



INTENSIVE INTERNSHIP MANUAL YOUTH FALL 2017- WINTER 2018

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INTENSIVE INTERNSHIP MANUAL

Course Description

This is an advanced placement in full time ministry for third or fourth year students who wish to have an immersion experience in a ministry for a semester. Students will serve for three months (**or 600 hours**) in an approved ministry position in Canada or another country, under the supervision of a qualified mentor. Specific requirements are determined by program directors. The preferred sequence in the curriculum is that a student will complete the intensive internship in the fall semester of their third or fourth year of study. Students who plan to take this option must have this approved at the end of their second year of study.

Purposes:

- To provide an intensive professional studies option for students in a ministry context outside of the Edmonton area.
- To allow third or fourth year students to serve as a staff member for a season of ministry in a church (13 Weeks or about 600 Hours) , or other ministry organization participating at a deeper level.
- To allow students a single ministry focus in a context of ministry where they feel God is calling them to.
- To provide the opportunity to travel and be exposed to alternative ministry methodology that cannot be experienced in the Edmonton Area

Goals

- To help senior student to be more prepared to minister in a variety of ministry contexts not available in the Edmonton area.
- To allow students from other provinces the opportunity to serve for a season in their districts or denominations.
- To develop innovative spirit filled leaders with greater real world ministry skills.
- To provide a curriculum option that allows a student to complete in the regular 4 year period without substantial cost increases.

Features

- Students would serve in a ministry from September until December, or from January to April. Summer internships will also be considered in some circumstances.
- Students would complete a detailed Internship Contract with the supervising church in consultation with the program director
- Students would receive Professional Studies credit based on reading, and detailed documentation of ministry experiences (eg. Youth students would be credited for Internship, Senior Integrative Seminar) these courses would be designed as Independent studies with a strong experiential component)

- Supplement students education at a distance through IBOLT courses (2 practicum courses = 1 internship)
- Provide multiple options in year 3 or 4 of a students program with the basic requirement of 12-13 weeks of service and completion of course requirements through Directed or Distance studies.
- Students will be enrolled in the college internship class associated with their program of study for the semester that they are on campus. They will not need to do assignments associated with this class but will marked on class participation and attendance.

Policies:

- Students are allowed to complete only one Ibolt or directed study course while on an intensive internship
- Students will be approved for internship on the basis of course completion. Only those students who have made arrangements to graduate will be approved for an intensive internship.
- Summer Placements do not qualify as “intensive internships” unless approved by Program Director and Internship Professor.

Personnel

Interns and Supervisors who would like information, assistance, or express concerns regarding the internship program should feel free to contact any of the following personnel at the College:

- Rob Guthrie- Chief Academic Officer rob.guthrie@vanguardcollege.com
- Sean Anderson - Director of Field Education
- Aundrea Goobie– Field Education Coordinator, Department of Field Education
- Youth Internship Professor: Denise Lang denise.lang@vanguardcollege.com
(please feel free to contact me at any time during the internship for feedback, concerns, questions, I am here to to facilitate a healthy internship for both you and the student.

Guiding Principles

Vanguard College is committed to developing innovative spirit filled leaders. In keeping with this vision, the Field Education Department has established the following guiding principles for the Intensive Internship.

1. Intensive Internship involves developing leaders through discipleship. It is the process of a disciple (intern) learning under supervision of a teacher/supervisor pastor. eg. Moses and Joshua, Elijah and Elisha, Jesus and the twelve Disciples, Paul and Timothy.

· I would like to acknowledge Ms. Betty Funk and her internationally recognized Internship Manual which provides the basis for much of this manual.

