



ORDAINED
INTERNSHIP
MANUAL

Ordained Internship Manual

MnSOM is a member of the Association of District Schools of Ministry



Ordained Internship Manual

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Internship Strategy

Internship Purpose/Mission:

The Minnesota School of Ministry (MnSOM) provides training for those sensing a call to ministry. The MnSOM internship strategy enables interns to confirm God's call, develop 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 mentors, reading, and the exercise of personal spiritual disciplines to accomplish its mission.

Internship Objectives/Goals:

1. Expose the intern to a variety of ministry methods, skills, and practices.
2. Develop effective people and conflict resolution skills.
3. Establish ethical standards of ministry.
4. Fulfill the Assemblies of God General Council internship requirements.
5. Minister effectively within the Fellowship.
6. Seek "best practice" experiences and exposure to effective ministry systems and structures.
7. Help the intern develop skills and gifts for maximum effectiveness in ministry.
8. Help the intern develop the disciplines of effective servant leadership.

Internship Characteristics/Values:

1. Intern Value: equip interns for effective ministry.
2. Intern Participation: interns should actively participate in the design and fulfillment of these Standards and objectives.
3. Cooperative Fellowship: value ministry within the Assemblies of God in a way that faithfully fulfills the vision of a "voluntary cooperative fellowship."
4. Biblical Fidelity: interns develop ministry that is faithful to Biblical teaching, values, principles and worldview.
5. Flexibility: interns can "tailor" their internship experience in ways that better meet their needs and fulfill the requirements.
6. Encourage Development: interns value and develop the skills needed to pursue lifelong spiritual, personal, and professional development.

Internship Requirements

Pre-Requisites:

- The intern must identify and recruit a qualified mentor to complete the internship requirements. Request that the mentor completes the **Mentor Covenant** (page 12) and submits the completed **Mentor Covenant** to the Internship Director. This person must be approved by the Internship Director before the internship begins.

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- Successfully complete and submit the online Internship registration form.
- Pay all fees:
 - MnSOM internship fee
 - Mentor fee \$100.00 (to be paid to the mentor)
- The MnSOM internship experience requires a commitment of time.
 - Mentor/intern working relationship 3-6 months
 - Intern's Prayer and Devotional Journal 6 months
- The internship period begins when payment for the MnSOM course is received and the **Mentor Covenant** (page 12) is approved.

Outcomes

Upon completing the internship, the intern will achieve the following results:

1. Meet the Assemblies of God General Council internship requirement for the appropriate ministerial credential.
2. Develop significant relationships and knowledge of resources that will enhance his/her future ministry through practical learning projects.
3. Be better equipped for effective, efficient, ethical, and God honoring ministry.
4. Develop clearer understanding of his/her personal gifts, abilities, and areas needing further development.
5. Develop personally, professionally, relationally, and spiritually toward the high calling of "Christ-likeness" in all that he/she is and does.

Internship Standards:

Overview

The MnSOM internship consists of five Standards for Ordained Minister Interns (page 3).

Each Standard contains three steps to enable the intern to meet the standard and achieve the learning objective. The steps in each module are:

1. A "hands on" learning project.
2. Evaluation forms and written reports.
3. Interaction with mentor(s).

Standards are Mandatory

The Standards designated in this internship strategy as "mandatory" are components of the credentialing requirement for the General Council of the Assemblies of God. As such, the five General Council Standards cannot be altered by the Minnesota District or the Midwest Latin American District.

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To successfully complete the MnSOM internship interns MUST meet the objectives and follow the “steps to completion” for all five Standards.

Credit for Life Experience

Prospective credential holders who feel, based on previous training or ministerial experience that they have attained the competency described in a Standard or Standards may request, in writing, “credit for life experience.” The request must include a clear statement of how the standard has been met and documentation (if possible and appropriate). See the MnSOM website for waiver checklist and waiver application forms.

