

MS District School of Ministry (MS-SOM)

Internship Steps to Completion

1. Review the internship packet in detail to understand the full internship procedure.
2. Contact a credentialed minister in regards of being your internship mentor. This minister must hold credentials at least one level higher than what you are seeking. (Ex: Certified interns must have a mentor with the minimum of licensed credentials) The exception comes with ordained interns who must have a mentor with ordained credentials.
3. Thoroughly review the internship process with the potential mentor. If the minister agrees to serve as your mentor, complete and mail in the **Internship Mentor Covenant** on page four to the District Office. (Attn: MS-SOM Internship Coordinator) In the event that you cannot find a minister to serve as your mentor, contact the District Office for further assistance in making a mentor connection.
4. The start date you list on the Internship Mentor Covenant is the day your internship begins. You have exactly three months to complete your internship project and submit the following documents to the District Office.
 - a. Nine, single-page project papers
 - i. Sacerdotal Functions: Funeral
 - ii. Sacerdotal Functions: Wedding
 - iii. Sacerdotal Functions: Baptism
 - iv. Sacerdotal Functions: Communion
 - v. Discipleship
 - vi. Pre-Marital Counseling
 - vii. Personal Evangelism
 - viii. Personal Spiritual Growth
 - ix. Ministerial Relationships
 - b. Student Summary of Internship Reports
 - c. Mentor Summary of Internship Reports
 - d. Statement/Letter of suitability for ministry from the mentor (Sent from the mentor directly to the District Office)
5. Interns will receive an email confirming the status of their internship completion after submitting **all** the necessary documents within the three-month internship time allotment. Students may have to restart the internship if documents are not sent in within adequate time given.

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Internship Protocol

MS-SOM Statement of Purpose:

The Mississippi District School of Ministry exists to provide training for those sensing a call to ministry, whether as credentialed ministers of the Assemblies of God, or as equipped laypersons within the local church. The schools seek to promote a unified purpose for ministry within the Fellowship, providing doctrinal and practical instruction based upon common core values and shared ministry goals.

The leadership and faculty of MS-SOM fully subscribe to the Statement of Fundamental Truths of the Assemblies of God and commit MS-SOM to proclaim and support the principles and polity of the Assemblies of God. MS-SOM commits itself to provide training courses that meet District and General Council educational requirements for ministerial credentials.

Furthermore, MS-SOM seeks to fulfill the mission of the General Council of the Assemblies of God and the District Councils of the Assemblies of God and is committed to the development of healthy leaders, churches and ministries.

Internship Purpose/Mission:

The MS-SOM internship strategy enables students to confirm God's call, develop the Christ like character, gain the competencies of ethical and effective ministry and develop the personal disciplines essential to successful life and ministry. The strategy uses guided "hands on" ministry experiences, interaction with qualified pastors/mentors, reading and the exercise of personal spiritual disciplines to accomplish its mission.

Internship Objectives/Goals:

- Exposure to a variety of ministry methods, skills and practices.
- Develop effective people and conflict resolution skills.
- Ethical standards of ministry.
- Fulfill the Assemblies of God General Council internship requirements.
- Minister effectively within the fellowship.
- Seek "best practice" experiences and exposure to effective ministry systems and structures.
- Help students develop skills and gifts for maximum effectiveness in ministry.
- Help students develop the disciplines of effective servant leadership.

Internship Characteristics/Values:

- Student Value: Equip students for effective ministry.
- Student Participation: Students actively participate in the design and fulfillment of these standards and objectives.
- Cooperative Fellowship: Value ministry within the Assemblies of God in a way that faithfully fulfills the vision of a "voluntary cooperative fellowship".
- Biblical Fidelity: Students develop ministry that is faithful to biblical teaching, values, principles and world view.
- Flexibility: Students can "tailor" their internship experience in ways that better meet their needs and fulfill the requirements.
- Encourage Development: Students value and develop the skills needed to pursue spiritual, personal and professional development throughout their life.

