

## **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 five 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. Six, single-page project papers
    - i. Church Administration
    - ii. Biblical Counseling
    - iii. Personal Finance
    - iv. Benevolence
    - v. Personal Spiritual Growth
    - vi. 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.

# **MS District School of Ministry (MS-SOM)**

## **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.

## **MS District School of Ministry (MS-SOM)**

### **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.

# **MS District School of Ministry (MS-SOM)**

## **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: \_\_\_\_\_

## **MS District School of Ministry (MS-SOM)**

### **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: Church Administration**

Objective: To gain competence in church administration by attending, participating in, observing and evaluating an appropriate church board meeting or portion of a board meeting OR have the mentor attend, observe and evaluate an appropriate board meeting or portion of a board meeting the student chairs.

#### **Project No. 2: Biblical Counseling**

Objective: To gain competence in biblical counseling by planning, participating in or observing and evaluating a biblical counseling session under the guidance of a mentor OR to review and evaluate an appropriate biblical counseling resource OR invite the mentor to observe and evaluate a biblical counseling session conducted by the student.

#### **Project No. 3: Personal Finance**

Objective: To gain competence in personal finances by preparing and evaluating a personal family budget under the supervision of a qualified mentor.

#### **Project No. 4: Benevolence**

Objective: To gain competence in benevolence ministries by developing a report on all benevolence policies, practices, record keeping and funding.

#### **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.

# **MS District School of Ministry (MS-SOM)**

## **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: Church Administration**

- a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of church administration.
- b) **Write a 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 the following interviews.

#### **Church Administration: Steps to Completion**

- 1) Interview a pastor using the following questions about the board process.
  - a. How often does the board meet?
  - b. Is there an agenda prepared for each board meeting? If so, is the agenda distributed to members of the board prior to the board meeting?
  - c. Who comprises the church board? (Deacons, Secretary, Treasurer, Elders, Trustees, Board Members, Staff, etc.?)
  - d. What is the role of each board member?
  - e. Are women allowed to serve on the board? Why or why not?
  - f. Who chairs the meetings of the board?
  - g. Are Roberts Rules of Order followed?
  - h. Does the pastor allow for candid discussion of and healthy disagreement related to agenda items at board meetings?
  - i. Are financial reports presented, reviewed and approved at every meeting of the board?
  - j. Are minutes of the previous meeting presented, reviewed and approved at every meeting of the board?
- 2) Observe, participate in or help plan a church board meeting alongside the mentor or a senior pastor.

### **Project No. 2: Biblical Counseling**

- a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of biblical 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.

### Biblical Counseling: Steps to Completion

- 1) Help plan, participate in or observe/evaluate a biblical counseling session with the mentor or an available pastor.
- 2) Review and evaluate an appropriate biblical counseling resource
- 3) Have the mentor observe and evaluate a biblical counseling session that you, the student, conducts.

### **Project No. 3: Personal Finance**

- a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of personal finances.
- 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 Finances: Steps to Completion

- 1) Set aside a time to review your personal finances (with your spouse) and prepare a family budget for the coming year.
- 2) Have the mentor evaluate your family budget, offering suggestions and personal experience.
- 3) Engage with the mentor about insights and/or questions regarding a minister's personal finances.

### **Project No. 4: Benevolence**

- a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of benevolence ministries.
- 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.

### Benevolence: Steps to Completion

- 1) Identify and visit community based benevolence and social services agencies and determine which agencies you would refer a member of the congregation or others to work with or support.
- 2) Review the church's benevolence policies and practices and the involvement with community benevolence or social service agencies.
- 3) Engage with the mentor about insights and questions regarding benevolence ministries.

### **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



## **MS District School of Ministry (MS-SOM)**

### **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
    - 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:

# Mississippi District School of Ministry (MS-SOM)

## LICENSED MINISTRY INTERNSHIP REPORT: Student Summary

### #1 Church Administration:

Standard	Yes	No
<b>Observed and analyzed a church board meeting with a mentor:</b>		
<b>OR conducted a church board meeting that was observed and evaluated by a mentor:</b>		

### #2 Biblical Counseling:

Standard	Yes	No
<b>Conducted a counseling session under the guidance of a mentor:</b>		
<b>OR Observed and evaluated a counseling session:</b>		
<b>OR Reviewed and evaluated biblical counseling resource:</b>		

Pastor/mentor monitoring counseling session: \_\_\_\_\_

OR resource evaluated: \_\_\_\_\_

### #3 Personal Finances:

Standard	Yes	No
<b>Prepared a personal family budget:</b>		

Evaluated by: \_\_\_\_\_

### #4 Benevolence:

Standard	Yes	No
<b>Developed a report on all benevolence agencies in the community</b>		
<b>Reviewed and evaluated churches benevolence policies, practices, funding, etc. within the community:</b>		

### #5 Personal Spiritual Life:

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

**#6 Ministerial Relationships:**

Standard	Yes	No
<b>Attend a Sectional Meeting:</b>		
<b>Attended District Council (E3):</b>		

\_\_\_\_\_  
**Intern Signature**

\_\_\_\_\_  
**Mentor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

# Mississippi District School of Ministry (MS-SOM)

## LICENSED 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	Performance Rating	Strength	Weakness	Improvement
Church Administration:				
Biblical Counseling:				
Personal Finance:				
Personal Spiritual Growth:				
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** \_\_\_\_\_