Prospective credential holders seeking “credit for life experience” from some or all of the Standards must submit their request to their respective District Secretary/Treasurer PRIOR to the completion of the internship.

Ordained Ministry Internship Standards

Standard 1: Strategic Planning

Objective: To gain competence in strategic planning by leading a group of local church leaders through a process of planning and implementing a significant change in the life and ministry of the church OR within a particular ministry of the church.

Steps to Completion:

1. Seek an appropriate opportunity to fulfill this objective in consultation with the pastor/mentor, lay leadership or others.
2. Review and discuss insights and questions regarding strategic planning with your pastor/mentor.
3. Write a report (1 page maximum) that examines evaluates and identifies areas for improvement in strategic planning and leading change within the church. Meet with and discuss your report with your pastor/mentor.

Standard 2: Pulpit Ministry

Objective: To gain competence in pulpit ministry by having a pastor/mentor and members of the congregation critique five preached sermons.

Steps to Completion:

1. Seek an appropriate opportunity to fulfill the objective by recording each sermon and providing members of the congregation with an appropriate evaluative tool. Send the recording to the pastor/mentor for their critique. Facilitate congregational feedback. Incorporate suggestions for improvement from the pastor/mentor and the congregants into the next sermon. Repeat this process until the standard is met.
2. Review and discuss insights and questions regarding sermon preparation, presentation and skills with the pastor/mentor.
3. Write a report (1 page maximum) that examines evaluates and identifies areas for improvement in the student’s pulpit ministry. Meet with and discuss your report with your pastor/mentor.

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Standard 3: Church Finance

Objective: To gain confidence in managing church finances by developing an annual church budget (actual or sample) to be evaluated by a mentor.

Steps to Completion:

1. Seek an appropriate opportunity to review church finances. Prepare a church budget for the coming year in consultation with the pastor/mentor, church treasurer and/or others.
2. Review and discuss insights and questions regarding church finances and budgets with the pastor/mentor.
3. Write a report (1 page maximum) that examines evaluates and identifies areas for improvement in the management of church finances and the budgeting process. Meet with and discuss your report with your pastor/mentor.

Standard 4: Vision

Objective: To gain competence in developing a vision by assembling a “vision team” in the local church or within a department of ministry of the church, and leading them through the vision discovery process OR if the church has a vision statement lead a team of lay leaders through the process of evaluating the church’s implementation of their vision in terms of its policies, procedures, practices and budgets. Produce a vision statement OR implementation report.

Steps to Completion:

1. Seek an appropriate opportunity to fulfill the objective by recruiting a “vision team” in consultation with the pastor/mentor, pastor, lay leaders or others.
2. Review and discuss insights and questions regarding the value, use and creation of a church vision statement with the pastor/mentor.
3. Write a report (1 page maximum) that examines evaluates and identifies areas for improvement in the development and use of a church vision statement. Meet with and discuss your report with your pastor/mentor.

Standard 5: Personal Spiritual Growth

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

Steps to Completion:

1. Set aside specific times for prayer, reading and devotions in order to fulfill this objective.
2. Review and discuss insights and questions with the pastor/mentor that grow out of your prayer and devotional life.

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3. Write a report (1 page maximum) that examines evaluates and identifies areas for improvement for your prayer and devotional life. Meet with and discuss your report with your pastor/mentor.

Reading Requirement

Objective: To gain competence in core areas of intern's personal life.

Steps to Completion:

1. Read *Courageous Leadership* by Bill Hybels.
2. Review insights and questions with the mentor arising from your reading.
3. Write a **Book Report** (page 15) that examines, evaluates and identifies areas for improvement in your personal life and leadership practices. Meet with and discuss your report with the mentor.

Spiritual Gift Inventory

Followers of Christ are commanded to desire and seek spiritual gifts (1 Corinthians 12:31, 14:1, and 14:39) so they can minister more effectively as they work toward building the body of Christ. Over time a minister's spiritual gifting should mature and often expand to other gifts.

