approved, PCV Volunteer Approval Process (VAP).
<p>Mid to Late October</p>	<p>Applicants (both trainee and trainer) will have separate phone interviews with a METRO Committee member.</p> <p>Results of the application and interview will be communicated via email.</p>
<p>November</p>	<p>Attend Graduation and Orientation (Saturday, Nov 19th) to begin your traineeship.</p>

Contact Information

METRO

www.metro.pcv.org.au

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

Secretary

Clinton Le Page

clinton.lepage@bpc.org.au

METRO Admin Assistant

Maddy O'Brien

pcvmetro@gmail.com

PCV Safe Church Unit

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

Tel: 0499 090 449

Safe Church Compliance and Administration Officer

Mr Ashley Manley

Email: scu.compliance@pcv.org.au

Tel: 0435 417 283