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Mentor Qualifications

The selection of appropriate pastor(s)/mentor(s) is critical to the success of the internship process. For the use of the internship protocol, mentor refers to that person overseeing the individual internship. Often the mentor is the senior pastor. **The mentor must be approved by the designated DSOM and District Leadership.** The mentor must be one who is fully cooperative and supportive of the ministries and policies of the District Council of the Assemblies of God. The mentor may want to include another minister who has outstanding qualifications to give the intern the "best practice" experience in a given area. (Ex. Presbyterian, staff person, ministries leader, etc.)

Mentor Qualifications:

An appropriate and qualified mentor must...

- Be ordained or credentialed one level above the credential the student is seeking (except, of course, for ordination).
- Willingly follow the policies and guidelines of the MS-SOM internship process.
- Have demonstrated a proven ministry of cooperation & integrity.
- Have a minimum of 5 years of pastoral experience.
- Willingly invest significant time in the intern and the internship process.
- Refuse to serve as a mentor in those areas in which they lack the expertise or if their involvement is not in the best interest of the student.
- Refer students to others who have greater expertise in areas when it is in the best interest of the student.
- Willingly complete and submit the required DSOM ***Pastor/Mentor's Summary & Evaluation Reports*** and ***Pastor/Mentor's Statement/Letter*** along with the completed ***Student Summary Report*** & student's ***Prayer Journal Summary Report*** to the DSOM internship coordinator at the end of the 3 month internship period.
- **Be approved by the designated DSOM and District Leadership.**
- Communicate concerns regarding the intern or the internship process with the DSOM leadership.

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Internship Mentor Covenant

Intern Name: _____

Level of Internship: () Certified () Licensed () Ordained / Internship Start Date: _____

Mentor Name: _____

Mentor's Credential Level () Certified () Licensed () Ordained

***** The remaining page information to be completed by the mentor*****

I agree to serve as the **Internship Mentor** for _____ who is fulfilling the internship requirement for Assemblies of God ministerial credentials through MS-SOM. I understand that the student is seeking specific credentials for current and future ministry. I recognize that the role of **Internship Mentor** is critical to the successful completion of the MS-SOM internship and covenant with the student and MS-SOM to carry out this responsibility to the best of my ability and affirm the following objectives:

- After reading and fully understanding the MS-SOM Internship Strategy, I commit myself to carrying out the mentor responsibilities described.
- After reading and fully understanding the Steps to Completion, I commit myself to carrying out the learning objectives described for each internship standard.
- I agree to fully cooperate with MS-SOM leadership and the student.
- I agree to model the best practices and excellence in ministry.
- I agree to hold the student accountable for excellence and the timely completion of learning objectives throughout their internship.
- I agree to submit all required documentation in a timely fashion.
- I understand that should I fail to carry out these responsibilities, the student is required to seek another mentor in order to successfully complete their internship.
- I will release the student from the mentoring relationship should I be unable to fulfill these requirements OR if the student fails to carry out their responsibility and will notify MS-SOM of my decision.

Phone: _____ Email: _____

Home Church: _____ City: _____

Signature: _____

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Internship Projects

The projects designated in this internship strategy as mandatory are components of the credentialing requirement for the General Council of the Assemblies of God. As such, they cannot be altered by MS-SOM or the Mississippi District of the Assemblies of God.

*****Begin with Project No. 5, as it requires the full three months to complete*****

Project No. 1: Sacerdotal Functions

Objective: To gain competence in performing sacerdotal functions by planning and/or participating in and/or observing and evaluating a funeral, wedding, baptism and communion under the guidance of a mentor.

Project No. 2: Discipleship

Objective: To gain competence in discipleship by planning and participating in an established lay discipleship process within the church or creating a mentoring relationship with another believer.

Project No. 3: Pre-Marital Counseling

Objective: To gain competence in pre-marital counseling by planning and/or participating in, and/or observe and evaluate a pre-marital counseling session OR review and evaluate a pre-marital counseling resource recommended and/or approved by the mentor.

