

GENERAL GUIDELINES FOR THE YOUTH INTERNSHIP PROGRAM OF THE LUTHERAN WORLD FEDERATION (LWF)

The LWF Youth Internship Program is organized by the Desk for LWF Youth with the following objectives:

- To offer a chance to contribute to and to learn from the ministries of the LWF headquarters, World Service field programs and member churches.
- To provide the LWF with resource persons who can contribute, especially in the field of LWF youth and student involvement.
- To give young people an opportunity to develop skills within a department where it is possible to combine their educational background or work experience with projects, studies and program activities of the department and the LWF as a whole.
- To provide an international ecumenical experience for youth so that they may be better equipped to contribute to the life and work of the church from a global perspective.

GUIDELINES

1. Age: Interns should be below 30 years of age

2. Civil status: Preferably interns should be single

3. Languages: Interns should have a working knowledge of English. Knowledge of German, French or Spanish would be useful.

4. Other qualifications: Depending on the actual internship, interns should have completed their basic professional training, normally a college/university or comparable degree in an appropriate field of study. Special qualifications should be described in relation with the individual job description. A basic understanding of the Christian faith and active participation in church life is necessary.

5. Church endorsement: An intern should have the endorsement of an LWF member church.

6. Financial arrangements: Travel to Geneva and return home via the most direct route, health and accident insurance and a monthly allowance sufficiently covering living expenses during the time of the internship will be paid through the responsible desk.

7. Application and selection procedure: Applications for youth internship on a separate application form are to be sent directly to the Youth Desk. The Youth Desk will then share information about internship possibilities with other departments. Final selection of the youth intern is to be made by the Youth Desk in concurrence with the host department or office, after the matter has been referred to the Department for Mission and Development for consideration and recommendation, also taking into account the qualifications, regional and gender balance.

8. Organizational responsibility for the annual Youth Desk intern and up to two others at other desks will be handled by the Youth Desk in collaboration with the Office for Personnel. An internship agreement can be established only upon approval of the work permit delivered by the Geneva Population Office.

9. A supervisor with clearly described responsibility is assigned to assist the intern while additional time for independent learning is provided.

10. Duration of internship: An internship will normally last for ten months as mutually agreed upon by the intern and the host department or office.

11. Expectations: In addition to those activities described in the job description and mutually agreed upon by the department or office and the intern, all interns:

- a. participate in a welcoming program facilitated by the Youth Desk and participate on a regular basis in the Ecumenical Learning Sessions facilitated by the World Council of Churches;
- b. will be introduced to the other LWF departments and desks through an introductory program prepared by the Youth Desk as soon as possible to facilitate the intern's orientation and have an opportunity to become familiar with interdepartmental concerns;
- c. will seek to keep before the host department or desk the concerns of youth vis-à-vis the work of the department or desk;
- d. may, to the extent that funds allow, be able to attend outside meetings related to the work of the host department or desk of the LWF.

EVALUATION

Immediately after arriving in Geneva, the intern, her/his supervisor and the secretary for LWF Youth shall meet to discuss mutual expectations, the content of the job-description and any matter related to the intern.

A mid-term evaluation meeting will be called by the secretary for LWF Youth, the purpose of the meeting being to assess the situation and suggest possible changes to improve the working situation, etc.

Before the intern leaves Geneva, a last meeting will be convened to sum up and evaluate the experiences of the intern, the supervisor and the youth secretary. The interns should have written her/his report before this meeting, a copy of which should be sent to the intern's home church and, where applicable, national committee.

Records are kept for the file on all these meetings. A testimonial will be produced by the supervisor in which the work accomplished is described.

30 May 2007 rsc