

Broken Bay Parish Internship Program

Parish Internship Program **Volunteer Service Record**

Name: _____

Parish: _____

This is to assist you in maintaining details of your four-hour per week commitment as part of the Internship program. You may choose to do the four hours in one go or split it over a few days. Please ensure you fill in all the details as shown in the example below.

Week Commencing	Ministry/description	Hours worked			Supervisors Initial/Comments
		Start	Finish	Total	
August					
3 Aug					
10 Aug					
17 Aug					
24 Aug					
31 Aug					
September					
7 Sept					
14 Sept					
21 Sept					
28 Sept					
Example:					
21-Jul	Music - mass rehearsal	4pm	6pm	2	
23-Jul	Admin - made 200 copies of newsletter	2.30pm	4.30pm	2	

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Week Commencing	Ministry/description	Hours worked			Supervisors Initial/Comments
		Start	Finish	Total	
October					
5 Oct					
12 Oct					
19 Oct					
26 Oct					
November					
2 Nov					
9 Nov					
16 Nov					
23 Nov					
30 Nov					

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Week Commencing	Ministry/description	Hours worked			Supervisors Initial/Comments
		Start	Finish	Total	
December					
7 Dec					
14 Dec					
21 Dec					
28 Dec					
January 2010					
5 Jan					
12 Jan					
19 Jan					
26 Jan					

This now completes your first six months. At this point you are required to submit your Volunteer Service Period Ministry Log Book to the Diocesan Coordinator of Youth Ministry. **A new log book will be issued to you for submission of the next six-month period.** All submission dates are printed in the front of the Log Book. Note, that submission of your log book is an essential part of the Parish Internship program.