

## **Internship Program Description**

College Church in Wheaton



### **Purpose Statement**

The College Church Internship Program exists as a means to identify, equip, and utilize men and women for ministry, both in the short term by working alongside College Church Pastoral Staff, and for the long term by preparing them for significant and possibly even vocational ministry.

### **Rationale**

One of the responsibilities of the local church is “to equip the saints for the work of the ministry, for building up the body of Christ” (Eph. 4:12). The question that the church must answer is how best to carry out this responsibility. The answer provides an outstanding opportunity for ongoing discipleship, especially when it comes to preparing men and women for vocational ministry. This opportunity becomes even greater when it is recognized that the college and/or seminary classroom alone is not adequate to complete this task.

The professions of medicine, education, and law also face the same type of dilemma. In answer to this problem, they have demonstrated that internships provide invaluable on-the-job training. In this “greenhouse” environment, interns are given an opportunity for growth which hopefully will circumvent and surpass years of trial-and-error learning.

Scripture also provides us with several examples of internships. Under the tutelage of Moses, Joshua's status went from that of soldier to statesman. Under the influence of Barnabas, a new convert named Saul grew to become Paul, the Apostle. Paul learned his lessons well, and in turn, used them to help develop young men such as Timothy and Titus. He later commanded Timothy to use the same method in training future leaders (2 Tim. 2:2).

The College Church Internship Program benefits both the church and the intern. The church has available in the intern a resource person and helper to work with the various ministries of the church. It is providing its students with another model to emulate and with which to interact. It is also involved in ongoing discipleship as it enters into the Christian development of the intern through prayer and direct contact.

The intern would also benefit from the program by being allowed the opportunity to explore and refine ministerial gifts within a local church context. The intern is provided with pastoral supervision while ministering within the local church, and would also discover first-hand how a local autonomous church functions by seeing committees and council procedures and by observing their interaction and relationship to the pastoral staff. In addition, the intern has the opportunity to exercise spiritual gifts under supervision by leading Bible studies, teaching, directing ministry areas, and other ministerial duties.

In summary, internships provide the church with the opportunity to be good stewards of the resources with which they have been entrusted. By training others for service, the church can multiply its own ministry and see the work of the gospel go forward.

## **Objectives**

An internship is designed to provide the education, experience, and training necessary for a man or woman to make the transition from either the college/seminary classroom or another career to effective, potentially full-time ministry. The program requires a balance between knowledge and skill development. In order to achieve this balance, the following objectives are essential:

- Instill in the intern a positive attitude toward and approach to the ministry.
- Enable the intern to communicate better the material learned in the college/seminary classroom or in other contexts in everyday life situations.
- Develop within the intern a greater trust and dependence upon God for spiritual, emotional, social, intellectual, and physical needs.
- Enable the intern to work with people in a more effective and harmonious manner.
- Prepare the intern to minister effectively in a local church context.
- Instill in the intern a biblical framework for ministry.
- Help the intern develop a personal philosophy of ministry.
- Expose the intern to a variety of godly models after which life and ministry can be patterned.
- Help the intern develop the capacity to initiate and sustain purposeful relationships with individuals, groups, church staff, and lay leaders.
- Help the intern develop competence in leadership skills.
- Increase the intern's awareness of specific calling and the contribution to be made through that calling, thereby deepening commitment to the ministry.

To accomplish these objectives, the internship must be personalized. It should include times of teaching, on-the-job training, actual field experience, and debriefing. It should be tailored to the needs and goals of each individual intern. It should provide opportunities for the intern both to build upon strengths and to develop weaknesses. In addition, the internship should match the needs of the church with the desires of the intern so that both receive the maximum benefit from the experience.

## **Director**

The Internship Program is directed by the Associate Pastor of Adult Training and Ministries. The program follows the guidelines established by the Council of Elders in its policy manual.

## **Selection Process**

The prospective intern will be considered for the program after completion of the following steps:

1. *Application.* The application form must be filled out completely and turned in to the church office. Applications are available at anytime and are due by July 15<sup>th</sup>. Notification of the success of one's application will be made by August 10<sup>th</sup>.
2. *Recommendations.* Three letters are required: one from a pastor, one from a professor or employer, and one from a friend.
3. *Interview.* The applicant will be interviewed by two members of the Pastoral Staff: the supervisor with whom they would work and the Director of the program.
4. *Selection.* After this screening process, the Pastoral Staff will then agree to appoint or reject the candidate.