Objective: To gain insight into the intern's gifting and ministry direction and evaluate how the gifting may have matured and expanded.

Steps to Completion:

1. Ask the mentor to recommend a spiritual gift inventory. If the mentor does not have a recommended inventory, use "Wagner Modified Houts" located on multiple Internet websites.
2. Complete the spiritual give inventory.
3. Write a **Spiritual Gift Inventory Report** (page 15) that examines, evaluates, and identifies special abilities or spiritual gifts. Describe how these gifts have impacted your past ministry and may impact future ministry. Discuss the report with your mentor.
4. After discussing the **Spiritual Gift Inventory Report** with your mentor, send a copy of the report to the Internship Director.

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Mentor Selection

The selection of an appropriate mentor or mentors is critical to the success of the internship process. As used in this manual, “mentor” refers to that person overseeing the entire internship. Most often the mentor is a senior/lead/campus pastor. The mentor must be approved by the Internship Director prior to beginning the internship. The mentor must be one who is fully cooperative and supportive of the ministries and policies of their respective District Council. The mentor may want to include another minister who has outstanding qualifications to give the intern the “best practice” experience in a given area.

The prospective credential holder is responsible for the selection and recruitment of appropriate/qualified mentor(s) in accordance with the following standards.

Mentor Qualifications

An appropriate and qualified mentor must:

1. Be ordained with the Assemblies of God.
2. Not be a relative of the intern.
3. Willingly follow the policies and guidelines of the MnSOM internship process.
4. Have demonstrated a proven ministry of cooperation and integrity.
5. Have a minimum of five years of pastoral experience.
6. Be approved by the Internship Director.
7. Willingly complete and submit the required MnSOM mentor’s reports.
8. Willingly invest significant time in the intern and the internship process.
9. Refuse to serve as a mentor in those areas in which he/she lacks the expertise or if his/her involvement is not in the best interest of the intern.
10. Refer the intern to others who have greater expertise in areas and when it is in the best interest of the intern.
11. Communicate concerns regarding the intern or the internship process with the Internship Director.

Selecting a Mentor

MnSOM believes it is normally best when an intern’s Senior/Lead/Campus Pastor serves as their mentor. If that is not the case, you should speak with the Internship Director prior to asking someone to serve as your mentor.

Interns must select an appropriate and qualified mentor who meets the qualifications listed above. In addition, the intern is encouraged to:

1. Seek a mentor who exemplifies “best practice” in ministry.
2. Recognize that more than one mentor may be needed.
3. End the relationship if the mentor is unwilling or unable to commit the time needed, comply with MnSOM standards, or fails to carry out other responsibilities.

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4. Recognize that their pastor may not be the best mentor in all areas and seek his/her recommendation for someone who can better serve.
5. Develop a positive working relationship with MnSOM and mentors, based on mutual respect and passion for ministry.

Mentor & Intern Interaction

1. The mentor and the intern are to meet together at the beginning of the internship and plan a feasible working strategy to fulfill the requirements. Non-structured interactions between the mentor and intern are strongly encouraged.
2. The mentor and the intern should meet and work together as closely as their life schedules will allow during the internship.
3. A minimum of one meeting for each standard is recommended (at least five).

Eight T's for Mentoring Success

An appropriate and qualified mentor also implements the EIGHT T'S FOR MENTORING SUCCESS (by Jim Cathcart).

