MINISTRY INTERNSHIP GUIDELINES FOR PASTORS

TABLE OF CONTENTS

Introduction ........................................................................................................................................ 2
VI Ministry Internship Summary .................................................................................................... 3
   For the prospective Intern ............................................................................................................ 3
   For you, the Pastor ...................................................................................................................... 3
   Program Details .......................................................................................................................... 3
The Nature of the Certificate .......................................................................................................... 4
   Course Work .................................................................................................................................. 4
   Ministry Internship ....................................................................................................................... 5
Time-Estimates and Time-Tables .................................................................................................... 5
Selection of New Interns ................................................................................................................. 7
Financial Considerations ................................................................................................................ 7
Establish the Expectations ............................................................................................................. 7
Intern Development and Assessment ............................................................................................ 8
Internship Application Form (Sample) ........................................................................................... 10
Intern Progress Review Form (Sample) ........................................................................................ 13

Please refer to the document, "STEPS IN THE MINISTRY INTERNSHIP" before, and in conjunction with, reading this text.
Introduction

What follows is a description of the one-year internship program resulting in a Certificate in Biblical Leadership (Ministry Internship).

We want to see your church grow, become more influential and bring about Godly transformation in your communities and far beyond. In a 100 years from now, your church must be there shining brighter than ever, as it continues to do the work of partnering with God to bring and demonstrate His kingdom.

A significant part of ensuring that this vision grows into reality involves regularly increasing the size and quality of your leadership base. Unfortunately, this is not as easy as it sounds. Nevertheless, Helen Keller once said, “Alone we can do so little; together we can do so much.” With this in mind, VI is offering to partner with you in the challenging process of raising up leaders to function in all areas of ministry in your church.

Our role as partner would be to provide you with a dynamic program to make the process of identifying, recruiting, training, deploying, monitoring, and nurturing leaders less time consuming and far more effective.

The program is entitled the VI Certificate in Biblical Leadership (Ministry Internship), and the rest of this document is a guide to what it consists of and how it can be used in your local church.
VI Ministry Internship Summary

For the prospective Intern
- Explore your calling and giftedness for ministry
- Gain practical ministry experience through serving in the local church
- Glimpse the life of someone in full time ministry
- Be mentored by mature leaders and pastors
- Be equipped with the biblical, theological and practical skills necessary for part or full time ministry

For you, the Pastor
- Do the work of the kingdom by raising up future generations of church planters, pastors and leaders
- Grow your church by increasing the size and quality of your leadership base
- Become increasingly effective at training and equipping leaders
- Apply the “Everyone gets to play” Vineyard ethos, and spread the work load
- Obtain free access to excellent biblical, theological and ministry related courses covered by your intern/s

Program Details
- Entitled the Certificate in Biblical Leadership (Ministry Internship) CBL-MI
- 15 units comprising:
  - A Ministry Internship in the local church; and
  - 9 courses
- 40% ministry internship service; 60% course work
- Start studying in any quarter (4 quarters per year)
- Low cost

Ministry Internship Courses (6 units)
- To be completed over 1 year
- 4 quarters of 67.5 hours service each, totaling 270 hours
- Recommendations and guidelines to assist pastor/s with running the Ministry Internship
- Pastor determined and directed service in the local church across different areas of ministry
- Intern monitoring through journaling
- High quality materials on selected topics
- Networking system for isolated candidates

Course work (9 units)
- 9 courses to be completed over a maximum of 2 years
- Courses include:
  - Theology of the Kingdom
  - Biblical Metanarrative: God’s Mega Story
  - Hermeneutics 1: Interpreting the Bible
  - Healing 1: A Kingdom Understanding
  - Heroic Leadership
  - Ministering to the Poor
  - Assimilation: From Guest to Engaged Member
  - Pastoral Care & Small Groups
  - Homiletics: The Art of Preaching
We have written this document for pastors of small and large churches. Therefore, if you come across certain statements or suggestions that are not applicable to you, simply pass over them.

**The Nature of the Certificate**

The program consists of a combination of *Course Work* and *Ministry Internship*, with the latter broken up over 4 quarters.

**Course Work**

There are 9 courses all designed to *equip leaders for ministry* in and through the local church.

**Course Rationale**

The rationale for selecting the 9 courses is based on our desire to help you grow highly effective leaders who end up developing healthy, community-transforming churches. Our reasoning is as follows.