2. Intensive Internship involves innovative practical learning. It is learning "How to do" by doing. It involves a Supervisor setting up a broad range of ministry experiences to guide an intern from discussion and observation to participation. It is demonstrating to an intern, how to apply Biblical principles to practical ministry.
3. Intensive Internship is actual spirit filled ministry. It is more than "practising ministry". "Ministry" implies a spiritual dimension. The one who ministers seeks the anointing of the Holy Spirit so that those ministered to receive spiritual help and healing. This is a dimension beyond knowledge, methodology or natural talent.
4. Intensive Internship involves discovering, developing and using one's spiritual gifts for the glory of God by serving others.
5. Intensive Internship is assuming the role of a spirit filled leader. The intern becomes an interim staff member with the privileges, responsibilities, and accountability expected of a full-time servant of Jesus Christ. It is a time to demonstrate mature servant- leadership under the guidance of senior staff members.
6. Intensive Internship is a time for an intern to develop and exercise discretion in conversation, appearance and actions so as to represent the Supervisor/Pastor and church well in all situations, recognizing that he/she is a guest of the hosting Pastor/Supervisor and congregation. In particular, the intern must be loyal to the Pastor/Supervisor and maintain confidentiality entrusted to him/her. Problems encountered should be discussed with the Pastor/Supervisor or with authorized College personnel.
7. Intensive Internship is a time for the intern to ask questions and gain understanding regarding ministerial and church organization, beliefs and practices.
8. Intensive Internship is a time of continuous and immediate evaluation. This evaluation of the intern should be a natural process. Weaknesses and strengths should be discussed openly. The intern must recognize evaluation as a part of the learning process.
9. Intensive Internship is a Pastor/Supervisor accepting an intern as a fellow minister who is training under his/her supervision. The Pastor/Supervisor, recognizing that Intensive Internship is a learning experience shall give guidance to the intern. The Pastor/Supervisor should be loyal to the intern and maintain confidentiality regarding the problems of the Intensive Internship. Evaluation of the intern should be done with the intern and through proper College channels.

Specific Objectives

Developing innovative spirit filled leaders requires growth in the domains of knowledge, attitudes, and real world leadership skills. These are outlined below.

A. Development of Knowledge

- To learn and observe the pastoral skills and leadership styles demonstrated in both program management and people management.
- To become acquainted with the various programs of a local church and how it operates. ("organization" can be substituted for "church", where an intern is involved in a setting other than a church .)
- To become acquainted with the variety of methods and means by which church programs are carried out.
- To learn the appropriate ways to deal with specific activities, ordinances, and ministries of the church such as business meetings, committee meetings, weddings, baby dedications, funerals, etc.
- To learn administrative and financial procedures in the operation of a local church.
- To learn how the local church setting relates to the context of the denominational structure.
- To become acquainted with the various agencies in the community that complement the work of the church. e.g. - Christian counseling services, Pregnancy Centres, Welfare assistance (secular or religious agencies), etc.- Christian schools, other educational institutions, etc. - Community services - police, court, parks and recreation, handicapped and seniors services, shelters, etc.

B. Development of Attitudes and Convictions

- To recognize that the Scriptures and prayer are central to all planning, administration and ministry to the work of the church.
- To appreciate more fully the body of Christ and the harmonious relationships that are necessary for the fruitful ministry of the church.
- To appreciate the distinctive and miraculous work of the Holy Spirit in the ministry of the church.
- To develop an understanding of, and an empathy for, the needs of others.
- To broaden the vision for the great harvest field at home and abroad to which ministers of God are called to labor, and to develop a sense of urgency in reaching our generation in our time with the Gospel.
- To appreciate the privilege and responsibility of the Call of God on one's life to the Divine Service.
- To develop spiritual and personal strengths and strategies in handling stress, demands, disappointments, failure, conflicts, etc. To recognize that problems are opportunities for the miraculous intervention of God the Holy Spirit.

C. Development of Skills

- To develop skills in listening, interviewing and asking questions appropriately, in order to learn as much as possible from the pastor, church leaders, and lay people about the work and ministry of each person.
- To develop observation skills as the intern observes the work of the pastor/supervisor/staff/lay workers as they perform their ministries.
- To apply and develop communication skills in practical situations. e.g. preaching, teaching, visiting, counseling.
- To develop confidence through experience in communicating with individuals and groups.
- To develop such skills as are necessary for effective ministry for leading in worship, interacting with the church and community, planning, organizing and directing events, ministering to various age groups, and performing special functions.

Intern Qualifications

Prerequisite Semesters

Students qualify for Intensive Internship when they have completed the required number of prerequisite semesters. Students intent upon completing an intensive internship must plan out course completion beginning in their second year.

Probation

The privilege of Intensive Internship will be deferred for any student currently on probation (chapel/church, academic, disciplinary). Re-application for Intensive Internship will be considered jointly by the Program Director, Director of Field Education, and the Chief Academic Officer once the student has demonstrated over a period of at least one semester that he/she is ready for Intensive Internship. This may result in a student not graduating within the regular time span of his/her four-year Degree Program.

Graduation

A student who approaches graduation without fulfilling all requirements cannot participate in graduation ceremonies as a "graduate" student. He/she may, however, take part as an under-grad student. In order to meet graduation requirements the missing components, course(s), Field Education (semester credits or full time Intensive Internship) must be completed during the summer months or the fall semester immediately following graduation. The diploma will then be awarded at the next graduation. No Intensive Internship arrangements will be considered for anyone who is not enrolled as a student of the College.