- TARGET – Know where you want to go and why. There must be a clear goal toward which you direct your energies.
- TOOLS – Get the necessary tools to do the job well. One of the greatest tools will be a bibliography of books written on the subject of each area.
- TRAINING – Never stop reading and educating yourself in the work God has called you to. Talent is enhanced by training.
- TIME – Take enough time to do it right. Help people grow into the level of mastery they need for the job. Remember, you are taking time to train others.
- TRUTH – Show those under you the ways that their performance fits into the whole picture. Those who only know how will almost always work for those who know why. The more you know, the higher you go.
- TRUST – Give them room to grow. Trust them enough to allow them to exert initiative but not so much that you create great risk. Nothing advances until somebody does more than they have done before. No one does more than they have done before until someone trusts them and gives them room to grow.
- TRACKING – Winners always know the score. Create a situation where they know at all times whether or not they are on track. Let them keep their own scorecard, too. As said by Dr. Ken Blanchard, “Feedback is the breakfast of champions.”
- TOUCH – Celebrate victories. Help people learn from their failures and inspire them to grow. Everything worthwhile is done within the context of relationships. Without human touch, support, and encouragement, there is no will to persist.

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Mentor Evaluation of the Intern

Interns are required to meet the Standards stated previously. Interns and mentors are expected to closely adhere to the process outlined in the “steps to completion” section of each standard, which are designed to ensure the value and integrity of the internship process. Mentors are to hold interns to a high standard of compliance and performance.

Mentors are to evaluate the intern’s efforts in relation to the stated objective and determine whether the intern’s work is “excellent”, “average” or “unacceptable.” Any intern, whose efforts are deemed “unacceptable” in any standard, will not receive credit for the internship.

Interns whose efforts are deemed “unacceptable” are to meet with the mentor to identify concerns and design a plan to repeat or create an appropriate substitute learning project. Mentors are to notify the Internship Director that the intern’s work was deemed “unacceptable” and the steps he/she plans to take to help the intern achieve an acceptable rating. The intern may repeat the project as many times as needed.

The mentor is to submit a one page **Suitability for Ministry Statement** (page 15) detailing his/her overall impression of the intern’s capabilities and potential for ministry, identifying strengths, weaknesses, and recommended improvements. This statement is to be submitted directly to the Internship Director along with the final evaluation reports of the mentor.

Mentors are to sign all report forms as indicated. Interns may appeal any mentor decision to the Internship Director, who may seek the counsel of the District Officers.

MnSOM’s Expectations of a Mentor

Districts and General Council’s view the role of the mentor as critical to the proper training of an aspiring minister of the gospel. The Paul/Timothy model is an excellent example of the importance of such a relationship. Accordingly, we have established the following list of expectations for anyone who agrees to mentor a prospective credential holder:

1. A signed **Mentor Covenant** (page 12) agreeing to mentor the intern through the six month internship that MnSOM requires.
2. A minimum of at least five scheduled meetings where the prescribed Standards are discussed as outlined in this manual.
3. Instruction and oversight of the intern in the actual performance or participation in prescribed ministerial functions (baptism, wedding, funeral, and communion).
4. Submit a **Ministerial Character Evaluation Report** (page 16) to the Internship Director at the beginning of the internship.
5. Submission of a **Mentor’s Mid Progress Statement** (page 15) one-page written summary evaluation of the intern’s progress when the internship is at its mid-point.
6. Work with the intern to prepare the **Final Standards Report** (pages 13) and submit it to the Internship Director at the conclusion of the internship.
7. Submit a statement regarding the intern’s **Suitability for Ministry Statement** (page 15) at the conclusion of the internship.

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8. Submit a second **Ministerial Character Evaluation Report** (page 16) to the Internship Director at the conclusion of the internship.

Four Sets of Reports Submitted to the Internship Director

Mentor Covenant

- The mentor submits a **Mentor Covenant** (page 12) to the Internship Director.
- The internship formally starts when the intern registers for the internship paying the fee and the Internship Director approves the **Mentor Covenant**.

Initial Reports:

- The intern is to complete and submit an initial **Ministerial Character Evaluation Report** (page 16) to the mentor at the beginning of the internship and forward a copy to the Internship Director.
- The mentor also is to complete and submit an initial **Ministerial Character Evaluation Report** (page 16) to the Internship Director at the beginning of the internship.
- The intern completes and submits to the Internship Director the **Initial Checklist** (page 19).