We believe that every leader and pastor should be equipped to read and apply scripture through the broad lens of the Kingdom of God. Our courses on the *Theology of the Kingdom* and *Biblical Metanarrative: God’s Mega Story* are designed for this purpose.

Leaders also need to know how to accurately interpret scripture and conscientiously apply it in their life and ministry. To this end, we have added an excellent course on “how to interpret and apply scripture”, viz. *Hermeneutics 1: Interpreting the Bible*.

Every Christian experiences physical, mental and spiritual breakdown at some point. We cry out to God about it, but God seldom answers our prayers in the manner we would like. This then results in further hurt and frustration. Therefore, since this is such a common problem in the life of the believer, we have undertaken to provide leaders with a proper theology of the healing ministry, together with practical advice and steps to apply when people are in distress, in our *Healing 1* course.

All budding and current leaders must understand the nature of biblical leadership, the character of a leader, and how the spiritual gift of leadership emerges and develops. Hence, we have included an outstanding leadership course entitled *Heroic Leadership*.

When someone reads the Bible, they will not get far before they glimpse God’s heart for the poor, their dignity, and rights. Ministering to them, while maintaining their dignity and rights, is a key task of the church and its leaders. Our course on *Ministry to the Poor* is included for this reason.

An old proverb states, “First impressions are the most lasting.” There is wisdom here, and church leaders who want to grow their churches should take heed and learn “how to” maximize their chances of helping guests to become family. Our course on *Assimilation: From Guest to Engaged Member* is included to this end.

Being a leader connects one with many people, people who will likely need pastorining at some point. Naturally, the leader will want to be as effective as possible in this role. Secondly, leaders want to see their people stimulated and grow towards Christian maturity. One of the best ways to achieve this is by getting Christians to build strong relationships through attending dynamic small groups. Our course on *Pastoral Care & Small Groups* is included for this purpose.

Too many Christians only exposure to the Word of God is the Sunday sermon. It’s a disaster, and while every effort must be made to change this practice, leaders had better make sure
that they can also deliver powerful, life transforming sermons. Therefore, we have included our course Homiletics: The Art of Preaching.

**Ministry Internship**

As stated above, VI’s “Ministry Internship” component of the program is broken up into 4, ten-week quarters. Each quarter must be completed consecutively, and each requires interns spend 67.5 hours serving in the local church under the guidance of the pastor. Altogether, this means 270 hours of service spread over 12 months. The exact nature of this service is discussed elsewhere in this document.

*When it comes to your role as pastor/mentor, understand that VI does not require you to do any formal assessing as you journey with the interns.* VI does however expect interns to keep a journal. In it, they will document the activities they have completed under your guidance. VI’s only requirement is that you verify that your intern/s have done the work they entered in their journals. This will be done at the end of each quarter, which means there will be 4 journal verifications and 4 submissions over the duration of the program.

Do bear the following in mind though. While VI only expects you to verify the intern’s journal, it is important to understand that your intern/s is committing to spend a lot of time and effort serving at your church. They may also be thinking of entering full time ministry at some point in the future. This means that *the extra guidance/mentorship you offer them will prove invaluable on their journey of discovery, not to mention highly beneficial to you, your church and its impact in the community.* Who knows how significantly God may use them in the future!!!

**Time-Estimates and Time-Tables**

Ideally, they should aim to complete the full program in 12 months because the workload is manageable.

To illustrate this, consider the following student study averages and the scenarios to follow:

- The typical *part-time* VI student takes on average 1.43 courses per quarter in a non-internship certificate.
- If a VI student studied at the pace of a typical 4-year, *full-time* bachelor’s degree student, they would complete 7.5 VI courses per quarter.

As you can see, VI has really tried to accommodate people with busy lives.

**Scenario A: Interns complete the entire program in 12 months**

Scenario A involves the interns completing all 9 courses and the Ministry Internship component in 12 months.

This is easily achievable if the intern completes the equivalent of 3.5 courses per quarter. The table below illustrates how these “3.5 courses” are applied. For example, in Quarter 1 there are 2 courses, viz. Biblical Metanarrative and Ministry to the Poor (refer to the purple column in the table below). Each of these courses equate to approximately 40-45 hours of effort.¹ Then there is also 67.5 hours of *Ministry Internship* activity, which is equivalent to 1.5 courses in hourly terms.

