

Vanguard College PCC Internship Manual Contents at a Glance

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*The Spirit of the Lord GOD is upon me,
because the LORD has anointed me
to bring good news to the poor;
he has sent me to bind up the brokenhearted,
to proclaim liberty to the captives,
and the opening of the prison to those who are bound;
to proclaim the year of the LORD's favor,
and the day of vengeance of our God;
to comfort all who mourn;
to grant to those who mourn in Zion—
to give them a beautiful headdress instead of ashes,
the oil of gladness instead of mourning,
the garment of praise instead of a faint spirit;
that they may be called oaks of righteousness,
the planting of the LORD, that he may be glorified.*

Isaiah 61:1-3 (ESV)

*but you shall be called the priests of the LORD;
they shall speak of you as the ministers of our God;
you shall eat the wealth of the nations,
and in their glory you shall boast.
Instead of your shame there shall be a double portion;
instead of dishonor they shall rejoice in their lot;
therefore in their land they shall possess a double portion;
they shall have everlasting joy.*

Isaiah 61:6-7 (ESV)

A message from the director...



Congratulations!

You have come a long way. You have developed some life-giving skills and you have worked hard to do it. I commend you.

You have already applied your skills in other settings and now it is time to do more and go further... Internship.

God has called you. He has equipped you. He has placed you. He is going to use you.

As you go into this internship, I encourage you to leave behind the concept of academic credit and fully embrace being an instrument of God's saving, healing power. Stay very close to Him. Obey His voice and His word to you based in the truth of Scripture.

May God bless you, teach you, use you, heal through you, encourage through you, and bless through you. And may God richly bless you as He does!

Dr. Cath
PCC Program Director

General Guidelines

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

- Students are required to complete a 400 hour placement. Your internship and supervisor must be approved by the PCC Director. It is up to the student to arrange the dates and times in consultation with the program 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 of experience in some kind of pastoral care and counselling ministry and who has served in the same ministry position for a minimum of two years. Any exceptions must be discussed with the PCC director.
- We do not recommend that students return to their home church for their internship. If needed, 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 in keeping with their post-graduation goals, or 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 relationships 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.
- Students desiring to do their internship overseas are required to consult the School of World Discipleship Internship Manual for additional information.
- Students may not commit to a placement until full approval has been granted by the PCC Director.

NOTE: The Pastoral Care and Counselling Director reserves the right to determine whether or not a proposed internship meets the listed criteria.

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 PCC 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, and up to 10% of the final course grade may be deducted for incomplete or poorly filled out forms.**

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 their internship supervisor, although this should not replace the weekly one on one meetings with the supervisor.

Pastoral Care

Internship supervisors will function as the primary source of pastoral care for interns. The PCC director will serve as a secondary source of pastoral care through emails, phone conversations or videoconferences. Any other arrangements must be approved by the PCC 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 PCC director regarding the situation first.

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 they are not required to attend any events related to their ministry placement.

We recognize that situations sometimes arise when taking a day off is not always possible. 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 approval is given for the placement.

Dress

Students must ensure that they understand the community standards of their placement. Generally, dress should be modest. This includes what you are wearing while travelling to and from your ministry. For example, when getting off the bus you should be dressed in such a way that is appropriate to meet billets, pastors, etc. The first minute of your meeting a person is crucial to the way that you will be perceived for a very long time! All dress, including pyjamas in billets' homes should be modest and appropriate.

Overseas Placements

Should students desire to serve in another country, special accommodations need to be made. Contact the PCC Director.

Visitors

Occasionally a situation may arise whereby friends or family want to visit a student while he or she is on internship. This is not a problem as long as the visit does not impede or interfere with the responsibilities of their placement.

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 PCC director be contacted regarding the situation as soon as possible.

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 PCC director be contacted regarding the situation at the earliest possible moment (an exception would be a life threatening event that depended upon immediate evacuation).