Length and Time

Length:

A 3-month (minimum 12 week or 600 hour) full-time Intensive Internship for third or fourth-year intern

What is meant by “full-time”?

A full-time Intensive Internship is meant to be a time to observe and participate in ministry with a full-time Pastor/Supervisor in order to experience what it is like to be in ministry twenty-four hours a day. Ministry is not a 9:00 a.m. to 5:00 p.m. “paid by the hour” position. Flexibility of time, and being available is part of ministering as people have need. “Full-time” means the intern is available for activities the Supervisor places on his/her planned program, but is also “on-call” or flexible as needed. It is hoped that additional or emergency calls a Supervisor receives will be an opportunity for the intern to be included to observe, and to participate in, if appropriate.

“Full-time” means the intern does not engage in outside employment during Intensive Internship. Days off should be used for rest and relaxation; however, interns are “on call” on days off as any other full-time Pastor would be.

“Full-time” means the intern does not spend time in studying for more than one College or correspondence course or exams during Intensive Internship. Study time should be given to personal devotions and preparation for ministry responsibilities. The intern’s accommodation should be within easy distance of his/her place of ministry in order to be available on a full-time basis.

Intensive Internship Break Option and Days Off:

The intern may arrange a two-day break once during the 12-week Intensive Internship period that is mutually suitable to the Pastor/Supervisor and the intern. If one day a week is usually designated as a “day-off”, this two-day break could be an additional two days some time preferably in the middle of the Intensive Internship period. “Days-off” and the optional two day break cannot be accumulated. The two day additional break can be combined with the regular day off but should not be taken on days when interns should be involved in ministry. An intern assigned to a church should be in the Sunday services at the assigned church, except where the Supervisor gives the intern a ministry related assignment elsewhere.

Time:

Intensive Internship for third or fourth-year students normally takes place from mid-September to mid-December, or from January to March, after completing at least 4 semesters of study. As mentioned above, summer internships will be considered for ministries that function at full capacity during the summer months. The exact dates of Intensive Internship are arranged by the Supervisor/Pastor in cooperation with the intern. Exceptions to this time of Intensive Internship when necessary are approved by the Director of Field Education and Program Director on an individual basis.

Intern Placement

The College has set the following guidelines for the placement of its student interns. Intensive Internship takes place:

- In an approved ministry setting related to the student's denominational affiliation.
- In an overseas or ethnic churches in Canada under the supervision of an approved supervisor.
- All other will be considered on an individual basis considering the qualifications of the supervisor and the nature of approved organizations. In special situations, para-church or "organizations may be considered.
- Interns are advised to do an Intensive Internship in the Church District where they hope to minister and apply for credentials.
- The interns program director and the Department of Field Education will seek to assist in an Intensive Internship placement that is in keeping with a student's major, and a ministry setting that may offer programs of ministry a student hopes to be involved in the future. Such assistance is based on the approval and advisement of College Intensive Internship personnel and the availability of such ministry setting within the guidelines of Intensive Internship placement and policy.
- Overseas cross-cultural Intensive Internships are also open to students in the various programs. Students may approach a Supervisor/Pastor but must understand that all placements are subject to the approval of the interns program director.

Responsibilities of the Pastor/ Supervisor

- To provide accommodation and meals for the intern.
- To provide transportation within the community when the student is involved in Intensive Internship activities or church ministry.
- Financial: The giving of a love gift or gratuity to an intern is not expected or required. It is the prerogative of the church or organization.
- Program: The Pastor/Supervisor is responsible to plan and supervise a program for an intern. (The College provides materials for planning an Intensive Internship program.
- Evaluation: The Pastor/Supervisor evaluates with the intern on an ongoing basis during Intensive Internship, and submits one mid-term and one final evaluation to the College on completion of the Intensive Internship period.

Responsibilities of the Intern:

- Students are required to meet with their program director in their second year of study to arrange for an intensive internship.

