**CEDARCREEK APPRENTICESHIP – GUIDELINES, TIMELINE AND PROCESS**  
Communication:  
3/6 - Exec and Leadership Team Email  
3/7 - Leadership Team

**\*GUIDELINES**

1. A next step after an internship  
   -More responsibility that an internship
2. A pathway toward a staff position with at least one of these identifiers:  
   -We see potential for that person to develop into staff (we identify why they are not currently staff and the areas where they need to grow in order to be staff)  
   -We see potential for the role they are serving in to become a staffed position (we identify why it is not currently a staff position and what needs to happen in order for the role to become this)
3. Apprenticeship roles may be developed and offered at the conclusion of the Internship Program each spring. Open staff positions may also be filled by apprentices throughout the year.
4. Selected by the Exec Team with input from supervisors and the Intern Director.
5. Position details:

-Similar to a staff position in benefits such as paid vacation and opportunities for healthcare coverage.

-Fulltime is the goal

-Hourly rate

-An end date is identified, typically 12 months after the start date

-Participate in all staff evaluation processes, including 90-day reviews, as well as annual staff reviews

**\* TIMELINE AND PROCESS FOR INTERNS BECOMING APPRENTICES**

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| **March** | 1. Internship Director alerts Leadership Team and interns about apprenticeship opportunities for the next year. 2. Interns elevate their interest to the Internship Director and to their supervisor. This allows them to have a conversation with the people who are most invested in them and hear what next steps are highly recommended. 3. Interns apply for the apprenticeship using the application on CreekHelp. Interns ask two Leadership Team level staff members to complete recommendation forms for them (also available on CreekHelp). |
| **April** | 1. Internship Director provides feedback on all recommendations to Exec. 2. Exec discusses the new apprentice recommendations. 3. Interns participate in the regular staff review process (this serves as their final review) |
| **May** | 1. Exec identifies the new apprentices 2. The new Senior Director communicates the apprenticeship offers Intern Director communicates the “no” to Interns who were interested, but will not receive an apprenticeship |
| **June** | 1. Apprenticeship begins as the internship class graduates |

**\*TIMELINE AND PROCESS FOR THE CONCLUSION OF AN APPRENTICESHIP**

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| --- | --- |
| **10th Month** | HR encourages the supervisors and key influencers to weigh in on the current apprentice in regards to these two areas:  -Is there a paid staff position available? -Is the current apprentice the right person for that position? If unsure, how does the individual need to grow personally and professionally?  *\*The goal is to align on what needs to happen in the next 2 months to have clarity.*  The supervisor explains their aligned perspective and next steps to the apprentice and to Exec. |
| **11th Month** | HR prompts the supervisor to execute an official final review of the apprentice, including progress based on the next steps provided in March, as well as any new perspectives. The supervisor communicates this information to Exec. |
| **12th Month** | Exec identifies the official plan for “post apprenticeship”  -Either a job offer (with a start date in the next month) or non-staff next steps are provided.  The Senior Director communicates the plan to the apprentice.  The apprenticeship concludes. The apprentice either begins as official staff or moves on. |

**2023 APPRENTICESHIP TIMELINE**

Prompt Leadership Team and Interns - February 21, due March 8

Exec convo - March 13

Exec decision - April 3 (give to HR)

Offer letters - April 11-14

Offer decision deadline - April 17

Apprentice communication April 24-26 (Exec, etc.)

Supporters notified to cease support - April 17

Contributions ceased - April 30

All Staff Recognize Interns - May 9

Last Internship day - May 21

Apprenticeship start date - May 22

Last internship check AND first apprenticeship check - June 2

**\*FAQs**

**How do we determine whether to hire someone as an apprentice, rather than as staff?**

We see the apprenticeship as a critical training piece for success in ministry. Some people already come with life and/or ministry experience that accomplishes what the apprenticeship does, and in those cases, staff makes the most sense. Others would benefit from more experience in the field, in leadership, in ministry and/or in CedarCreek culture, and in those cases, the apprenticeship makes the most sense.

An apprenticeship is also an opportunity for us to hire someone on a conditional basis if a specific staff position is not currently available for them, but if we see potential for their contributions to play a vital role in moving our mission forward. Someone who has just completed the Internship Program, but who doesn’t have a job opening to fill is a prime candidate for this.

**Can apprentices be identified outside of the typical timeline and process?**

Yes. This typically happens in these scenarios:

1. If an Intern is interested in an open position before completing their internship, their direct report and the Intern Director must approve of the Intern interviewing for the position. If the Intern is the best candidate, they will likely be hired as an apprentice.

2. If the best candidate for an open position lacks ministry and/or life experience, they will likely be hired as an apprentice.

**Can an apprenticeship be less than fulltime?**

Yes. Apprenticeships reflect the amount of hours the position requires.

**After an internship, can someone be hired for a regular staff position before completing an apprenticeship?**

If someone has just completed an internship and continues into a staff role, the typical next step is an apprenticeship. There may be exceptions to this guideline.

**Can someone be hired as an apprentice if they have not been an intern?**

Yes. This typically occurs when a candidate is selected for an open job position, but with reservations that prevent us from offering a regular staff position. Reservations are typically related to a lack of experience in the field, in leadership, in ministry and/or in CedarCreek culture.

**How many apprenticeships are available at any one time?**

This depends upon the state of the budget, current staffing needs and potential staff roles.

**Is there an “apprenticeship class” like there is an “internship class”?**

No. Each Apprentice has their own timeline based on their start date. They also do not have regular group meeting times. They are each in a class of their own.

**If an intern is hired as an apprentice (or into a staff role) before their internship concludes, what happens to the remainder of their internship funds?**

In this scenario, the remainder of their internship funds are absorbed into CedarCreek’s Leadership Development budget. The former intern will not be able to access their remaining balance.