



**Music  
Internship  
Requirements**

VANGUARD COLLEGE  
EDMONTON, ALBERTA, CANADA

# SCHOOL OF WORSHIP STUDIES

## Music Internship Requirements

### Table of Contents

1. Supervisor Welcome Letter
2. Philosophy of Internship Program
3. Purpose of Internship Program
4. Placement pre-approval
5. Supervisor – Intern
  - i. Relationship
  - ii. Responsibilities
6. Intern Profile
7. Learning Contract
8. Intern’s Mid-Placement Progress Report
9. Intern’s Final Evaluation (Personal Development)
10. Supervisor Profile
11. Supervisor’s Mid-Placement Evaluation
12. Supervisor’s Final Evaluation
  - i. Learning Contract Goals and Responsibilities for Music Internship
  - ii. Personal and Overall Development of Music Intern
13. Worship Leading Evaluation Form (*Appendix A*)
14. Hospital and/or Related Visitation (*Appendix B*)
  - i. Supervisor’s Form
  - ii. Intern’s Self-Evaluation
15. Pastor/Intern Meeting Form (*Appendix C*)
16. Time and Activity Form (*Appendix D*)
17. Placement proposal (*Appendix E*)

Dear Supervisor,

The School of Worship at Vanguard College is dedicated to developing innovative, Spirit-filled music and worship leaders. Since 1982, the School of Worship has endeavoured to produce music and worship leaders that are effective in the setting of the local church and related careers. We have grads located around the world, who are functioning in various aspects of ministry. We are committed to giving students as much of a “real world” experience as possible to make them effective leaders for today.

With your involvement in the internship program, you have become a vital link in seeing this process become reality. Your impact into the lives of our current and future leaders can only help in strengthening the Body of Christ.

Thank you for your willingness to be an internship supervisor for the School of Worship, and I look forward to being in contact with you over the coming session.

Yours in Christ

**Gerry Paulson**

School of Worship Studies

Vanguard College

12140-103 Street

Edmonton, AB

T5G 2J9

(780) 452-0801 #233

[gerry.paulson@vanguardcollege.com](mailto:gerry.paulson@vanguardcollege.com)

## Philosophy of the Internship Program

To give our School of Worship students  
as close to a 'real life' ministry experience as possible.

To be active in their primary area of ministry,  
(music and worship),  
but also to have an understanding of all layers of  
ministry,

from the platform to the back stage,  
from the mundane to the Marquee Moment.

The student should enjoy the positive times,  
but not be sheltered from the negative aspects of  
ministry.

It is in both these times that learning happens,  
and our students need to learn at all levels.

## Purpose of the Internship Program

### I. The following are the purposes behind our Internship Program.

#### A. Character development

1. Maturity development
2. Spiritual development
3. Mental development
4. Conviction of calling

#### B. Provide ministry experience in areas such as:

1. Leading worship
2. Leading music teams, ensembles, choir and bands
3. Teaching
  - a) Philosophy of worship
4. Recruitment and administration of a department
5. Relational development and conflict management
6. Discipleship
7. Preaching

#### C. Provide opportunity to work alongside an experienced ministry worker.

1. To observe how to work and interact with Laity and Pastoral Staff
2. To gain the skills needed to work in a ministry environment.

#### D. Provide an opportunity to work in an area of long-term interest.

1. This will enable students to begin to get a feel for what long-term ministry would look like realistically.

#### E. Provide opportunity to see ministry life first hand.

1. Observe the balance between ministry and family.
2. Observe the dynamic of living in the culture of a church environment.

#### F. Provide a real life setting to implement their “classroom” knowledge.

1. This will enable students to apply what they have learned while attending Vanguard College.

II. The Learning Contract is heavily weighted to skill development however; this in no way should assume exclusion of spiritual and personal development. It is our intent that as the student develops in skill, there is an equal development spiritually and personally. That is why we have included questions in the evaluation that would be weighted heavier toward the spiritual and personal growth of the student. Please keep this in mind as you observe the student and be prepared to point out growth areas as they arise.

## **Placement Pre-approval** (for student use)

### Step One:

Prayerfully consider what sort of placement you would like to serve in and where you would like to go. We prefer that the placement is not your home church.

