



## **METRO/MTS TRAINEESHIP TRAINEE HOME CHURCH INFORMATION (2024)**

### **METRO TRAINEESHIP**

Thank you for supporting the application of a METRO Trainee.

The METRO Committee looks forward to working with you throughout this application process, and if successful, over the next few years as we partner with you to glorify the one true God by training others to make him known, who then train others to do the same.

For more detailed information about the traineeship, please refer to the document [“METRO Traineeship Information”](#).

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.

### **METRO AND 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, 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.

Agreement to the above statement must be included in the Session Minutes Extract provided (see below).

If your applicant is successful, METRO will provide the Session Secretary access to the METRO Child Safety Manual, as well as reminders on Safe Church practices including one-to-one ministries, which is the foundation of this traineeship.

### **PATHWAYS AND FINANCIAL STRUCTURES**

There are three pathways of MTS Apprenticeships that are available.

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

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).

The Congregation is required to take up Workers Compensation for FWA trainees.

## **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.

The Congregation is required to take up Workers Compensation for Curriculum trainees.

A registration fee of \$1,650 needs to be paid upfront by the congregation to MTS.

## **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). Apprentices need to allocate a day 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.

Scholarship trainees are covered under the Church’s public liability insurance.

A bond of \$3,000 needs to be paid upfront by the congregation to MTS to cover any shortfall in future support.

## APPLICATION PROCESS

CHURCH (Minister, Session, Board)		✓
Year/Months Before Applying		
Preparation	<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>	
July to August 30		
Available Apprenticeship Notice	<p>The <a href="#">Available Apprenticeship Notice</a> must be completed before the trainee and trainer can apply.</p> <p>Must be completed by August 30th for the legal minimum required 30 days notice.</p> <p>In the "Apprenticeship Type" menu, you <b>must</b> select a "METRO MTS" option.</p>	
July to September 30		
Session Approval Extract	<p>Ensure you follow the instructions given in the Session Information document for smooth processing.</p> <p>Email a copy of the Session approval as minutes extract to <a href="mailto:pcvmetro@gmail.com">pcvmetro@gmail.com</a></p>	
Successful Applicants		
MTS Recommendation	The METRO Convener will then send the recommendations of those who are successful onto MTS.	
MTS MOU	Sign MOU with MTS (provided by MTS)	
Workers Compensation	Take up Workers Compensation for FWA and Curriculum trainees.	
MTS Bond/Payment	<p>Scholarship Traineeship Bond of \$3000 needs to be paid upfront by the Congregation to MTS (instructions will be provided by MTS)</p> <p>Curriculum Traineeship Registration fee of \$1,650 needs to be paid upfront by the congregation to MTS</p>	
January 2024 the traineeship starts!		

You can find the Trainer and Trainee checklists here [METRO Traineeship Information PDF](#).

## 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.

If the Session and Congregation support this application, below is a suggested format to ensure all necessary details are included.

Session Minutes Formats
MTS Scholarship Pathway
<p>The "Church Name" Session support the application of "Name" as METRO Trainee and "Name" as his/her Trainer for years 2024/25 for the following type of apprenticeship:</p> <ul style="list-style-type: none"><li>- Scholarship (Team Leader)</li><li>- Scholarship (Team Member)</li></ul> <p>The Session and Board understand that the METRO Committee will commit \$5000 per year towards the METRO Traineeship and "Name" will also raise \$x,000 per year towards his/her Traineeship.</p> <p>The Session and Board accept the rest of the financial commitment to "Name" over the duration of the Traineeship, amounting to \$x,000 per year.</p> <p>The Board is responsible for ensuring the trainee is adequately paid, and commits to cover any shortfall in fundraising.</p> <p>The Session and Board understand they must pay a \$3,000 bond upfront to MTS to cover any shortfall in future fundraising.</p> <p>Session understands the role of METRO and agrees to uphold the Session responsibilities outlined below [this statement must be agreed to in full]:</p> <p>"METRO traineeships are a partnership between the METRO Committee and local churches. METRO, on behalf of the PCV Assembly, facilitate the availability of the program by providing the process of coming into the program, the framework &amp; 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."</p>

## MTS Curriculum & FWA Pathways

The "Church Name" Session support the application of "Name" as METRO Apprentice and "Name" as his/her Trainer for years 2024/25 for the following type of apprenticeship:

- Curriculum (Team Leader)
- Curriculum (Team Member)

The Session and Board understand that the METRO Committee will commit \$5000 per year towards the METRO Traineeship.

If choosing 5 days FWA Minimum Wage ministry experience : The Session and Board will pay "Name" as an employee, and accepts the rest of the financial commitment to "Name". This will cover Minimum Wage (minus \$5000/year from METRO) per year for the duration of the Apprenticeship, which as of 2024 stands at \$50,956. We understand this amount will increase in the second year.

If choosing 3.5 days ministry experience & 1.5 days apprenticeship curriculum:  
The Session and Board will pay "Name" as an employee, and accepts the rest of the financial commitment to "Name". This will cover MTS Curriculum wage (minus \$5000/year from METRO) per year for the duration of the Apprenticeship, which as of 2024 stands at \$35,669 incl. super. We understand this amount may increase in the second year.

The Congregation is required to take up Workers Compensation for Curriculum/FWA trainees.

The Session and Board understand they must pay a registration fee of \$1,650 upfront to MTS.  
(Curriculum)

Session understands the role of METRO and agrees to uphold the Session responsibilities outlined below [this statement must be agreed to in full]:

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

## SUBMITTING EXTRACT

Once completed, email [pcvmetro@gmail.com](mailto:pcvmetro@gmail.com) an extract of the Session minutes, as well as to the applying trainee and trainer for their records.

## QUESTIONS

Any questions about the traineeship or funding, please contact the METRO Convener Clinton Le Page at [ClintonLePage@bpc.org.au](mailto:ClintonLePage@bpc.org.au) or 0419 517 323 or METRO Admin at [pcvmetro@gmail.com](mailto:pcvmetro@gmail.com)