Choosing a Placement

Please complete the following steps in order by the dates indicated (failure to do so may affect your placement mark by up to 10%). **Your placement will not be approved until all of these steps have been completed.**

_____ Step 1: Prayerfully consider what sort of placement you would like to serve in and where you would like to go, then complete the *Intern Profile* (see Appendix A) and discuss your ideas with your practicum professor.

_____ Step 2: Meet with the PCC director to discuss your plans for internship.

_____ Step 3: Research and contact potential supervisors in the communities you are interested in and complete an Internship Placement Proposal (see Appendix B).

_____ Step 4: Have a meeting with your potential internship supervisor to discuss your requirements and complete the *Learning Covenant* (**be sure to give him or her a copy of the Supervisor's Manual**) and their expectations (they need to send you a written outline of what they will be expecting you to do). She or He will also need to complete a *Supervisor Profile*.

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.** Remember to email your prospective supervisor to set up a time to call first! (1 March 2019)

_____ Step 5: Meet with the PCC Director to present your plan and obtain final approval for your internship placement. You will need to bring a copy of the ministry description, *Supervisor Profile* and the completed *Learning Covenant* to this meeting. (22 March 2019)

Post Placement Approval

_____ Step 1: Contact your internship supervisor to finalize the details of your internship (e.g., dates, accommodation, travel, etc.).

_____ Step 2: Meet with the PCC director to make sure all of your academic responsibilities are taken care of.

_____ Step 3: Continue praying that God would work in and through you on your placement, and for the community and people you will be working with. You may also want to arrange for your local church to have a commissioning service for you.

Internship Checklist:

- Complete *Intern Profile* and meet with Internship Professor.
- Meet with PCC Director to discuss your plans.
- Research placements and submit an *Internship Placement Proposal*.
- Meet with potential supervisor and complete the *Learning Covenant*.
- Meet with PCC Director to obtain final approval for placement.
- Contact placement supervisor to finalize placement details.
- Make sure all academic requirements are met.
- Get excited about your placement!

Placement Requirements

Internship Experiences Required:

- ✓ **Collaborative work:** Work done in conjunction with another caring ministry such as community organizations, professionals, ministries, or colleagues.
 - This can include experiences such as pre-marriage counselling, family meetings, hospital visits, involvement in funerals, or grief and divorce.
- ✓ **Individual pastoral care & counselling:** Can include activities such as mentoring, care & prayer, encouragement in conjunction with other counselling, or listening as needed by individuals.
- ✓ **Group work:** Can include leading small groups such as support groups, teams, or discipling/mentoring group work.
- ✓ **Meetings:** This includes at least one hour per week with the supervisor as well as other meetings with collaborative partners, colleagues, team, or case consultations.
- ✓ **Leadership/Administrative work:** Can include tasks like planning events, teaching, or leading team meetings, or a portion of a team meeting.

Other possible experiences in addition to the required experiences:

- 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
- Attend a children's, youth's, senior's, women's or men's ministry function
- Lead a prayer meeting
- Preach at least one sermon

Post-Placement Debriefing

Saying Goodbye...

Leaving any situation you have been a part of for several months can be a difficult thing. You are leaving behind new friends and have many fond memories of the time you spent with them. Feeling a sense of loss can be normal. Be sure to talk with someone you trust about your experiences if you feel this way. Included below are some questions to help you process both the good and the more challenging situations you may have been a part of.

Leaving Good Situations

Sometimes leaving people and places you have come to know and love over the course of your placement can be hard. Talking about what you really enjoyed can help you transition back into your post-placement life. Take some time and answer the following questions:

- * What were some of the most satisfying things that happened on your placement?
What made them so satisfying?
- * What did you like most about the people you worked with?
- * How do you see God using these good experiences as stepping stones as you continue on your life's journey?
- * What will you miss the most about your time on Internship?

Leaving Difficult Situations

Unfortunately, in ministry we at times may experience hard or negative experiences as well. Even though it can be a challenge, to fully put these experiences behind us, it helps to talk about them and look at them in the context of our whole life story so we can learn from them.