### Step Two:

Set up an initial meeting with the SWS Director to discuss your plans for internship.

### Step Three:

After meeting with the SWS Director, begin the process of prayerfully choosing where you will go. Research and contact potential supervisors in the communities you are interested in and complete an Internship Placement Proposal (see Appendix).

### Step Four:

Once you have settled on a specific placement and location, several things need to happen:

Complete the Intern Profile and create a cover letter outlining your passions, abilities, and experiences. Send one copy of each to your potential Internship Supervisor and the SWS Director.

You will also need to have a meeting with your potential Internship Supervisor to discuss your requirements and their expectations.

This meeting should be done in person if possible, otherwise a telephone or video conference interview will suffice. Communication **only** through email is not permitted.

***Please remember at this stage you still need to receive formal approval before accepting an internship placement.***

### Step Five:

Meet with the SWS Director to present your plan and obtain final approval for your internship placement. You will need to bring a copy of the Learning contract

## **Post Placement Approval**

### Step One:

Contact your Internship Supervisor, send him/her an Internship Supervisor Package, and finalize the details of your internship.

### Step Two:

Meet with the SWS Director to make sure all of your academic responsibilities are taken care of.

\* Work through your Program Overview and see what courses (if any) you will need to make up.

Step Three:

Make sure the following information has been placed in your Internship Student File:

- \* Intern Profile
- \* Internship Proposal
- \* Cover Letter
- \* Supervisor Profile
- \* Learning Covenant

Step Four:

It is really important not to neglect your spiritual preparation for Internship. Continue praying that God would work in and through you on your placement, and for the community and people you will be working with.

## **Supervisor – Intern Relationship**

The key to a successful internship for both intern and supervisor is the interaction between them. It is the hope of all involved that a relationship can be development between the intern and supervisor that fosters excellent communication. It is also our prayer that when possible, a mentoring relationship can be established.

The following are our requirements for Supervisor-Intern relationship and interactions.

### *Requirements:*

1. Complete Learning Covenant and return 6 weeks prior to internship.
  - i. The Learning Covenant will be used to establish expectations, job descriptions, responsibilities and personal goals for both you and the intern. This form should be used for monthly meeting and evaluations.
2. We require that the supervisor observe and interact with the intern each week.
  - i. This contact can take place on both a formal and informal basis throughout the week.
  - ii. If this is something you feel you cannot commit to, we would ask that you notify the School of Worship director as soon as possible so we can discuss the situation and perhaps steer the intern in another direction.

### 3. Monthly Meetings

- i. These meetings should include the following discussions but are not limited to:
  1. Internship progression (skill, spiritual, personal)
  2. Supervisor & Intern Expectations
  3. Encouragement
  4. Concerns/Questions

### 4. Mid-Internship Evaluations

- i. Both intern and supervisor are asked to fill out mid-term evaluations, and to meet to discuss the results of these evaluations.
- ii. Use the evaluation as a spring board to discuss the learning covenant, strengths and improvement areas for the remaining half of the internship.

### 5. Final Evaluations

- i. Both the intern and supervisor are asked to fill out evaluation forms and to meet together.
- ii. This meeting is to discuss strengths, weaknesses, overall ‘success’ of the internship, and as a debrief for the intern.

### 6. Pastoral Care

- i. As the Internship Supervisor, we expect that you would be the primary source of pastoral care for the intern. The School of Worship internship director serves as a secondary source of pastoral care through emails, letters, faxes, and telephone conversations. We know you will take seriously the spiritual development of the intern in your care.

### 7. Discipline

- i. Although we do not anticipate problems, we do want to be prepared to handle them if they do arise. When discipline is required, in regards to daily matters, the Internship Supervisor would be the primary person to deal with the situation. We expect that any such situations would be dealt with in a way that facilitates personal growth and maturation.
- ii. Please do not wait until a situation is unbearable – call at the earliest signs of difficulty. Remember that the School of Worship Internship Director has been developing a relationship with the student over the past two years and may be able to offer helpful insight into the situation.