## **Entrance Requirements**

Because of the investment of time that goes into training an intern, we have specific entrance requirements. They are as follows:

1. The applicant must have assurance of salvation through faith in Jesus Christ. The applicant must be able to demonstrate a living relationship with Christ both by personal testimony and by the supportive witness of those who know the individual well. We also consider the length of time the applicant has been a Christian.
2. The applicant must be convinced of the importance of and be able to demonstrate a desire for gospel ministry, whether in a lay or vocational capacity.
3. The applicant should be aware of his or her spiritual gifts, since the gifts will help determine where the individual will function most effectively in the body of Christ.
4. The applicant should be spiritually "FAT": F – faithful, A – available, and T – teachable. In other words, the applicant's life prior to applying for the program must have demonstrated faithfulness in handling responsibility (Luke 16:10), availability for the demands of ministry (John 4:34-35), and teachability (Col. 1:28).
5. The applicant must have demonstrated basic skills in ministry prior to applying for entrance into the program. The individual must be a person who is able to teach and train others (2 Tim. 2:2).
6. The applicant must be free from burdensome financial commitments or problems. Heavy financial indebtedness may affect an intern's availability for productive involvement in the program.
7. The applicant must demonstrate Christian maturity and sound judgment. While the age of an applicant is not itself determinative, the program does require a certain level of maturity not frequently found in younger students. The individual should have reached a level of maturity

which includes being prepared to “equip the saints unto the work of the ministry” (Eph. 4:12).

8. Scripture should be vital to the applicant so that the consistent application of God’s Word affects the individual’s own life (and thus the lives of those ministered to) so as to provide an example (1 Tim. 4:12).
9. The applicant must have a high estimation of the local church. The program is intended to train workers for the building up of the body of Christ.
10. The applicant must be in complete accord with and abide by the doctrine and policies of College Church as expressed in the “Articles of Faith,” “Standards of the Christian Life,” and “Employee Handbook.”

## **Responsibilities of the Intern**

The program has both general and specific requirements, though in certain cases the supervisor may chose to adapt these responsibilities to meet the particular ministry needs of the supervisor and the intern. Any adaptations of this nature should be discussed with the Director of the program prior to the commencement of the internship.

### **General Responsibilities**

The following general requirements will be expected of all interns:

1. *Pastoral Ministry Seminar*: The backbone of the Internship Program is the bi-weekly Pastoral Ministry Seminar. Here interns will meet together with the Director of the program, other interns, and ministry residents to discuss the core ‘DNA’ of College Church and issues pertinent to gospel ministry. The following topics may be considered during the course of the internship and as appropriate to the respective ministry area:
  - College Church: Its History, Mission, Values and DNA
  - Constitution and Bylaws, Finances and Administration
  - Eldership at College Church
  - Biblical Guidelines for Pastoral Care and Pastoral Counseling
  - Hospital Visitation and Crisis Care
  - Weddings and Funerals
  - Developing a Word-Centered Approach to Ministry
  - Transitioning from the Academy to the Church
  - Clarifying Call, Developing Staff, and Casting Vision
  - Mobilizing Volunteers and Working with Boards and Committees
  - Handling Pressure, Conflict, and Criticism
  - Defining Success and Maintaining Personal Integrity
  - Managing Time and Prioritizing Family

These discussion topics will be led by various members of the pastoral staff, chairpersons of various boards, and other key lay leaders.