To put this another way, the intern needs to spend approximately *7.5 hours a week on their studies and then add to this their Ministry Internship service in the church.*

---

¹ Thus, 9 courses equate to a maximum of 405 hours of work. Coupled with this is the Ministry Internship, which involves a total of 270 hours.
We believe this is manageable for two reasons:

- The typical intern is dedicating a lot more time to the program than a student studying one of the other certificates. We say this because interns are unlikely to be full-time employed, which is the case with the majority of the other students.
- The Ministry Internship portion is accrued by serving in any manner at the church, for example at church services. This means that the hours can be easily clocked up in a flexible manner.

Pursuing Scenario A means the intern’s timetable would take on the following shape, assuming the intern began in quarter 1 (bear in mind that this is an example, and that intern/s can start studying in ANY quarter).

![Course Timetable](table.png)

**Scenario B: Interns complete portions of the program over 12 and 24 months**

Scenario B involves the intern/s completing the 9 courses over 24 months and the Ministry Internship component over 12 months.

This approach reduces the average number of hours spent studying per week to approximately 3.5 hours. Interns would then add to this their Ministry Internship hours spent serving at the church. In this case, the intern’s timetable would change as follows, once again assuming they began in quarter 1.

![Course Timetable](table.png)
Selection of New Interns

Both you and the potential intern/s will have your reasons for engaging in this experience. From an intern’s perspective, common goals usually include: explore or test your calling and giftedness for part or full time ministry; gain practical ministry experience through serving in the local church; glimpse the life of someone in full time ministry; be mentored by mature leaders and pastors; be equipped with the biblical, theological and practical skills necessary for part or full time ministry. 

You need to establish what your goals are and whether they are a suitable fit with those of your intern/s. If they are, we recommend that you also consider the following aspects when deciding on a candidate/s. Look for:

- People who evidence the character traits described in 1 Timothy 3:
  
  They keep hold of the deep truths of the faith with a clear conscience, be well thought of, pure, self-controlled, respectable, sincere, hospitable, not given to drunkenness, not pushy but gentle, not quarrelsome, not lovers of money, and have a good reputation with outsiders. If they are married, they need to love and be faithful to their husband or wife. If they have children, have a healthy family and well behaved children.

- Young people who want to take a gap year.
- Those already leading or serving who have the potential for greater influence.
- People with gifting and ability for church ministry/leadership roles.
- If people are married, they must have the full support of their spouses to complete the program.
- Those who have the desire and ability to spend 270 hours of their time serving under your leadership over a 12-month period.

We strongly recommend that you make use of an application process, particularly if you don’t know the potential candidates well (see Appendix A for an example).

We also suggest that you keep a summary of the goals and reasons why candidates would like to embark on an internship with you. This summary will come in very handy at a later stage of the journey.

Financial Considerations

Here are some aspects you need to consider with respect to finances:

- Will your church cover a portion or all of the fees for this internship?
- We recommend that churches cover at least the cost of the Ministry Internship portion of the program, which constitutes 40% of the total cost.
- Make sure that the intern has a financial plan in place to cover the costs, whatever they might be.

Pricing options:

VI has made an effort to accommodate pastors and potential interns by offering various discounts. Write to VI for more details.

Establish the Expectations

We outlined our expectations of pastors on p. 3 under Ministry Internship. However, we did also ask you to consider the importance of this internship for your church, the kingdom and the intern, and therefore to be strategic about how you guide/mentor the intern/s.

Having said this, make sure that the intern/s are clear about what you can and cannot offer
them. *Unmet expectations can cause damage to all parties, and possibly even to the church.*

**Time commitment considerations** – how much are you expecting of your intern/s?

- As mentioned earlier, VI requires a total of 270 hours service in the church. *This ‘service’ constitutes anything that they do for or at church under your guidance.*
- These 270 hours exclude the time they will spend on their course work.
- Activity hours spent at the church in addition to the 270 will be deemed separate from the VI requirements and must be negotiated between you and the intern/s.
- We recommend, for example, that you clearly define how their time is spent during the week. For example, ‘x’ amount at the church office, doing ministry activities and trips, Sunday services, mentoring, etc.

**Unrealistic Expectations** - Try to *identify areas where unrealistic expectations might creep in.* For instance:

- How accessible will you be to the intern/s for personal pastoral care?
- How often will you meet with them? If not you, who will be the *primary mentor*?
- Who, besides you, will they be reporting to (other lay and full time staff members need to have clarity about where your intern/s fit in)?