Mid Progress Reports:

- The intern is to submit a one page written **Intern's Mid Progress Statement** (page 15) detailing the progress of the intern when three internship Standards are completed. This report must be sent to the Internship Director.
- The mentor is to submit a one page written **Mentor's Mid Progress Statement** (page 15) detailing the progress of the process when three Standards are completed. This report is to be sent to the Internship Director.
- The intern completes and submits to the Internship Director the **Mid Checklist** (page 20).

Final Progress Reports:

- The intern is to complete a **Final Standards Report** (page 13) in conjunction with their mentor and submit it to the Internship Director.
- The intern is to complete and submit a final **Ministerial Character Evaluation Report** (page 16) to their mentor and forwards a copy to the Internship Director when the internship is completed.
- The mentor is to complete and submit a final **Ministerial Character Evaluation Report** (page 16) to the Internship Director when the internship is completed.
- The intern summarizes his or her six month devotional life in a **Prayer and Devotional Journal Summary Statement** (page 15) and submits it to the Internship Director.
- The intern completes and submits to the Internship Director the **Final Checklist** (page 21).

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- The mentor is to complete a statement regarding **Suitability for Ministry** (page 15) when the internship is completed. It is submitted directly to the Internship Director.

Appendix

Forms, Statements, Reports and Checklists

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Mentor Covenant

Instructions for this covenant: Ask the mentor to complete this form and ask the mentor to send a copy to the Internship Director.

I agree to serve as the Internship mentor for _____ who is fulfilling the internship requirement for Assemblies of God ministerial credentials through MnSOM. I understand that the Intern is seeking an Ordained Minister credential or is completing this requirement to pursue an Ordained Minister credential.

I recognize that the role of an Internship Mentor is critical to the successful completion of the MnSOM internship and covenant with the prospective credential holder and MnSOM to carry out this responsibility to the best of my ability and affirm that:

- I have read, understand and commit myself to carrying out the mentor responsibilities described in the MnSOM internship strategy.
- I have read, understand and commit myself to carrying out the learning objectives described in the “steps to completion” for each internship standard.
- I agree to fully cooperate with the MnSOM leadership and the Intern.
- I agree to model “best practice” and excellence in ministry.
- I agree to help the intern to identify and approve a more qualified “coach” for any standard in which I cannot provide a “best practice” experience.
- I agree to hold the intern 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 intern is required to seek another mentor in order to successfully complete their internship.
- I will release the intern from the mentoring relationship should I be unable to fulfill these requirements OR if the intern fails to carry out their responsibility and will notify the MnSOM Internship Director of my decision.

Mentor Information:

Name: _____ Work Phone: _____

Address: _____ Cell Phone: _____

City: _____ State: _____ Zip: _____ Email: _____

Home Church: _____ Ministerial Credential: _____

Mentor's Signature: _____

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Final Standards Report

Instructions for this page: At the conclusion of the internship, please complete this report together with your mentor and return it to the Internship Director. Indicate whether or not the intern met the required standard. Interns complete the five Standards. Mentors complete the Standard Evaluation.

Intern _____

Mentor _____

Date: _____

Date: _____

1. Strategic Planning:

Standard	Yes	No
Lead a group of local church leaders through a process to achieve a specific objective		

2. Public Ministry: Five messages critiqued by pastor/mentor.

Topic	Text	Date	Pastor/mentor
1.			
2.			
3.			
4.			
5.			

3. Church Finance:

Standard	Yes	No
Developed an annual church budget:		
Budget reviewed and approved by Pastor/mentor:		

4. Vision:

Standard	Yes	No
Assembled a “vision team” to produce a vision statement for the church:		
OR Evaluated the implementation of the church’s vision statement:		

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5. Personal Spiritual Growth:

Standard	Yes	No
Consistently kept a prayer and devotional journal for six months:		

Standard	Ex./Avg./Unacc.	Strength	Weakness	Improvement
Strategic Planning				
Public Ministry				
Church Finance				
Vision				
Personal Spiritual Life				

Composition Reports and Statements

Composition reports and statements are to be computer printouts with double spaced lines. Include your name, your mentor's name, the name of the standard or other requirement, and date.

