

Internship Outline & Commitment

This internship is designed to give the individual an opportunity to observe, engage, and reflect on the many facets of pastoral life and professional ministry. Our primary objective is to help prepare individuals for full or part time ministry within the local church.

1. Over 200 Hours

The intern should complete at least 200 hours of observation and ministry practice. Over a period of three months that equates 16 hours a week; over six months it equals 8 hours a week; and over eight months, 5.5 hours a week. Each intern will record and submit a weekly record of their hours.

Scheduling of the Ministry Internship

The intern and the Pastor assigned to that intern will need to discuss the days of the week the intern is most available to participate in office and in ministry. They will need to collaborate on weekly and monthly scheduling. Either the internship director, or the assigned pastor will be responsible to help integrate the intern's weekly and monthly schedule into that of the other pastors and into the ministry opportunities that will be presented through the internship.

2. Discuss Life-Direction-Essay submitted in application

The intern will have the opportunity to dialogue with the Internship Director about any specific expectations they have for their internship and how Petra can help meet those expectations. They will also have the opportunity to dialogue about their future goals, plans, and dreams, and how Petra can be of help in resourcing, connecting, or encouraging them in their contribution to God's kingdom.

3. Conversations with Pastor

The intern and their assigned pastor will arrange regular conversations to discuss topics related to pastoral ministry. The following suggested topics could be considered:

- Balancing family, personal life, and ministry
- Time management as a leader
- A leader's vision and mobilizing the community (vision, goals, strategy, metrics)
- The leader's teams
- The leader and integrity of honesty, finances, and sexuality (including boundaries with opposite gender)
- Additional topics specific to the intern's field of study, or specific to the intern's request

The intern will be expected to take initiative in asking appropriate questions of the pastor responsible for directing them. This is the intern's opportunity to gain new insight into ministry.

4. Observation of Various Ministries

Those interns who want to study a general pastoral ministry track (not specific to youth or worship,

etc.) will have the opportunity to spend time with a variety of pastors on staff. Exposure to all of the different types of ministry helps the intern become aware of the diversity of needs within the church community. Dialoguing with the different types of leaders exposes the intern to the diversity of passions, personalities, and leadership styles that help to compose the church's team of ministry leaders. Either the internship director, or the assigned pastor will be responsible to help integrate the intern's weekly and monthly schedule into that of the other pastors and into the ministry opportunities that will be presented through the internship. As the intern engages with a variety of pastors and pastoral ministry, they will find opportunities for involvement as listed in the *Preferred Activities for Pastoral Internship* list below.

5. Reading Material

- All interns will read and review the book *Spiritual Leadership* written by Oswald Sanders.
- The assigned pastor will also recommend a second book pertinent to their field of interest.

6. Weekly Journal

The Intern will keep a weekly journal of observations made throughout their internship. The purpose of the journal is to encourage the intern to observe and reflect upon ministry, values, strategies, failures, successes, personal dynamics, relational dynamics, etc. The journal is a tool to help the intern process their feelings, thoughts, and ideas during ministry activities. The assigned pastor may from time to time ask the intern to read a selection from the journal.

7. Feedback from the Intern's Assigned Pastor

Feedback is an important part of self-awareness. The assigned pastor will provide a mid-point and final evaluation that offers constructive advice on ministry and personal character.

8. Final Evaluation and Assessment

Upon completion of the program the intern will submit a written final-evaluation of their Internship. They should also discuss the intern's future plans, goals, dreams, and how Petra can be of help in resourcing, connecting, or encouraging them in finding further training, or in vocational placement and contribution to God's kingdom.

9. Ministry Engagement

An important part of the internship is the exposure to and practice within real ministry environments. Out of the following activities list you will see three categories of activities. It is required that at least 6 activities are completed out of the observation category and 6 activities out of the implementation category. It is also understood that because administration is an important part of ministry life, the Intern will be involved in administrative tasks on a regular basis.

Preferred Activities for General Pastoral Internship:

During these activities you are to observe, participate, and/or lead according to how your assigned pastor directs you. Below is a list of preferred activities. To facilitate your learning experience, journaling will be required after participation in each activity.

Observation: (It is required that every Intern completes 6 of these)

1. *Sunday Morning Pastors' Prayer* - Join the Sunday morning pastors' prayer time and journal on what you experienced in that setting.
2. *Ministry Leaders' Meeting* - Attend a ministry leaders' retreat or meeting and journal on it. (i.e., Guest Services, Worship, Men's, Edge, Small Group, Prayer ministries, etc.)
3. *Staff Meetings* – Attend Tuesday staff meetings and debrief with the Directing Pastor.
4. *Care Team Ministry* - Attend a Regional Care Team meeting and journal what insights you have gained about church/pastor relationships.
5. *Small Group Leaders' Training* - Attend a Small Group Leaders' training meeting and journal on your observations of equipping and caring for community leaders.
6. *Network Pastor's Meeting* - Attend a Hopewell Network pastors' meeting and journal on it.
7. *Public Speaking* - Join a pastor in a speaking engagement and journal what you learned about the preparation, presentation, and ministry during this trip.
8. *Conferences and Seminars* – Attending additional conferences and seminars
9. *Student Ministries* - Attend a Sr. or Jr. High youth meeting and journal on it.
10. Additional – Any suggested ideas by either intern or assigned pastor is welcomed.

Implementation and Involvement (It is required that every Intern completes 6 of these)

1. Hospital Visit - Join a pastor or small group leader on a hospital visit and journal on it.
2. Small Group - Lead a church-wide-study small group for six to eight weeks.
3. Mentoring - Get involved in a mentoring relationship for six months or more. (ie. Men of Iron)
4. Teaching - Preach or teach either for a formal service or an informal small group and journal how you felt about your presentation and what you learned from the experience.
5. Pastoral - Assist in a baptism or child dedication and journal on your experience.
6. Welcome Center - Assist in the Welcome Center on Sunday morning and journal on your understanding of Guest Services.
7. Children's Ministry - Assist with Children's Ministry on Sunday morning
8. Prayer Ministry - Assist the Prayer Ministry Team on Sunday morning and journal on anything that you gained from the experience.
9. Help to plan or serve in a church event or retreat. (i.e., VBS, Church picnic, baptism, Missions Festival, church-wide study)
10. Create, organize, and execute an activity, event, or outreach of your choosing. Idea must be cleared by Internship Director.
11. Help the outreach team in planning and doing an outreach event or project.
12. *Missions Trip* – Attending a Petra-approved missions trip will be worth the equivalent of 20 internship hours.
13. Additional – Any suggested ideas by either intern or Internship Director is welcomed.

Administrative Tasks:

1. Helping with the administrative planning, promotion, or cleanup of activities, events, or groups
2. Telephone calls; room setup; data entry; visitor follow-up; errands, helping with large mailings