**Job Description** – write out a *clear job description* upfront for both your sakes. *Establish certain goals jointly.* Ask yourself what it is that you want the intern/s to accomplish. Is there something they are particularly interested in that you find appropriate? For example:

- Attend certain meetings.
- Understand the basic administration of the church.
- Lead/plant a small group.
- Exercise pastoral care through hospital/home visitation.
- Participate in appropriate counseling sessions.
- Preach and teach at church, to a small group – if appropriate and possible.
- Focus on x, y, and z ministries in the church (be aware of your intern/s strengths and weakness), at the public worship services, and/or ministry events.
- Participate in ‘x’ wedding and funeral services (in what capacity?).
- Follow a disciplined scripture reading and prayer life.
- Practice certain spiritual disciplines.

VI will work with them to develop their biblical and theological knowledge and skills, so you do not need to set additional expectations in this area.

Lastly, remember to be flexible with your expectations.

**Intern Development and Assessment**

Following the suggestions under *Establish the Expectations* above will already involve them in a lot of activity, but you should also consider how you can mentor them and provide feedback on their progress. Here are some examples:

- Meet with the intern on a regular basis, possibly every week, 2 or 3. You can use this time to discuss aspects like church/ministry events (past and future), short and long-term goals, offer your wisdom, and encourage them in their spiritual walk.
- Build in a first, second and third quarter review process. If there are other senior, responsible leaders who spent regular time with the intern/s, have them participate in your review before you meet with the intern/s (See Appendix B for an example of an *Intern Progress Review*).
- Earlier on, we listed some of the reasons why people might wish to do and
internship, viz.: explore their calling and giftedness for part or full time ministry; gain practical ministry experience through serving in the local church; glimpse the life of someone in full time ministry; be mentored by mature leaders and pastors; be equipped with the biblical, theological and practical skills necessary for part or full time ministry. Therefore, from the outset, begin to work with the Lord in discerning their character traits, gifting, strengths and weaknesses.

• After the third quarter, we recommend that you schedule some time with the intern/s to reflect on their original goals (you made note of these when the internship first began). Your objective should be to help them discern (with the Lord’s help) whether their initial goals were realistic. For example, do they show aptitude for part or full time ministry (various areas of ministry, pastoring, church planting, missions)? What could their NEXT STEP be following the internship? If their goal is to move into full-time ministry, we strongly recommend that you involve additional senior leaders/elders/pastors in this discernment process.

• You may consider writing them a letter of recommendation following their internship/s as well.
APPENDIX A:

Internship Application Form (Sample)\(^2\)

*This form is for your benefit and does not need to be submitted to VI. It is designed to help you select the most appropriate candidates for the 12-month ministry internship.*

**Personal Information:**

<table>
<thead>
<tr>
<th>Full Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse’s Name:</td>
<td></td>
</tr>
<tr>
<td>Home Address:</td>
<td></td>
</tr>
<tr>
<td>City &amp; Province:</td>
<td></td>
</tr>
<tr>
<td>Home Phone:</td>
<td></td>
</tr>
<tr>
<td>Work Phone:</td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td></td>
</tr>
<tr>
<td>Gender:</td>
<td></td>
</tr>
</tbody>
</table>

*Please type out your responses to the following questions on an attached sheet/s of paper.*

1. Give an account of your conversion to Christ, the changes this brought about in your life and the nature of your Christian experience. How long have you been a Christian?

2. How long have you been involved in the church in general?

3. What church ministries or activities are you currently involved in and with what degree of regularity?

4. What other Christian service have you been involved in since becoming a Christian?

5. If you are married, is your spouse supportive of your decision to commit to and complete this program? Please explain.

6. Describe your devotional life in terms of your practice of the spiritual disciplines: prayer, worship, bible study, small group fellowship, witnessing, giving, simplicity, guidance from the Holy Spirit, etc.

7. Discuss what you know about God’s calling on your life (do not think of ‘calling’ as only pertaining to full-time ministry) and your goals for the next 5 years. Has this calling been confirmed by others? Please provide reasonable detail.

8. What are your areas of gifting?

9. What expectations do you have about the training, opportunities, spiritual development and goals for this internship?

10. What expectations do you have concerning the relationship you will have with the pastor/mentor, if you become an intern?

**Education & Work Experience**

What education and work experience do you feel may have significance for your involvement in this program?