### 8. Relationships

- i. We strongly encourage and in fact emphasize that our interns build friendships with the other Pastoral Staff. Developing relationships is definitely and integral part of internship, and for many individuals the success of personal relationships may very well be the issue in defining their experience as positive or negative.
- ii. As a result of these relationships, we understand that added stress can sometimes be involved. For this reason, we have done our best to prepare our



students for the different aspects of real ministry. However, we would again ask that the Supervisor be aware of these situations and offer guidance when necessary and appropriate.

## 9. Internship Dates

- i. There are no set dates or lengths for our interns. We usually encourage a four month to a year length, as the minimum requirement is 400 hours. The internship generally occurs in the student's third year and is up to them to arrange the dates and times. Students must take into consideration graduation requirements and work out their class schedules in order to keep themselves on track.

## 10. Intern's Journaling

- i. There are three requirements for the intern in regards to their journaling.
  1. Keep copies of all reports, worship evaluations, time sheets, etc.
  2. A log of events done at the church or outside ministry, (especially new experiences).
  3. The journal should include weekly (or daily if desired) entries to record devotions, feelings, triumphs, and struggles. This section should be used for reflection and insight on how God is present and working in different experiences, and an examination of the ways in which God is changing them.

## 11. Internship Grading

<i>Hand in Profiles</i>	5%
<i>Intern and Supervisor's Mid-term Report</i>	10%
<i>Completion of Program - Based on the Learning Contract (Pg. 11-12)</i>	25%
<i>Completeness of Journaling (Detail and Depth Pg. 9, #10) and interns final evaluation</i>	20%
<i>Supervisor's Final Evaluation and Grade</i>	40%

INTERN PROFILE  
**Internship**  
VANGUARD COLLEGE  
EDMONTON, ALBERTA, CANADA

---

1. Name: \_\_\_\_\_
2. Home Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_
3. Home (cell)Phone: \_\_\_\_\_ - \_\_\_\_\_ Business Phone: \_\_\_\_\_ - \_\_\_\_\_
4. Email: \_\_\_\_\_
5. Marital Status: single \_\_\_\_\_ married \_\_\_\_\_ divorced \_\_\_\_\_
6. Citizenship: \_\_\_\_\_
7. Age: \_\_\_\_\_
8. Church Affiliation: \_\_\_\_\_
9. Related Experience (Volunteer/Work):

Organization	Responsibilities	Dates of work
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Self-Perception of Ministry Strengths:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Service and/or Learning Experiences Desired in Practicum:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date                                      Signature of Intern                                      Signature of Supervisor

**LEARNING CONTRACT**  
**MUSIC INTERNSHIP**  
VANGUARD COLLEGE  
EDMONTON, ALBERTA, CANADA

---

(  Please check off each item once it has been completed )

**A. Worship Leading**

- Leading worship services. Main services (A.M or P.M) Min. 2-3 services. No max.
- Team development (mentoring team members and training leaders, etc.)
- Teaching music and worship. Opportunities to teach musicianship and theology of worship

**B. Choir** (Ensembles)

- Lead some rehearsals
- Leading sectionals (ladies, men, band)
- Something specialized (trios, quartets, etc.)

**C. Audio-Visual**

- Learning and knowing the sound system in the church
- Doing sound in a service, hands on
- Familiar with the acoustics of the room
- Power Point, Flash, Media Shout etc. learning about the churches visual system and be able to instruct others in it's usage (in charge of/hands on),

**D. Administrative**

- Music related administration
- Be familiar with Planning Centre (if applicable)
- Cataloguing music, (binders for instruments)
- Budget concerns – be a part of music budget discussions. Example of the discussion should include immediate and long term goals (5 year plan) for the following:
  - i) Sound system: mics, amps, monitors etc.
  - ii) Computer resources:
    - 1. Writing resources (ie. Finale, Cubase, Protools etc.)
    - 2. Visual resources (ie. Power point, Flash, Media Shout, etc.)
  - iii) Music purchases – print music (Worship teams, specials), Music clubs, CD's etc.
  - iv) Musical instrument upgrades.
  - v) General music needs

**E. Miscellaneous**

- Administration unrelated to music
- Odds and ends (servant hood) do whatever your hand finds to do
- Be a part of general board discussions for the church in general. To be a silent observer of this process. Involvement beyond this would be at the discretion of the pastor in charge
- Be involved in at least one hospital visitation or other visitation areas that the church staff is regularly involved with.
- Go through and have an understanding for wedding arrangements
- Go through and have an understanding for funeral arrangements and internment
- Apart from the main worship times, the intern could be involved in other worship services such as youth services, children's services, etc.

