

A message from the director...



Greetings!

I would like to thank you for taking the time to partner with us in educating future children's and family ministers. We strongly believe in the importance of hands-on ministry in training our students. It is my sincere hope that they will be able to observe and learn from you and those you work with.

By taking on an Intern, you have the amazing opportunity to help us shape and guide our students as they take their first steps into vocational ministry. This manual contains the Internship guidelines, all the forms you need and a copy of the course syllabus. Please do not hesitate to contact me if you have any questions.

I am always happy to help you in any way that I can. The best way to reach me is by email (sean.anderson@vanguardcollege.com), but I can also be reached by phone (780.452.0808) or videoconference if you prefer.

My desire is that this experience will be a blessing to you, your ministry and the Intern. Thank you again for partnering with us.

Soli Deo gloria!

Rev. Sean Anderson
Director
School of Children's and Family Ministry



General Guidelines

The following are guidelines to be followed as you prepare for and participate in your internship:

- Students are required to complete a four month¹ (i.e., 600 hrs. = 6 credits) placement, usually in the summer months between a student's third and fourth year of study (any exceptions require approval from the School of CFM Director). It is up to the student to arrange the dates and times in consultation with the School of CFM Director.
- Because the Internship Supervisor and Intern are to be involved in a mentoring relationship, the Internship Supervisor should be someone with expertise and at least five years experience in children's and family ministry who has served in the same ministry position for a minimum of two years. Any exceptions must be discussed with the School of CFM Director.
- We do not recommend that students return to their home church for their internship.
- Ideally, room and board for Interns will be provided by the chosen organization (unless students already live in the city they have chosen to do their internship). Students will be responsible for all other costs associated with their internships (e.g., travel, etc.).
- Interns should minister in areas where they desire to increase their skill level or learn new skills.
- Both Interns and Internship Supervisors must fill out profiles and the Learning Covenant before the start of internship (both are found in Appendix A).
- As relationships are an integral part of any ministry, we encourage students to build friendships among those whom they interact with while on internship. However, in the best interests of Interns and those they work with, starting new romantic relationships while on internship with someone in the church or organization they are serving in is strongly discouraged. Should students feel that they would like to do so must consult the Internship Supervisor and the School of CFM Director first.
- Students desiring to do their internship overseas are advised to consult the School of World Discipleship Internship Manual for additional information.

NOTE: The School of CFM Director reserves the right to determine whether or not a proposed internship meets the listed criteria.

¹ While we still recommend the 600 hour placement to CFM students who are enrolled in an emphasis programme, they have the option to complete a 400 hour (i.e., 10-week) placement instead (consultation with the School of CFM Director is required for this).



Supervisor – Intern Relationship

Evaluations

There are both mid-placement and final written evaluation forms (see Appendix A) that both Interns and Internship Supervisors will need to complete and return to the School of CFM Director. However, before they submit the forms we ask that they meet to discuss them first. **All forms must be submitted before the final course mark can be given.**

Weekly Meetings

An essential component of any internship process is mentoring. Recognizing this, supervisors (or their designate when they are unavailable) and interns are required to meet weekly to build their relationship, evaluate ministry and review existing goals (or set new ones if necessary). **These weekly meetings are not optional.** Interns should also be included in regular staff meetings at the discretion of the Internship Supervisor (this should not replace the weekly conference though).

Pastoral Care

Internship Supervisors will function as the primary source of pastoral care for interns. The School of CFM Director will serve as a secondary source of pastoral care through emails, phone conversations or videoconferences. Any other arrangements must be approved by the School of CFM Director.

Discipline

Although we do not anticipate any problems, we do want to be prepared to handle any should they arise. When discipline is required regarding day-to-day ministry matters, the Internship Supervisor will be the primary person to deal with the situation. In keeping with the principles of Internship, we expect that any such situations would be dealt with in such a way as to facilitate the personal growth and maturity of the intern.

In the unlikely event that a situation reaches a point where the internship placement must be discontinued, we require that the Internship Supervisor speak with the School of CFM Director regarding the situation first.

Early Exits

If a situation should occur where it becomes necessary for an intern to leave his or her placement for non-disciplinary reasons (e.g., a personal or family crisis) we require that the School of CFM Director be contacted regarding the situation as soon as possible.



Time Off

Interns are required to take at least one full day off per week. Sundays are only to be considered as a day off if Interns are not required to perform any ministry related duties that particular day.

We recognize that situations sometimes arise when taking a day off is not always possible (e.g., day camp). These instances should be the exception, not the rule, and we strongly recommend that in these situations Interns be given an extra day off in lieu of the missed day as soon as possible (e.g., if they cannot take a day off one week, they take two off the next week, etc.).

Duties and Responsibilities

In the best interests of the students, we require Internship Supervisors to give them a written outline detailing what the roles and expectations they have for them are (i.e., a job description) before the start of the placement.