- Each intern is responsible to become familiar with the Intensive Internship Program before contacting any Pastor/Supervisor. This manual should be thoroughly and carefully read to understand the “Why” and the “How” of Intensive Internship before any arrangements are made.
- Procedures in arranging an Intensive Internship, as set by the Field Education Department, must be carefully followed. College approval is needed before students make any arrangements.
- The intern is responsible to make sure placement, arrangements, etc., with the Pastor/Supervisor are complete. The Director of Field Education will give assistance and information to the intern as needed.
- The intern must communicate with their Program Director and the Pastor/Supervisor so arrangements can be formalized. The Director should be informed immediately if difficulties, delays, cancellations, etc., occur.
- Two copies of the intern’s resume and personal testimony will be required in the previous semester. (Guidelines for preparation are provided in the Internship and Leadership Portfolio Class.)
- Two copies of a Ministry Experience Checklist will be required in the previous semester as well.
- In conjunction with the Pastor/ Supervisor the intern is to complete the Learning Covenant before commencing the Intensive Internship
- The intern is responsible to complete the requirements of the Field Education Department and the program provided by the Pastor/Supervisor.
- Financial: The student is responsible for travel arrangements and costs to and from the place of Intensive Internship, and all personal expenses while on Intensive Internship.(Note: in some cases these may be subsidized by the college at the discretion of the program director.)
- The intern should arrive the day before Intensive Internship begins and leave the day after Intensive Internship is over. The intern is expected to be present through the Sunday evening service the last day of Intensive Internship.

Registration, Requirements, Credit, Reports and Evaluation

Registration:

Students must register for Intensive Internship at the beginning of the semester that they will be on internship. Students who register after the deadline will be assessed a late registration fee.

Requirements:

The satisfactory completion of a two-month (minimum eight-week),full-time Intensive Internship is required for graduation from the four-year degree program at Vanguard College. An Intensive Internship program should consist of a broad range of ministry

experiences. Where students have been in full-time ministry for one year or more, exemption from Intensive Internship may be granted by the Academic Dean based on individual ministry experience of the student. Students who do not go on the three month Intensive Internship will be required to select courses to make up for six credit hours.

Credit and Payment for Credit Hours:

Six academic credits are assigned to the third or fourth-year, three month Intensive Internship. Payment for credit hours is due at registration time at the beginning of the semester. For students doing a summer semester Intensive Internship, payment is due before leaving for Intensive Internship. Intensive Internship at any other time requires payment before leaving for Intensive Internship.

Reports and Evaluation:

By the Pastor/Supervisor

- The Pastor/Supervisor completes the Supervisor Profile
- The Pastor/Supervisor in conjunction with the Intern completes the Learning Covenant
- The Pastor/Supervisor evaluates with the intern on a continuous basis as discussion follows ministry experiences.
- The Pastor/Supervisor completes a mid-term and final evaluation form with the intern upon completion of the Intensive Internship.
- The Pastor/Supervisor's evaluation may be used for reference or recommendation to the District Credential's Committee with the permission of the evaluator.

By the Student:

- A resume and a written personal testimony are required by the Department of Field Education by the due date assigned.
- During Intensive Internship a daily list of Intensive Internship experiences is recorded on an Intensive Internship Activities Calendar. This calendar also becomes a record of the hours the intern has spent in Intensive Internship ministry programs and preparation. It is a part of the student's formal report on Intensive Internship.
- Reports are required of the intern in the middle of Intensive Internship and at the end of the Intensive Internship period.
- Program Directors determine the deadline for all Intensive Internship reports. No credit will be given for an Intensive Internship if any reports required of a student are not received by date determined by the program director and the intern. This means a student will not graduate, even if Intensive Internship hours and all other requirements have been satisfactorily completed.

By the College:

- The Program Director will issue a final grade on the Intensive Internship. An Unsatisfactory grade will mean a student has failed Intensive Internship and will not graduate or "walk the line".

- The Program Director assigns an Intensive Internship grade based on:
 - The Pastor/Supervisor's evaluation of the intern, and
 - The pre and post Intensive Internship requirements; such as, attendance at arranged meetings with the program director, preparation of Intensive Internship materials and handed in on time, Intensive Internship arrangements (communication with the Program Director and the Supervisor of the intern), completion of reports and evaluations by due dates, abiding by the terms of the covenant with the Pastor/Supervisor, or any other requirements needed to arrange and conclude an Intensive Internship program on behalf of the student.

Failure of Intensive Internship:

A failing grade means a student has failed Intensive Internship and will not receive any academic credits for Intensive Internship. The Director of Field Education, Chief Academic Officer and the Program Director will decide whether an Intensive Internship must be repeated or whether the academic credits can be earned through additional course work.