To help you process these experiences, think through the following questions:

- * How did the difficult things you experienced lead to growth in your life?
- * Who was able to support you in the difficult times and how did they help you grow in them?
- * How do these difficult circumstances fit in with the rest of your life story?
- * How do you see God using these difficult experiences as a stepping stone on your life's journey?

Meet with the PCC Director

Soon after you get back, arrange to meet with the PCC director to debrief and reflect on your time spent in the field. To maximize the effectiveness of this experience, you need to reflect on the positive and (if any) negative experiences from your placement by answering the following questions (**be sure to bring your responses with you to your debrief**):

- How did your experience on internship match the expectations you had before you left?
- What was it like to say goodbye?
- Has this experience changed your view of ministry? If so, how?
- What was one of the funniest things that happened?
- What was one of the most challenging things to deal with?
- What was one of the most meaningful events?
- What was one of the greatest lessons you learned about yourself? About ministry?
- Describe briefly the impact your internship had on you spiritually.
- Do you see pastoral care and counselling differently now? Explain.
- If you had to do everything over again, discuss one thing you would do differently.
- Write a brief (100 - 150 words) summary of your placement experience that we can use to share with others (with your permission only).

Some Words of Encouragement...

Now that you have read through all of this, you may be feeling a little overwhelmed. That is normal! Internship is a huge responsibility and a big step in your educational journey. While you may be nervous, remember the following:

We encourage you to enjoy your experience!

You will be stretched and challenged to be sure, but at the end of it all, we want you to have a great time! We want you to experience life in ministry, make new friends and gain some great experience. Enjoy yourself!

You are doing something you are called to do!

If you are feeling a little nervous, remember why you came to Vanguard in the first place. You love working with children and believe that God has called you to do this. This is the next step you are taking on a journey towards a career doing what you are passionate about!

You are not in this alone!

“Now to him who by the power at work within us is able to accomplish abundantly far more than all we can ask or imagine, to him be glory in the church and in Christ Jesus to all generations, for ever and ever. Amen.” Ephesians 3:20-21 (NRSV)

“Now may the God of peace, who brought back from the dead our Lord Jesus, the great shepherd of the sheep, by the blood of the eternal covenant, make you complete in everything good so that you may do his will, working among us that which is pleasing in his sight through Jesus Christ, to whom be the glory for ever and ever. Amen.” Hebrews 13:20-21 (NRSV)

“Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age.” Matthew 28:19-20 (NRSV)

Remember also that we are here to help you whenever you need it throughout this entire process (so feel free to contact us at any time). We are committed to walking with you; we want to see you succeed! Be of good cheer! God has called you, he will equip you, and he will always come through for you! May you experience the peace and blessing of God as you walk this road with Him.

Appendix A: Forms

Included here are most of the forms you will need to complete your internship. Should you require a Course Incomplete Form, contact Academics.

Intern Profile

Internship Supervisor Profile

Learning Covenant

Intern's Mid-Placement Progress Report

Supervisor's Mid-Placement Evaluation

Intern's Final Self-Evaluation

Supervisor's Final Evaluation

Internship Weekly Hours Log

Vanguard College PCC
Internship Practicum

INTERN PROFILE

Name: _____

Address: _____ PC: _____

Phone: _____ Email: _____

Marital Status: _____ Age _____ Citizenship: _____

Church Affiliation: _____

Related Experience (Volunteer/Work):

Organization	Responsibilities	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

Self-Perception of Ministry Strengths:

Service and/or Learning Experiences Desired in Practicum:

Date (y/m/d) Name of Intern (please print) Signature

Date (y/m/d) Name of Supervisor (please print) Signature



Vanguard College PCC
Internship Practicum

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 PCC
Internship Practicum
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 PCC Director

Date (y/m/d)^{PCC}_{SEP}

Meeting Date: _____
(y/m/d)

**Vanguard College PCC
Internship Practicum**

INTERN'S MID-PLACEMENT PROGRESS REPORT

Please complete this form and bring it with you to your mid-placement meeting with your internship supervisor.