Medical Care

If a student needs to leave his or her internship placement for medical reasons, or in the case of a medical emergency, we ask that the School of CFM Director be contacted regarding the situation at the earliest possible moment (an exception would be a life-threatening event that depended upon immediate evacuation).

Should students desire to serve in another country, comprehensive insurance is required. The School of CFM will retain a copy of the policy, and students must give a copy to their Internship Supervisor as well as always carry one with themselves.

Visitors

Occasionally a situation may arise whereby friends or family want to visit a student while he or she is on internship. This will be left to the discretion of the Internship Supervisor, but, if possible, students should negotiate any such visits before the start of their placement.



Placement Requirements

Besides the assignments you need to complete in class before you leave, there are certain projects that you need to complete while on your placement.

Community Assessment Project (10%)

Assessing your community's strengths and weaknesses is an important step in planning effective ways to reach out to them. By taking the time to learn about your community's issues, your church or organization can discover new opportunities for programs and projects and prevent the duplication of existing community assets. Although you are not required to do so, we recommend doing this soon after you arrive (you may even want to start some of it before you get there). Feel free to ask your Internship Supervisor for his or her input as well.

Based on the research you have done (with the help of the tools listed below), address the following three areas in a creative project (2000-2500 words or equivalent). While you are not required to do so, this project should be able to be presented to a group of church and/or community leaders, so feel free to incorporate multimedia resources into your assignment.

- (a.) Profile your community. Include population and demographic information, economic and social history and characteristics, and physical characteristics relating to community activities (e.g., playgrounds, etc.).
- (b.) Assess the needs of your community on all levels (e.g., social, economic, etc.)
- (c.) Review and critique what the ministry you are involved with is doing to meet the needs of the community and ways they can improve their programmes and projects. Feel free to collaborate with your Internship Supervisor.

Here are some tools that will help you with this:

Asset Inventory & Community Mapping

This is a technique for collecting information about a community through observation and record keeping. Print off a map and walk around your community, making notes about assets in the community that are important. **Take care to note any assets that are within a 10 minute walking radius of your placement.** Mark certain points of importance and how often people visit them. Talk to owners of these assets to gather more in-depth information. Develop a list of 10 assets that you think are most important to the development of your community (e.g., bus routes, playgrounds, etc.). Evaluate why you thought those assets were the most important.

Demographic Profiles

Many cities and towns have demographic profiles. These can be a significant source of information about the place you are in and can be found online (of course, if the city or town you are in has no website, you will have to do it "the old fashioned way" and go to the municipal building and ask for one).



Ministry Experience Reports (10%)

Students must complete **at least 10** of the tasks from the two categories listed below and write a 250 - 350 word report on each completed task (i.e., a total of 10 reports). The report will state the task you completed, the time and place you completed it, and a brief commentary on the insights and skills you gained. For tasks that involve more than one activity, submit one report for everything you did to complete the particular task (e.g., for the elementary services, submit one report that summarizes your experiences leading all three services, not one report for each service you led). **If you are able to complete more than the 10 required tasks, so much the better! The purpose of internship is to get as much practical experience and ministry exposure as you can. However, you are only required to report on a total of 10 tasks.**

Children's and Family Ministry (Pick at least six):

- Plan and lead at least three services for elementary aged children
- Plan and lead at least three services for preschool aged children
- Help organize a major ministry event/outreach to children and families
- Help plan and lead summer ministry activities with children and families
- Help plan and lead at least one "Faith at Home" type event
- Help plan and lead a training workshop/event for junior leaders
- Assist in planning the budget for the CFM department
- Assist in quarterly calendar and curriculum planning
- Help plan and lead a ministry volunteer staff meeting or training workshop
- Attend a CFM Network meeting OR a sectional ministerial gathering
- Help out with the church's after-school care programme
- Help out with a nursery/pre-school that operates out of the church

Pastoral Ministry (Pick at least three in addition to the required task):

- Preach at least one sermon (required)*
- Attend a church board meeting
- Assist with a communion service
- Administer water baptism and/or help teach a baptismal class
- Assist in a funeral and interment
- Assist in a wedding and rehearsal
- Prepare and lead a Bible study
- Participate in a planning session for an upcoming season/year of ministry
- Accompany a pastor on a pastoral care visit to a church family
- Accompany a chaplain or pastor on three hospital visits
- Accompany a chaplain or pastor on visiting one bereaved person/couple/family
- Accompany a chaplain or pastor in visiting a shut-in
- Attend a senior's, women's or men's ministry function
- Lead a prayer meeting

* While it is preferred that the sermon be delivered in a weekend adult service, other ministry contexts (e.g., youth service, senior's lunch, etc.) may also be considered.