Withdrawal Failure:

- A designation of WF will appear on the transcript of a student who begins Intensive Internship, completes one or more weeks of Intensive Internship, and then withdraws from Intensive Internship.
- Incomplete Intensive Internship:
 - If for any reason, such as illness, personal or family circumstances, an Intensive Internship is not completed, a student must make up the necessary eight complete weeks in order to receive credit for Intensive Internship. (At the program directors discretion credit hours may be given for an incomplete program. Students may be required to complete the standard internship in lieu of the intensive internship)
 - In extenuating circumstances, the Program Director, Director of Field Education and the Chief Academic Officer may make adjustments as necessary.
 - In all instances of an incomplete Intensive Internship or a student withdrawing from Intensive Internship, the intern is responsible to contact their Program Director or immediately.

Essential Experiences

In our vision to develop innovative spirit filled leaders *participation, observation and discussion* are considered essential elements of every Intensive Internship. The purpose of Intensive Internship is active involvement in ministry. Where full participation is not possible or appropriate, observation of an experienced leader, and/or discussions with the experienced leader, offers valuable insight into the varied aspects of ministry. Below are suggestions for each category.

(Note: students should be exposed to a wide variety of ministry experiences but must also emphasize activities that correspond to their particular program of study, such as

youth ministry, worship ministry, children's ministry, pastoral ministry, or inter cultural studies.)

Suggested Participation Activities:

- € Participation in the following where possible. Observation if participation is not possible.
- € Worship planning - Sunday and weekday services
- € Preaching
- € Assisting in services, including altar work, leading in worship, etc.
- € Variety of teaching experiences using a variety of methods.
- € Water Baptism service, including instruction of candidates and participation in the service.
- € Communion Service, including communion preparation, serving and assisting.
- € New converts class - material used, instruction, visitation.
- € Meet and interview or receive job descriptions of all staff members.
- € Department programs such as Sunday School (all Departments), Men's Fellowship, Women's Ministries, Youth, Weekday Children's Program, Children's Church, Senior Program, etc.
- € Church Music Program, special music, choirs, instrumental groups, rehearsals.
- € Organization of special events (for any age group) ie. retreats,
- € outreach, Christmas program, visitation, fellowship times, attendance builders, etc.
- € Organization of weekend events, ie. family retreat, youth exchange, senior's trip.
- € Publicity program and church bulletin.
- € Hospital/Institutional visitation.
- € Home visitation.
- € Welcoming committee and greeting before services.
- € Usher and Church greeting.
- € Prayer/Intercession meetings.
- € Spiritual counseling/altar worker - material, decision cards, follow-up.
- € Visitors - follow-up/visitation

Suggested Observation Activities:

- € Observation of the following experiences where possible. Participation where appropriate.
- € Church staff, prayer and planning meetings
- € Church administration meetings and procedures
- € Church physical plant
 - Rationale for layout and design
 - Parking facilities and summer/winter maintenance
 - Custodian duties
 - Grounds
- € Church board meetings and committee meetings
- € Ministerial meetings
 - Sectional or city pastors of PAOC/PAON
 - City Ministerial meetings with other denominations
- € Counseling sessions
- € Baby dedication

- meet family
- plan service
- purpose and meaning
- ceremony
- follow-up
- € Weddings
 - pre-marriage counselling content
 - legal papers
 - rehearsals
 - types of ceremonies
 - follow-up.
- € Funerals
 - arrangements
 - customs/traditions
 - types of services
 - funeral director and home
 - burial preferences
 - protocol
 - follow-up.
- € Community and social agencies with which the church cooperates.
- € Investigation of social agencies in the community - secular and church related, ie. crisis pregnancy centre. - missions, youth havens, abuse shelters, etc.
- € Community services - senior citizen homes, group homes, Institutions: educational, medical, correctional, etc.
- € Volunteer agencies - support groups, etc.

Suggested Discussion Topics:

- € The call of God
- € Vision for the Ministry
- € Philosophy of Ministry or Core Values
- € Strategic Long Term Planning
- € Denominational Distinctives
- € Current doctrinal/worship ideas and the /effect /on the church
- € Service/worship planning - Sunday/Weekday
 - The place of Bible readings
 - Music
 - Prayer and Benedictions
 - Offerings
 - Praise
 - Prayer for the sick, etc.
- € Visitation
 - Department for home, hospital, institutional visitation
 - Regulations
 - Sensitivities to staff of institution/to patients
- € Church Administration
 - District constitution
 - Local church constitution
 - Church leadership and job descriptions

- Board meetings - agenda, procedure, relationships
- Church finances - local church, and designations
- Church property - maintenance, costs
- € Personal and pastoral standards and ethics
 - With the community
 - With other churches and pastors (PAOC/PAON or other)
 - With local church membership
 - Devotional life
 - Family life and home responsibilities
 - Appearance
 - Finances and possessions
 - Time management
 - Loyalty
 - Confidentiality
 - Days off/holidays/illness

Checklist of Possible Intensive Internship Activities in the Local Church

This checklist is to be used as a reference or idea list to help in Intensive Internship program planning. Do not send it to the Program Director at the College.