*Plus*

- Meetings with senior pastor once a term
- General planning of the church calendar (staff meeting involvement)



INTERN'S MID-PLACEMENT PROGRESS REPORT

Internship

**VANGUARD COLLEGE**

EDMONTON, ALBERTA, CANADA

DATE: \_\_\_\_\_

---

1. Intern: \_\_\_\_\_
2. Supervisor: \_\_\_\_\_  
Site: \_\_\_\_\_
3. The significant service opportunities I have had so far are:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. The significant observation opportunities I have had so far are:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Describe the progress you feel you are making in fulfilling the Learning Contract:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Briefly discuss that which you are learning about ministry:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Briefly discuss that which you are learning about yourself:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Reflect on ministry areas where you need more knowledge and skill (may include areas in which you would like assistance or are having difficulty with):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Note: Complete this form and bring it with you to your mid-placement meeting.***

# INTERN'S FINAL EVALUATION

PERSONAL DEVELOPMENT

**VANGUARD COLLEGE**

EDMONTON, ALBERTA, CANADA

DATE: \_\_\_\_\_

1. Name of Intern: \_\_\_\_\_
2. Name of Supervisor: \_\_\_\_\_
3. Site Name and Location: \_\_\_\_\_
4. Dates of internship: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

*Please read the entire evaluation form before you begin to respond to it. You should feel at liberty to discuss any of these matters with your Supervisor and the Director of the School of Worship Internship Program.*

## I. Intern's Development

Please evaluate yourself in the following areas from: 1 (Needs Work) to 10 (Excellent).

<b>Organization (Good planning)</b>										
Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										
_____										
_____										

<b>Preparation (Ready for work assignments)</b>										
Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										
_____										
_____										

<b>Communicating</b>										
Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										
_____										
_____										

II. What have been the most valuable experiences during this period of Internship which assisted you in the above?

---

---

---

III. Indicate your growth or development in the following personal qualities:

<b>Spiritual and Devotional Life</b>										
Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										
_____										
_____										
_____										

<b>Dependability (Do the work required, on time)</b>										
Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										
_____										
_____										
_____										

<b>Initiative (<i>Sees the needs and respond</i>)</b>										
Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										
_____										
_____										
_____										

<b>Self-discipline (procrastination)</b>										
Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										
_____										
_____										
_____										

**Enthusiasm (passion for the ministry you are in)**

Needs Work  
1 2 3 4 5 6 7 8 9 10 Excellent  
N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Conviction of Christian Calling**

Needs Work  
1 2 3 4 5 6 7 8 9 10 Excellent  
N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tactfulness**

Needs Work  
1 2 3 4 5 6 7 8 9 10 Excellent  
N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cooperation With Others**

Needs Work  
1 2 3 4 5 6 7 8 9 10 Excellent  
N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cooperation With Supervisor**

Needs Work  
1 2 3 4 5 6 7 8 9 10 Excellent  
N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Openness to Suggestions**

Needs Work  
1    2    3    4    5    6    7    8    9                      Excellent  
10    N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ability to Meet People**

Needs Work  
1    2    3    4    5    6    7    8    9                      Excellent  
10    N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Creativity (*Develop new ideas*)**

Needs Work  
1    2    3    4    5    6    7    8    9                      Excellent  
10    N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sensitivity to People's Needs (*Care About Others*)**

Needs Work  
1    2    3    4    5    6    7    8    9                      Excellent  
10    N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Evangelistic Concern and Effectiveness**

Needs Work  
1    2    3    4    5    6    7    8    9                      Excellent  
10    N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Personal Appearance**

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. In what positive ways has your experience in Internship assisted you in your development of the above. What have you learned about yourself?

\_\_\_\_\_  
\_\_\_\_\_

V. What specific areas of your personal life and ministry do you feel need to be strengthened? How might you make this a reality?

\_\_\_\_\_  
\_\_\_\_\_

VI. What areas of your Internship experience have been most helpful to you in preparation for ministry? What did you learn about ministry?