2. *Growth covenant*: At the beginning of the internship, the intern is encouraged to develop a personal growth covenant after consultation with his or her supervisor. This covenant will identify both the intern's strengths and weaknesses. These should include (but are not limited to) the following areas: spirituality, ministry skills, emotions, relationships, values, intellectual pursuits, physical health and condition, decision making, etc. After outlining these areas, an individual plan of growth will be detailed. It should include objectives, means of accomplishment, and means of assessment. This covenant will be completed by the intern and given to the supervising pastor by the end of the first two weeks of the internship. This will enable the pastor to better understand the intern and to help tailor the program accordingly.
3. *Philosophy of ministry*: The intern will develop a personal philosophy of ministry in a two to three page paper. The results of this paper will be discussed during one of the sessions of the Pastoral Ministry Seminar.
4. *Pulpit exposure*: Some pulpit exposure will be encouraged of each intern. This will involve the reading of Scripture, the leading of the Apostles' Creed, or helping in the Evening Service.
5. *Church government*: During the internship, each intern will be encouraged to attend the various boards of College Church at least once. A schedule will be made available so that the intern will know when they may attend.
6. *Church attendance*: The intern will faithfully attend the morning and evening services of College Church and is strongly encouraged to attend other church-wide services or events.
7. *Positive attitude*: The intern should maintain a positive attitude toward the supervisory staff, the church family, and all other interns. The intern must keep a spiritually sensitive heart attuned to needs in the local body of Christ and do what is necessary to meet those needs.
8. *Pastoral staff meetings*: The intern is encouraged to attend pastoral staff meetings approximately once a month.
9. *Required reading*: The intern may be asked to read certain books or portions of books as assigned by his or her supervisor and/or the Director of the program. The purpose of this reading is to encourage reflection on the life and ministry of the church.
10. *Written evaluation*: A written evaluation of the intern's performance is due within 60 days of the start of the internship, and a final evaluation is due at the conclusion of the internship. Evaluation forms are available from the Director of the program.
11. *Hours per week*. Paid interns are expected to work on average seven to ten hours per week. Time spent in meetings directly related to the internship (e.g., Pastoral Ministry Seminar, Pastoral Staff meeting) and in preparation for these meetings or for other teaching and/or ministry commitments related to the internship count toward this total.

## **Specific Responsibilities**

The following specific requirements will be expected of all interns but will be determined by the supervisor:

1. *Meeting with supervisor:* The intern will meet with his or her supervisor at least twice a month (preferably on a weekly basis). During these meetings, the supervisor will have an opportunity to check-in with the intern, make ministry assignments, receive updates on how the intern is doing personally, and discuss what the intern is learning in ministry.
2. *Area of responsibility:* Interns are usually assigned to a specific area of ministry that falls under the oversight of his or her supervisor. This helps the intern get to know the priorities, programs, and people involved in a specific area of ministry, which will allow the intern to see first-hand how gospel ministry is conceived of and implemented.
3. *Teaching:* The intern is expected to teach in some capacity on a regular basis. The venue and type of teaching will be a function of the ministry area in which the intern is engaged.

## **Responsibilities of the Supervisor**

The success of the internship depends upon the intern and his or her supervisor working effectively together. No supervisor should take on more interns than he or she can responsibly mentor and train. By taking on an intern, the supervisor assumes responsibility for the following areas:

1. *Spending time with the intern:* The intern will meet with the supervisor at least twice a month. During these meetings, the supervisor may make ministry assignments and checks on the intern's spiritual walk. The intern reports on progress and problems in the ministry of the preceding weeks. The intern and supervisor might also set personal goals, encourage each other, and evaluate the program.
2. *Job description:* The supervisor outlines in writing the specific areas of responsibility for which the intern is accountable.
3. *Preparing a calendar of activities:* The supervisor helps the intern prepare a calendar of activities, including his ministry, school, and work load.
4. *Evaluating biblical priorities:* The supervisor helps the intern formulate and regularly evaluate the biblical priorities of life and ministry.
5. *Training:* The staff supervisor involves the intern in as much "side-by-side" training as possible. This often means ministering together.
6. *Discipleship:* The supervisor seeks to involve the intern in discipling one of the intern's peers. The objective is to prepare the intern to reproduce spiritually through a discipling ministry.
7. *Written evaluation:* The supervisor will prepare a written preliminary evaluation of the intern within 60 days of the start of the internship, and a final evaluation at the conclusion of the internship. Evaluation forms are available from the Director of the program.

## **Length of the Internship**

The Internship Program is eight months in length, beginning September 1<sup>st</sup> and concluding April 30<sup>th</sup>. Internships can continue in an informal, unpaid way during the summer months, should that be deemed necessary and beneficial by both the supervisor and the intern. Interns may participate in the Internship Program more than once and in consecutive years.

## **Remuneration**

While remuneration depends from year to year upon a variety of factors, interns can generally expect between \$100-150 per month for the length of their internship. Upon acceptance into the program, each intern will come onto the College Church payroll as a part-time employee and receive their remuneration per two-week pay period beginning September 15<sup>th</sup>.

## **Expectations**

The Internship Program will be deemed a success if both parties have benefited from the supportive association. College Church will have benefited if the intern has aided in its ministry to God's people and if spiritual growth is evident in the people with whom the intern has worked. The intern will have benefited if spiritual growth has been experienced; if some spiritual gifts have been confirmed and refined; if the ministry of this local church has been observed; and if the year has confirmed the intern's desire to pursue ministry or prompted the intern to seek God's call elsewhere.