Applicant’s Signature: Date

Spouse’s Signature: Date

---

\(^2\) Adapted from Multiply Vineyard’s Internship Application form.
References

Obtaining references will be particularly important if you do not know the candidate well.

Waiver of access to confidential statement: I, the undersigned (applicant), hereby voluntarily waive any right to inspect the content of this reference.

Applicant’s Signature:
Date:

The following is to be completed by the Pastor or Ministry Leader served by the applicant

The above applicant has applied to participate in the 12 month VI Ministry Internship program and he/she has given me your name as a reference. Your comments are very important to me (mentoring pastor). Therefore, please provide your honest, complete and careful evaluation.

1. How long have you known the applicant?

2. How long has the applicant/s served under your leadership?

3. How well do you know the applicant? (Select the most appropriate)
   - Close; personal relationship; Fairly well; Casually; By name only

4. How would you describe the applicant’s lifestyle?

5. How would you describe the effectiveness of the applicant’s service in ministry?

6. What spiritual gifts are evident in the applicant’s life?

7. Have you discerned a call to part or full time ministry upon this applicant’s life? If so, what do you feel it is and what evidence have you observed that leads you to this conclusion?

8. Describe the applicant’s home situation and the way he/she relates to significant relationships.

9. If married, how would you describe the applicant’s relationship with his/her spouse? (Select the most appropriate)
   - Healthy and mature; Reasonably stable, but with unresolved issues; Definite problems. Please explain.
10. Is the applicant's reputation above reproach, both inside and outside the church, and is it consistent with biblical teaching? Yes / No. If no, please explain.

11. In social relationships with peers, the applicant is? (Select the most appropriate)
   • Sought out; Accepted; Tolerated. Please explain.

12. Which of the following present the greatest challenge to the applicant; the applicant’s spirituality, cooperativeness, submissiveness to authority, honesty, tactfulness, good judgment, willingness to do hard work? Please explain.

13. Do you have any other comments about the applicant’s stability for engaging in this program?

14. Knowing what you know about the candidate, if you were going to be the mentoring pastor for s/he, would you think it wise to accept this applicant? (Select the most appropriate)
   • Yes, enthusiastically; Yes, with reservations; No. Please explain if you selected either of the two latter options.

Name (please print):
Church/Ministry/Organization:
Contact details: Email: Phone:
Signature: Date:
APPENDIX B

Intern Progress Review Form (Sample)³

Intern Reviews (quarters 1, 2 and 3)
Place an x for the primary score and √ for the secondary score.

1. Relationships: Intern's relationship with peers, supervisor, and other staff.
   _____ Outstanding
   _____ Superior
   _____ Good
   _____ Needs Improvement
   _____ Serious Deficiency
   Comments:

2. Leadership: Intern is a respected leader and is able to deploy new leaders.
   _____ Outstanding
   _____ Superior
   _____ Good
   _____ Needs Improvement
   _____ Serious Deficiency
   Comments:

3. Character: Intern's personal integrity, holiness and teach-ability.
   _____ Outstanding
   _____ Superior
   _____ Good
   _____ Needs Improvement
   _____ Serious Deficiency
   Comments:

³ Adapted from Multiply Vineyard’s Internship Review form.
4. **Development**: Intern initiates development of new skills to adapt to the evolving requirements of the internship.

   _____ Outstanding
   _____ Superior
   _____ Good
   _____ Needs Improvement
   _____ Serious Deficiency

   Comments:

5. **Management**: Intern demonstrates an ability to manage time, organization in ministry projects, efficiency in work, and initiative in leading others in ministry.

   _____ Outstanding
   _____ Superior
   _____ Good
   _____ Needs Improvement
   _____ Serious Deficiency

   Comments:

6. The Intern fulfilled or exceeded expectation in these ways:

7. Some needed corrections or adjustments include:

8. Goals for the next 1, 2 or 3 quarters:

   **The following questions pertain specifically to the 3rd quarter review.**

9. Have the intern’s 5 year goals changed over the past 3 quarters involvement in the ministry internship? How so? *Ask the intern to answer this question.*

10. Are the intern’s original or adjusted goals consistent/realistic with your discernment, knowledge and experience of them?

11. What could the interns “Next Steps” be following the ministry internship?

12. Is it possible for you to assist the intern tangibly and practically in taking these next steps? How so?

13. Who else can you involve in helping the intern to realize their 5-year goals (if appropriate)?