Standards Report

On the completion of each of the five Standards, the intern will complete a no more than one page statement and submit the report to the mentor for discussion and review.

Book Report

On the completion of each of the reading requirement, the intern will complete a no more than one page statement discussing how the information in the book impacts his/her ministry and submit the report to the mentor for discussion and review.

Spiritual Gift Inventory Report

On the completion of the spiritual gift inventory, the intern will complete a no more than one page statement discussing his or her spiritual gifts and ministry. Submit the report to the mentor for discussion and review. As appropriate, the report should include how gifting have matured, been used in ministry, and the giftings the intern is seeking to better build the body of Christ.

Intern's Mid Progress Statement

The intern submits a one page statement of his or her overall impression of his or her cognitive (knowledge) learning and affective (attitude) maturing during the first half of the internship.

Mentor's Mid Progress Statement

The mentor submits a one page statement of his or her overall impression of the intern's cognitive (knowledge) learning and affective (attitude) maturing during the first half of the internship.

Prayer Journal Summary Statement

A Prayer and Devotional Journal is written from the heart and reflects communications, short comings and obedience in a person's walk with God. It is often a place to confess and repent. It often includes plans for the next day, week year or for the long distant future. It is a place to draw near to God.

The intern submits a summary statement of the trends or themes in his or her Prayer and Devotional Journal and a description of personal change and confirmation. The statement must cover a period of six months.

Suitability for Ministry Statement

The mentor submits a statement of no more than one page of his or her overall impression of the intern's capabilities and potential for ministry identifying strengths, weaknesses and recommendations for improvement. This statement is to be submitted directly to the Internship Director.

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Ministerial Character Evaluation Report

Instructions for this report: Completed four times, by the intern as an initial report and again as a final report; by the mentor as an initial report and again as a final report. All four reports are submitted to the Internship Director.

Completed for: _____ **Date:** _____

Completed by: _____

The character qualities of those in ministry, as listed in *I Timothy 3: 2 –7* and *Titus 1: 6 –9*, are crucial to effective ministry.

1. Quality is strongly evident in your life and ministry
2. Quality is evident in your life and ministry
3. Quality needs attention
4. No basis for observation

DNA Does Not Apply

Character Quality (NIV)	Evaluation
“Above reproach” / “blameless” - exhibiting character and conduct that is beyond question I Timothy 3: 2 / Titus 1: 6, 7	1 2 3 4 DNA
“Faithful to their spouse” - having proper respect and esteem for marriage and the Biblical mandates concerning it I Timothy 3: 2 / Titus 1: 6	1 2 3 4 DNA
“Temperate” - exhibiting balance and control over areas of their life I Timothy 3:2	1 2 3 4 DNA
“Self-controlled” - exhibiting good judgment and sensibility; decent and prudent I Timothy 3:2 / Titus 1:8	1 2 3 4 DNA

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“Respectable” - honorable and of high moral character I Timothy 3:2, 3:4	1 2 3 4 DNA
“One who loves what is good... , upright, holy, disciplined” – seeking to model the Christian life at home and in public Titus 1:8	1 2 3 4 DNA
“Hospitable” - exhibiting an openness and willingness to help and serve others I Timothy 3:2 / Titus 1:8	1 2 3 4 DNA
“Able to teach” / “hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it” - evidence of personal devotions; able to teach how to apply God’s word to daily life; properly interprets God’s word I Timothy 3: 2 / Titus 1: 9	1 2 3 4 DNA
“Not given to drunkenness” - not controlled by external addictions I Timothy 3: 3 / Titus 1:7	1 2 3 4 DNA
“Not violent, but gentle” / ”not overbearing...not violent” – not bullying or manipulative, but rather showing kindness and forbearance I Timothy 3:3 / Titus 1:7	1 2 3 4 DNA
“Not quarrelsome” / “not quick-tempered - peaceable; looks for solutions, not controversy I Timothy 3: 3 / Titus 1: 7	1 2 3 4 DNA
“Manages their own family well” - exhibits proper concern and care for their family; conducts family affairs on a Scriptural basis I Timothy 3:4	1 2 3 4 DNA
“His children obey them with proper respect” - not having children who are open in open rebellion to the authority of the parents I Timothy 3:4	1 2 3 4 DNA