Name: _____

Supervisor: _____

Placement: _____

Comment on the significant service opportunities you have had so far:

Comment on the significant observation opportunities you have had so far:

How do you feel about your progress in fulfilling the Learning Covenant?

Briefly discuss what you are learning about ministry:

Briefly discuss anything you are learning about yourself:

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):

How have you been received by the church/organization?

How often do you meet with your Internship Supervisor (e.g., daily, weekly, biweekly, etc.)?

Are you satisfied with the level of mentoring you are receiving from your internship supervisor? If not, how can this be improved?

Vanguard College
PCC Internship Practicum
INTERN'S FINAL SELF-EVALUATION

Name of Intern: _____

Name of Supervisor: _____

Placement Name and Location: _____

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

Please read the entire evaluation form before you begin to respond to it. Feel free to discuss any of these matters with your internship supervisor and/or the PCC Director.

I. Intern's Development

Please evaluate yourself in the following areas as either:

Growth Area (1) Average (2) Above Average (3) Excellent (4)

Skill	Grade				Comments
Organization	1	2	3	4	
Preparation	1	2	3	4	
Communicating	1	2	3	4	
Reliability	1	2	3	4	

II. What have been the most valuable experiences on internship which assisted you in the above?

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

1. Spiritual and Devotional Life

2. Dependability

3. Initiative

4. Self-discipline

5. Enthusiasm

6. Conviction of Vocational Calling

7. Tactfulness

8. Cooperation with others

9. Cooperation with Supervisor

10. Openness to Suggestions

11. Ability to Meet People

12. Creativity

13. Sensitivity to People's Needs and Caring About Others

14. Evangelistic Concern and Effectiveness

15. Social Concern and Community Involvement

16. Attitude Towards the Church

17. Teachability

18. Ability to Delegate

19. Adaptability

20. Personal Appearance

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

V. List the goals (from the Learning Covenant) which you set out to accomplish and comment on how you have achieved them.

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

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

VIII. In what ways do you feel you have contributed to your supervisor's church/organization?

IX. Discuss your relationship with your internship supervisor:

1. What positive qualities did s/he display?

2. What were areas of difficulty in your relationship with him or her?

3. Supervisory Skills:

a. My internship supervisor made expectations:

Difficult to know

Often Unclear

Usually Clear

Very Clear

b. The tasks I was given by my internship supervisor were:

Usually Irrelevant

Often Irrelevant

Usually Relevant

Often Relevant

4. List areas of satisfaction in your relationship him or her.

X. Discuss your relationship with the constituents.

XI. Do you have any suggestions for making this internship programme more effective?

Vanguard College
PCC Internship Practicum
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
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
Spiritual Life	1	2	3	4	
Dependability	1	2	3	4	
Initiative	1	2	3	4	
Work Ethic	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	
Teachability	1	2	3	4	

III. Intern's Small Group Leadership

Please briefly comment on the intern's small group/team leading 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+	90-100	Exceptional work
A	85-89	Excellent work
A-	80-84	Very good to superior work
B+	77-79	Strong work
B	73-76	Good work
B-	70-72	Average to good work
C+	76-79	Average work
C	70-75	Acceptable work
D+	57-59	Minimally acceptable work
D	53-56	Poor work
D-	50-52	Minimal pass
F	< 50	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

INTERNSHIP WEEKLY HOURS LOG

Name: _____

Week #: _____

Date	Short Description of Task	Start Time	End Time	Total Hrs.

Total hours worked this week: _____

Feel free to photocopy additional sheet as needed.

Appendix B: Internship Proposal Template

Internship Proposal Template

Please type and submit your proposal; these are simply key questions to include and get you started.

1. Where would you like to do your internship?
2. What type of ministry is it?
3. What are your proposed start and end dates?
4. Why do you want to consider this church or organization?
5. What do you want to accomplish (personally and professionally)?
6. How will this internship prepare you for your future plans and ministry?