\_\_\_\_\_  
\_\_\_\_\_

VII. In what ways do you feel you have contributed to your Supervisor's ministry?

\_\_\_\_\_  
\_\_\_\_\_

VIII. Discuss your relationship with your supervisor:

1. What positive things/qualities did your supervisor display?

\_\_\_\_\_  
\_\_\_\_\_

2. What were areas of difficulty in your relationship with your supervisor?

\_\_\_\_\_  
\_\_\_\_\_

3. Supervisory Skills: (circle one in each category)

a. Supervisor made expectation?

Difficult to know                      Often Unclear  
Usually Clear                              Very Clear

b. The Supervisor's Assignments Were:

Usually Irrelevant                      Often Irrelevant  
Usually Relevant                              Often Relevant

4. List areas of satisfaction in your relationship with your supervisor.

\_\_\_\_\_

5. Was your supervisor reliable and trustworthy?

\_\_\_\_\_

IX. Discuss your relationship with the people in the church.

\_\_\_\_\_

\_\_\_\_\_

X. Do you have any suggestions for making this internship program more effective?

\_\_\_\_\_

\_\_\_\_\_

XI. Other Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Intern's Signature

SUPERVISOR PROFILE  
**INTERNSHIP**  
VANGUARD COLLEGE  
EDMONTON, ALBERTA, CANADA

---

1. Name: \_\_\_\_\_

2. Organization: \_\_\_\_\_

3. Position: \_\_\_\_\_

4. Organization's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

5. Education Experiences:

Institution	Program	Years
_____	_____	_____
_____	_____	_____

6. Ministry Experience:

Ministry	Position Held	Length of Service
_____	_____	_____
_____	_____	_____

7. Focus of Present Ministry:  
\_\_\_\_\_  
\_\_\_\_\_

8. Supervision Experiences:  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

10. Supervision Provisions. Through participation in Vanguard College Internship, I feel I can best provide:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

SUPERVISOR'S MID-PLACEMENT EVALUATION  
**Supervisor**

VANGUARD COLLEGE  
EDMONTON, ALBERTA, CANADA  
DATE: \_\_\_\_\_

---

1. Name of the Intern: \_\_\_\_\_
2. Name of Supervisor: \_\_\_\_\_
3. Site Name and Location: \_\_\_\_\_
4. From your perspective, describe the progress on the fulfilment of the Learning Contract:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. In what areas of personal life and ministry do you feel that the Intern needs additional guidance and development?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Briefly suggest plans you have for working with the intern in the rest of the term:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. If you were to grade the intern based on the following scale, at this mid-point, what would they have earned?

*Please check one:*

	<i>Below Expectations</i>
	<i>Achieved Expectations</i>
	<i>Exceeds Expectation</i>

***Note: Please complete this form and bring it with you to the mid-placement meeting.***

\_\_\_\_\_  
Date of Meeting

\_\_\_\_\_  
Supervisors Signature

I would like to request a meeting with the program director

# SUPERVISOR'S CONTRACT ASSESSMENT

## LEARNING CONTRACT GOALS AND RESPONSIBILITIES FOR MUSIC INTERNSHIP

VANGUARD COLLEGE

EDMONTON, ALBERTA, CANADA

1. Name of Intern: \_\_\_\_\_
2. Name of Intern Site: \_\_\_\_\_
3. Location of Intern Site: \_\_\_\_\_
- Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_

4. Evaluation of Goals and Responsibilities for Music Internship

***Evaluation Key:***

<i>Needs Work</i>										<i>Excellent</i>	
1	2	3	4	5	6	7	8	9	10	N/A	

A. **Worship Leading** (Responsibility)

1. Leading worship services. Main services (A.M or P.M).Min 2-3 services. No max.  
*See appendix A.*

2. Team development (mentoring team members and training leaders, etc.)

<i>Needs Work</i>										<i>Excellent</i>	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

3. Teaching music and worship. Opportunities to teach musicianship and theology of worship. (If applicable)

- i) Clarity in speech and style:

<i>Needs Work</i>										<i>Excellent</i>	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

- ii) Musical Knowledge:

<i>Needs Work</i>										<i>Excellent</i>	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

iii) Content of Theology:

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

B. **Choir** (Ensembles)

1. Lead some rehearsals

i) Ability to lead (clarity):