Forms

Internship Supervisor Profile

Learning Covenant

Supervisor's Mid-Placement Evaluation

Supervisor's Final Evaluation



VANGUARD COLLEGE
School of Children's and Family Ministry
INTERNSHIP SUPERVISOR PROFILE

Name: _____

Church or Organization: _____

Position: _____

Phone: _____ Email: _____

Church/Organization Address: _____

Education Experiences:

Institution	Programme	Years
_____	_____	_____
_____	_____	_____

Ministry Experience:

Church/Org.	Position Held	Length of Service
_____	_____	_____
_____	_____	_____

Supervision Experiences:

Supervision Expectations. Through participation in Vanguard College's Internship Programme, I hope to achieve the following in part or whole:

Signature

Date (y/m/d)



VANGUARD COLLEGE
School of Children's and Family Ministry
LEARNING COVENANT

Name of Intern: _____

Name of Placement: _____

Placement Address: _____ PC: _____

Major Goals of Intern: (cf. list of tasks in the Internship Manual)

Major Goals of Supervisor:

Mutually acceptable major involvements to achieve goals:

Mutually agreed upon day off: _____

As a church/organization, we will ensure that the Intern has completed all of the Internship course requirements as outlined in the Internship Manual and the course syllabus. Yes No

Signature of Supervisor

Date (y/m/d)

Signature of Intern

Date (y/m/d)

Signature of School of CFM Director

Date (y/m/d)



VANGUARD COLLEGE
School of Children's and Family Ministry
SUPERVISOR'S MID-PLACEMENT EVALUATION

Name of the Intern: _____

Name of Supervisor: _____

Placement Name: _____

From your perspective, describe the progress on the fulfilment of the Learning Covenant:

In what areas of personal life and ministry do you feel that the Intern needs additional guidance and development?

Briefly suggest plans you have for working with the Intern for the rest of the term:

Date of Meeting

Supervisor's Signature

I would like to request a meeting with the School of CFM director. ___ Y ___ N



VANGUARD COLLEGE
School of Children's and Family Ministry
SUPERVISOR'S FINAL EVALUATION

Name of Intern: _____

Name of Supervisor: _____

Placement Name and Location: _____

Placement Dates: From: _____ To: _____
(y/m/d) (y/m/d)

Please rate the student on the following items (sections I and II) as either:
Growth Area (1) Average (2) Above Average (3) Excellent (4)

I. Intern's Ability In:

Skill	Rating				Comment
	1	2	3	4	
Organization	1	2	3	4	
Preparation	1	2	3	4	
Leadership	1	2	3	4	
Communication	1	2	3	4	
Self-discipline	1	2	3	4	



II. Intern's Personal Characteristics:

Qualities	Rating				Comments
	1	2	3	4	
Spiritual Life	1	2	3	4	
Dependability	1	2	3	4	
Initiative	1	2	3	4	
Self Discipline	1	2	3	4	
Enthusiasm	1	2	3	4	
Conviction of Vocational Calling	1	2	3	4	
Tactfulness	1	2	3	4	
Cooperation with Others	1	2	3	4	
Cooperation with Supervisor	1	2	3	4	
Openness to Suggestions	1	2	3	4	
Ability to Meet People	1	2	3	4	
Creativity	1	2	3	4	

Sensitivity to People's needs	1	2	3	4	
Evangelistic Concern and effectiveness	1	2	3	4	
Social Concern - Community Involvement	1	2	3	4	
Attitude Toward Church	1	2	3	4	
Personal Appearance	1	2	3	4	
Adaptability	1	2	3	4	
Deals with Conflict Positively	1	2	3	4	
Openness to Criticism	1	2	3	4	

III. Intern's Sermon Delivery

Please briefly comment on the Intern's preaching and/or teaching ability:

IV. The Intern's Relationship with the Supervisor

1. List the main areas of ministry the student was involved in and rate his or her effectiveness (excellent, above average, good, fair, poor):

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. In what areas do you feel this placement has personally helped the Intern?

3. In what areas of personal life and the ministry do you feel the Intern needs additional help and guidance?

4. What do you perceive are the Intern's personal and ministry strengths?

5. To what extent were the goals and expectations of the Learning Covenant achieved?

V. The Intern's Relationship with the Ministry Field

1. Does the student exhibit a positive view toward this ministry?

2. Does the Intern seem to have been received well?



3. Briefly describe the Intern's ability to relate to, care for, and work with the people of this ministry.

VI. Hours worked

Students are required to work a minimum of 600 hours in ministry to complete their Internship. Has the student fulfilled this requirement?

_____Yes _____No

VII. Grade

Please give the intern a **numerical** grade out of 100 (based on the following scale: _____/100

A+	96-100	Exceptional work
A	90-95	Very good to superior work
B+	86-89	Strong work
B	80-85	Good work
C+	76-79	Average work
C	70-75	Acceptable work
D+	66-69	Minimally acceptable work
D	60-65	Poor work
F	< 60	Marginal work (failing grade)

VIII. Internship Program

1. What do you feel are the strengths and weaknesses of this Internship programme?

2. What suggestions would you offer to make the Internship programme more effective?

Date (y/m/d)

Signature