Project No. 4: Personal Evangelism

Objective: To gain competence in personal evangelism by mastering a witnessing strategy, presenting the gospel to a non-believer and seeking to engage that person in pre-conversion and/or post-conversion discipling.

Project No. 5: Personal Spiritual Growth

Objective: To gain competence in the process of personal spiritual growth by keeping a prayer and devotional journal consistently for three months that includes 1) Scriptures read, 2) Scriptural insights, 3) prayer needs, 4) answered prayers, 5) insights gained from non-biblical reading, and 6) reflections of personal spiritual growth including insights, challenges and victories.

Project No. 6: Ministerial Relationships

Objective: To gain competence in ministry by developing significant relationships with other students, ministers, missionaries, regional and district leaders and those who lead district ministries.

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Project Requirements & Steps to Completion

Students may begin the internship projects after completing at least three MS-SOM or Global University courses at the desired level of internship. The interviews and journaling in each step are only to assist students in writing the reports and DO NOT need to be submitted.

Project No. 1: Sacerdotal Functions

- a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of each sacerdotal function.
- b) **Write a one page report for each sacerdotal function involved.**
(Funeral, wedding, water baptism, communion)
- c) Meet with and discuss each of the four reports with your mentor before submission. The reports should include information gleaned from the following interviews.

Funeral

- 1) Interview a pastor using the following questions about the funeral process.
 - a. In what ways does the pastor offer comfort, counseling and guidance to the family of the deceased?
 - b. How does the pastor determine the message he will share at the funeral service?
 - c. What does the pastor do at the graveside/burial?
 - d. What is the philosophy of the pastor regarding the purpose for his ministry at a funeral?
 - e. What would be a typical order of service for a funeral?
 - f. Does the church offer to provide a meal for the family of the deceased? If so, who organizes the meal, and where is it prepared and served?
 - g. Does the pastor offer continued comfort, grief counseling, etc. to the family of the deceased in the days/weeks following the funeral and burial services?
- 2) Interview at least two funeral home directors using these questions to better understand the funeral process.
 - a. What are a few things that you have witnessed at funerals/burials, that you feel a pastor should never do?
 - b. What are a few things that you feel a pastor should always do when ministering to the family of a deceased loved one? This would include the funeral services, the burial, and the time between the death and funeral.
- 3) Observe, participate in or help plan a funeral service alongside the mentor or a senior pastor.

Wedding

- 1) Interview a pastor using the following questions about pre-marital/wedding preparations.
 - a. Do you require pre-marital counseling with the engaged couple? If so, what materials do you use? How do you obtain or develop those materials? How many sessions are required? How much time is allowed between sessions? How long of a period of time is required for the pre-marital counseling to be completed?
 - b. Do you require that the couple complete assignments between sessions? If so, what is the nature of those assignments?

- c. If you require pre-marital counseling, does the counseling include counseling on the sexual relationship in marriage or finances? If you offer financial counseling, does it include any of the following: costs of the wedding, costs of the rehearsal, costs of the honeymoon, preparing a household budget, etc?
 - d. Do you require that the couple read books, portions of the Bible or complete a workbook of any kind?
 - e. What is the church's policy regarding any rental fees, custodial fees, etc. related to the rehearsal, wedding and reception?
 - f. What is the pastor's policy/philosophy regarding marrying people who have been divorced?
 - g. If the pastor performs marriages for divorced people, does he offer or require any counseling regarding blended families?
- 2) Interview at least two couples using these questions as a guideline.
- a. When you were married, did you receive any pre-marital counseling?
 - b. If you did receive pre-marital counseling, what was the nature and extent of it?
 - c. If you received pre-marital counseling, was it beneficial? Why or why not?
 - d. What would you recommend that a pastor require/offer regarding pre-marital counseling?
- 3) Observe, participate in or help plan a wedding ceremony alongside the mentor or a senior pastor.