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

ii) Confidence:

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

iii) Time management:

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

2. Teaching sectionals (ladies, men, band)

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											



3. Something specialized (trios, quartets, etc.)

i) Ability to lead (clarity):

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

ii) Confidence:

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

iii) Time management:

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

**C. Audio-Visual**

1. Learning and knowing the sound system in the church

i) Understands our sound system:

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

2. Doing sound in a service, hands on

i) Sound reinforcement, can use equalization:

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

--

ii) Can mix the voices and instruments for our church needs:

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										
_____										
_____										

iii) Overall assessment:

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										
_____										
_____										

3. Familiar with the acoustics

i) Knows our church's strengths and weaknesses for sound production:

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										
_____										
_____										

4. Media presentation

i) Understands our presentation system:

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										
_____										
_____										

#### D. Administrative

1. Music related administration

i) Understands scheduling our teams for services:

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										


2. Cataloguing music, (binders for instruments)

i) Keeps proper music files (hard copies and/or electronic files):

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

3. Budget details – be a part of music budget discussions, as per Learning Contract.

i) Understands how the music budget works and can give input to the process:

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

**E. Miscellaneous**

1. Administration unrelated to music

i) Give examples of administration unrelated to music and evaluate.

Duties if applicable : _____										
_____										
_____										
Comments: _____										
_____										
_____										

2. Odds and ends (servant hood) do whatever your hand finds to do

i) Has a servant attitude:

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

3. Be a part of general board discussions for the church in general. **To be a silent observer of this process.** Involvement beyond this would be at the discretion of the pastor in charge

i) Board involvement:

Done \_\_\_ Not Done \_\_\_

4. Be involved in at least one hospital visitation or other visitation areas that the church staff is regularly involved with.

i) Comment on activity of the intern during the visitations.

*See appendix B.*

5. Go through and have an understanding for wedding arrangements

i) Understand wedding arrangements (primarily but not exclusive to music).

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										
_____										
_____										

6. Go through and have an understanding for funeral arrangements

i) Understands funeral arrangements (primarily but not exclusive to music).

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										
_____										
_____										

7. Meetings with senior pastor once per term. Done \_\_\_\_\_ Not Done \_\_\_\_\_

8. Weekly meetings with departmental pastor (music pastor) if applicable.

*7 and 8 see appendix C.*

9. General planning of the church calendar (staff meeting involvement).

Done \_\_\_\_\_ Not Done \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Signature of Intern

\_\_\_\_\_  
Signature of Director of Internship

**SUPERVISOR'S FINAL EVALUATION**  
**PERSONAL AND OVERALL DEVELOPMENT OF MUSIC INTERN**  
*VANGUARD COLLEGE*  
 EDMONTON, ALBERTA, CANADA  
 DATE: \_\_\_\_\_

1. Name of Intern: \_\_\_\_\_
2. Name of Supervisor: \_\_\_\_\_
3. Site Name and Location: \_\_\_\_\_
4. Dates of Service: \_\_\_\_\_

Please rate the student on the following items (sections I and II) from 1 (Needs Work) to 10 (Excellent).

**I. Intern's Ability In:**

<b>Organization (<i>Good planning</i>)</b>										
Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										
_____										
_____										
_____										

<b>Preparation (<i>Ready for work assignments</i>)</b>										
Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										
_____										
_____										
_____										

<b>Leadership</b>										
Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										
_____										
_____										
_____										

**Communication**

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Self-discipline (self-starter)**

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Intern's Personal Qualities:****Spiritual Life**

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dependability**

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Initiative (*Sees the need and responds*)**

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Enthusiasm – passion for ministry**

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Conviction of Christian Calling**

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tactfulness**

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cooperation with Others**

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cooperation with Supervisor**

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Openness to Suggestions and critique**

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ability to Meet People**

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Creativity (*Develops new ideas*)**

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Sensitivity to People's Needs**

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Evangelistic Concern and Effectiveness**

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Social Concern – Community Involvement**

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attitude Towards the Church**

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Personal Appearance**

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Adaptability (*Problem solving*)**

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Intern's Personal Characteristics

Please place a check mark on the line of the continuum at the place which seems to best identify this person's expression of the following traits in his/her pulpit presentation. Even though some of the traits listed may have some degree of overlap, please indicate some evaluation in each of them.