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“Whose children believe and are not open to the charge of being wild and disobedient” - their children behave in an age-appropriate manner	Titus 1:6	1 2 3 4 DNA
“Has a good reputation with outsiders” - lifestyle exhibits a good witness with unbelievers; not bringing dishonor to Jesus	I Timothy 3:7	1 2 3 4 DNA

Ordained Internship Checklists

Instructions for Checklists: Completed by the intern and submitted to the Internship Director at the beginning, mid-term and conclusion of the internship.

(Please note that this represents the bare minimum requirements; most interns will find themselves doing more than is required on this checklist).

Initial Checklist (Submitted the Internship Director after the first formal internship meeting.)			
Task	Manual Page	Completed	Any Comments
Secure a 3-ring notebook and keep all notes and reports in	N/A		
Secure and start a personal Prayer And Devotional Journal	Page 4		
Start reading: <i>Courageous Leadership</i> by Bill Hybels	Page 5		
Select mentor and give the mentor a copy of the Mentor Covenant . Request that the mentor complete and submit the Mentor Covenant to Internship Director for approval	Page 12		
Complete an initial Ministerial Character Evaluation Report , discuss it with mentor and submit a copy to the Internship Director	Page 16		
Have mentor complete an initial Ministerial Character Evaluation Report and submit a copy to the Internship Director	Page 16		

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Mid Checklist (Submitted to the Internship Director after completion of three standards)			
Task	Manual Page	Date Completed	Any Comments
Intern's Name _____		Date Submitted _____	
Mentor's Name _____			
Complete a spiritual gift inventory, complete a Spiritual Gift Inventory Report , and discuss it with mentor. Send a report copy to the Internship Director.	Pages 5 & 15		
Mentoring Meeting and Completion of Standard #_____	Pages 3 & 13		
Mentoring Meeting and Completion of Standard #_____	Pages 3 & 13		
Mentoring Meeting and Completion of Standard #_____	Pages 3 & 13		
In conjunction with the Mentor, document the completion of the above three standards on the Final Standards Report	Pages 3 & 13		
Submit <i>Intern's Mid Progress Statement</i> to the Internship Director	Page 15		
Have mentor submit <i>Mentor's Mid Progress Statement</i> to the Internship Director	Page 15		

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Final Checklist (Submitted to Internship Director after all requirements are complete.)			
Intern's Name _____		Date Submitted _____	
Mentor's Name _____			
Task	Manual Page	Date Completed	Any Comments
Mentoring Meeting and Completion of Standard #_____	Pages 3 & 13		
Mentoring Meeting and Completion of Standard #_____	Pages 3 & 13		
Complete the Reading Requirement , a Book Report and discuss it with the mentor.	Page 5 & 15		
Complete final Ministerial Character Evaluation Report , discuss it with mentor and send a copy to the Internship Director	Page 16		
Have the mentor complete the final Ministerial Character Evaluation Report and send a copy to the Internship Director	Page 16		
Complete the Final Standards Report in conjunction with the Mentor and submit it to the Internship Director	Pages 3 & 13		
Have the mentor submit a Suitability for Ministry Statement and have the mentor submit a copy to the Internship Director	Page 15		
Submit Prayer and Devotional Journal Summary Statement to the Internship Director that covers a period of at least six months.	Page 15		