Water Baptism

- 1) Interview at least two pastors using these questions about water baptism.
- a. Do you require counseling for baptismal candidates? If so, what is the nature and extent of that counseling? Do you explain the theological and practical significance of baptism?
 - b. What are your pre-requisites for water baptism?
 - c. Do you require that baptismal candidates share their testimony of salvation at their baptismal? Why or why not?
 - d. What is the format/schedule of a typical baptismal service?
 - e. Do you provide the baptismal candidates with a water baptism certificate?
 - f. Since water baptism is closely associated with Spirit baptism in the Scriptures, do you reference to counseling regarding the baptism of the Holy Spirit? Why or why not?
 - g. Do you provide an opportunity for water baptismal candidates to receive prayer and the laying on of hands for the baptism in the Holy Spirit? Why or why not?
 - h. Does the church provide any kind of reception following the water baptism service? If so, are relatives and friends of those being baptized invited to attend?
- 2) Observe, participate in or help plan a water baptism alongside the mentor or a senior pastor.

Communion

- 1) Interview at least two pastors using these questions about communion.
- a. How often does the church serve communion?
 - b. Who prepares the sacraments?
 - c. Who serves the sacraments? Are people other than deacons and ministers allowed to serve the sacraments? Why or why not?
 - d. Are women allowed to serve the sacraments? Why or why not?
 - e. Who cleans up when communion is finished?
 - f. Do you take the time to explain the meaning and significance of communion every time communion is observed? If so, how is this done?
 - g. Do you offer prayer for salvation or healing during the observance of communion?
 - h. Is the schedule or structure of a service in which communion is observed different than any other worship service? If so, how and why?

- i. Is anyone prohibited from participating in communion (young children, nonmembers, etc.)? If so, who and why? If not, why not?
- 2) Observe, participate in or help plan a time of communion alongside the mentor or a senior pastor.

Project No. 2: Discipleship

- a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of discipleship.
- b) **Write a full one page report for this project.**
- c) Meet with and discuss this report and experience with your mentor before submission. The report should include information gleaned from learning process.

Discipleship: Steps to Completion

- 1) Seek an appropriate opportunity to participate in a discipleship process/program
- 2) Create a mentoring relationship with another believer
- 3) Engage with the mentor about the discipleship process while mentoring another believer

Project No. 3: Pre-Marital Counseling

- a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of pre-marital counseling.
- b) **Write a full one page report for this project.**
- c) Meet with and discuss this report and experience with your mentor before submission. The report should include information gleaned from learning process.

Pre-Marital Counseling: Steps to Completion

- 1) Attend a pre-marital counseling session with permission of those being counseled and the mentor.
- 2) Identify and review an appropriate pre-marital counseling resource.
- 3) Engage with the mentor about insights and/or questions about the counseling session OR resource reviewed.

Project No. 4: Personal Evangelism

- a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of personal evangelism.
- b) **Write a full one page report for this project.**
- c) Meet with and discuss this report and experience with your mentor before submission. The report should include information gleaned from learning process.

Personal Evangelism: Steps to Completion

- 1) Identify and master a personal evangelism strategy.
- 2) Seek an appropriate opportunity to present the Gospel to a non-believer and engage them in pre-conversion or post-conversion discipleship.
- 3) Engage with the mentor about insights and questions regarding personal evangelism.

Project No. 5: Personal Spiritual Growth

- a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of personal spiritual growth.
- b) **Write a full one-page report for this project.**
- c) Meet with and discuss this report and experience with your mentor before submission. The report should include information gleaned from learning process.

Personal Spiritual Growth: Steps to Completion

- 1) Keep a daily prayer and devotional journal consistently for **three months** that includes:
 - a. Scriptures read
 - b. Scriptural insights
 - c. Prayer needs
 - d. Answered prayer
 - e. Insights gained from non-biblical reading
 - f. Reflections on personal spiritual growth including challenges and victories
- 2) Set aside specific times for prayer, reading and devotions every day
- 3) Engage with the mentor about insights and questions regarding personal prayer and devotional life.