Poised	●	●	Nervous
Optimistic	●	●	Depressive
Enthusiastic	●	●	Inhibited
Accepting	●	●	Hostile
Sympathetic	●	●	Indifferent
Self-accepting	●	●	Ego-centred
Creative	●	●	Conventional
Disciplined	●	●	Impulsive

IV. The Intern's Relationship With The Supervisor

1. Has the intern put in the required amount of time for this program?

*Above Average*      *Average*      *Below Average*

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 the expectations of the Learning Contract achieved?

---

---

---

V. Grade

<b>Overall, where would you rate this intern's readiness for ministry?</b>										
Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										
_____										
_____										
_____										

If you were to grade the intern based on the following scale, what would they have earned?

0 – 59 %	<i>Failed to achieve basic levels in all areas.</i>
60 – 69 %	<i>Achieved some of the basic levels of expectation</i>
70 – 79 %	<i>Achieved all basic levels of expectation</i>
80 – 89 %	<i>Exceeds Expectation</i>
90 – 100 %	<i>Far exceeds expectation</i>

Percentage Grade: \_\_\_\_\_

VI. Internship Program

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

---

---

---

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

---

---

---

\_\_\_\_\_ Date

\_\_\_\_\_ Supervisor's Signature

# WORSHIP LEADING EVALUATION FORM

Appendix A  
Photocopy as Needed

**Worship Leader:** \_\_\_\_\_

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

Criteria	<i>needs work</i>							<i>excellent</i>			N/A	
	1	2	3	4	5	6	7	8	9	10		
1. Leadership in rehearsal.												
2. Service opening. (We are starting now)												
3. Flow of service in proper key changes, no music related dead spaces.												
4. Flow of theme.												
5. Visual leadership. (Did they lead the band?) Use of Hand signals.												
6. Vocal leadership. (Did the congregation know where the leader was going?)												
7. Allowed an atmosphere for Spiritual gifts? Prophecy, times of prayer, etc.												
8. The leaders enthusiasm to worship. (Did they worship in front of the congregation?)												
9. Service length (respect for allowed time).												
10. Proper attire and platform etiquette.												

**Other Comments:**

**Mark:** \_\_\_\_/100

# HOSPITAL AND/OR RELATED VISITATION FORM

## Supervisors evaluation

Appendix B  
Photocopy as Needed

Comment only on items applicable to the visit.

1. Appropriate dress for visit.

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

2. Appropriate comments to the patient.

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

3. Listened well to the patient.

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

4. Effective use of time. (Stayed long enough).

Needs Work										Excellent	
1	2	3	4	5	6	7	8	9	10	N/A	
Comments: _____											
_____											
_____											

5. Offered spiritual help to the patient.

Needs Work										Excellent
1	2	3	4	5	6	7	8	9	10	N/A
Comments: _____										
_____										
_____										

6. Further comments. (Areas to improve).

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**PASTOR/INTERN MEETING FORM**

Appendix C  
Photocopy as Needed

1. Reason for meeting: Regular scheduled meeting \_\_\_\_\_ Other \_\_\_\_\_

If other, explain:

---

---

---

---

---

---

---

---

2. Items discussed:

---

---

---

---

---

---

---

---

3. Concerns discussed:

---

---

---

---

---

---

---

---

4. Suggestions made for intern development:

---

---

---

---

---

---

---

---



# TIME AND ACTIVITY FORM

*Appendix d*  
*Photocopy as Needed*

Date of Week	Music Hours	Music Activities	Non-music Hours	Non-music Activities	
		Total music hours		Total non-music hours	

# Internship Proposal Template

*Appendix e*

This form should be typed and submitted or emailed.

These are simply key questions to include and get you started.

Please feel free to be as creative as possible with this proposal!

1. Where: \_\_\_\_\_

2. Type of Ministry: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Name of Supervisor: \_\_\_\_\_

4. Proposed Start Date: \_\_\_\_\_

5. Proposed End Date: \_\_\_\_\_

6. Why do you want to consider this church or organization? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What do I want to accomplish? Personally & Professionally \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. How will this internship prepare me for my future plans and ministry? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_