Project No. 6: Ministerial Relationships

- a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of ministerial relationships.
- b) **Write a full one-page report for this project.**
- c) Meet with and discuss this report and experience with your mentor before submission. The report should include information gleaned from learning process

Ministerial Relationships: Steps to Completion

- 1) With the help of the mentor, identify (and if possible, contact) sectional and district leaders and those who lead district ministries
- 2) Seek an appropriate opportunity to attend a sectional fellowship, District Council and/or sectional meeting and a local ministerial association meeting.
- 3) Join a cohort/small group of other ministers or ministry students
- 4) Engage with the mentor about insights and questions regarding healthy relationships with other churches and ministers, sectional/district leadership and district ministries

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Guidelines for Project Reports

- Each one-page typed report should be written in three sections.
 - Section No. 1: Examination – a brief description of your experience
 - Section No. 2: Evaluation – a brief reflection of the pros and cons of the experience
 - Section No. 3: Strategy for Improvement – a description of the steps you, the student, plan to take to improve competency in the area or improve your method in the future
- Each section should be **at least** one paragraph with all three sections filling the page.
- All reports must be reviewed by the mentor and must be sent in with the corresponding documents listed below to MS-SOM leadership for evaluation.
 - End of internship documents to send in:
 - One-page written report per project (Exception: Four for Project No. 1)
 - Student Summary
 - Mentor Summary
 - Letter of Recommendation from mentor
- All project reports are due **within three months from the date of registration.**
- Reports are to be full typed and meet the generally accepted standards of grammar, punctuation, spelling and notation.
- Each report must have a one-inch border all around and must be double spaced.
- Students who fail to submit acceptable reports and summaries or meet other standards will not receive credit for their internship. Requirements:

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CERTIFIED MINISTRY INTERNSHIP REPORT: Student Summary

#1 Sacerdotal functions:

	Date	Duties
Baptism		
Communion		
Funeral		
Wedding		

#2 Discipleship:

Standard	Yes	No
Discipled/mentored a lay person(s) in a local church:		

Person or persons discipled: _____

Areas of discipleship taught: _____

#3 Premarital Counseling:

Standard	Yes	No
Conducted a session, observed a session conducted by a pastor or other counselor, OR reviewed a pre-marital counseling resource:		

Pastor/mentor conduction session: _____

Resource reviewed: _____

#4 Personal Evangelism:

Standard	Yes	No
Presented the gospel to a non-believer:		
Engaged in pre-conversion and/or post-conversion discipleship:		

#5 Personal Spiritual Life:

Standard	Yes	No
Consistently kept a prayer/devotional journal for three months:		

#6 Ministerial Relationships:

Standard	Yes	No
Attend a Sectional Meeting:		
Attended District Council (E3):		

Intern Signature

Mentor Signature

Date

Date

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CERTIFIED MINISTRY INTERNSHIP REPORT: Mentor Summary

In discussion with the student please rate their performance (excellent, average, unacceptable) in each standard, identify at least one strength, one weakness and one way the student could improve this area. Use and attach additional sheets as needed.

Project	Excellent	Average	Unacceptable
Baptism			
Communion			
Wedding			
Funeral			

Project	Performance Rating	Strength	Weakness	Improvement
Sacerdotal Functions:				
Discipleship:				
Pre-Marital Counseling:				
Personal Spiritual Life:				
Ministerial Relationships:				

Suitability for Ministry: Submit a one-page statement of your overall impressions of the student's capabilities and potential for ministry. Identify strengths, weaknesses and recommendations for improvement. This statement is to be submitted directly to the MS-SOM internship coordinator with all other report forms.

Mississippi School of Ministry, P.O. Box 720309, Byram, MS 39272

Mentor Signature _____

Date _____