Sunday Ministries:

- € Sunday Church Services
 - € Worship planning/preparation
 - € Scripture reading
 - € Prayer
 - € Announcements
 - € Testimony
 - € Altar work
 - € Counseling
- € Sunday School _
 - Ushering
 - € Greeting at entrance
 - € Sound room
 - € Choir rehearsals/performance
 - Orchestra rehearsals/ performance
- € S.S. teaching (youth or grade 5/6 age)
- € Observation in each dept.
- € Conduct opening session
 - Tell a story
- € Conduct a 6-week contest
- € for: - Attendance

- Visitors
- Memory Work
- Community blitz for S.S. S.S. visitation & follow-up
- Develop a _____
- Develop a _____
- Develop a _____
- € Develop a costume closet for S.S. dress-up activities
 - Decorate S.S. classrooms
 - Prepare posters and lettering
- € Youth Church _
 - Assist the leader
 - Tell story
 - Lead music
 - Prepare crafts
 - Use puppets, skits or drama
- € S.S record system S.S. visitation plan church directory

Weekday Programs:

Children or Youth Ministries

- € Lesson
- € Music
- € Crafts
- € Skills training
- € Memory work
- € Games/activities
 - Children's or youth
- € Mini-missions convention
 - Children's or youth film festival
- € Parent-S.S. children's night
- € Children's evangelistic crusade
- € Children's or youth music/choir
 - Children's or youth drama presentation
- € Christmas concert
 - Children's parties
 - VBS for youth and older elementary

Youth Ministries

- € Preaching

- € Devotionals
- € Worship Ministry
- € Drop In Center
- € Visitation
 - high school
 - home visits
 - telephone calling
 - relational ministry
- € Small group
- € Bible studies/discussions
- € Socials and Special Outings or Events
- € Sports/Recreation
- € Retreats
- € Coffee House
- € Outreach activities
- € Youth executive training
- € Parent-youth events Banquets and programs
- € Retreats

Adult Ministries _

(M.F., W.M., Mid-Week services, Young Adults, College and Career)

- € Devotionals
 - Testimony
- € Social
 - Prayer meeting Bible study
 - Cell group study
- Hospital visitation Follow-up visitation from a church service
- € Home-bound senior visitation
 - Home-bound Communion service Adult sports events

Occasional, Special Or Seasonal Events

- € Teacher or Leadership Training
- € Special training evening
- € Segment of training in the Workers'
- € social event
- € Services, Socials, Banquets
- € Missions services! Praise festival
- € conventions
- € Talent night
- € National Youth Day
- € Outreach effort
- € Workers' Appreciation

Continual Personal and Church Related Activities:

- € Staff and Personal

- € Personal devotions
- € Study and preparation periods
- € Journal daily update for ministry assignments
- € Staff prayer and planning
- € journals
- € Office Procedures
- € Telephone duty Advertising
- € Bulletin preparation — Duplicating
- € Mail-outs Up-dating addresses, etc.
- € Church Maintenance
- € Clear sidewalks
- € Audio-visual set-up
- € Clean church
- € Painting
- € Platform orderliness
- € Repairs
- € Communion preparation
- € Landscaping, planting

A Pastor/Supervisor's Guide to Planning the Intensive Internship Program

As a partner with the college in the process of developing innovative spirit filled leaders, the Intensive Internship Pastor/ Supervisor plays an vital part of designing the optimum learning experience. The Program is a practical course where a curriculum of practical experiences is planned, supervised and evaluated by the hosting Pastor/Supervisor of an intern. The following suggestions for planning an internship program and schedule are meant to assist you as you prepare for your intern. Thank you for acting as adjunct faculty in guiding a student through an intensive internship program with you.

Vanguard College views internship as an essential part in the training of a student for ministry. The classroom provides the necessary theoretical base and study of the Word; but the internship setting gives the student a practical overview of what full-time ministry demands.

Planning a Tentative Calendar for Intensive Interns

This guide is provided to help you plan an effective intensive internship for your intern. The items below detail a suggested process.

1. List all the programs you are involved in:

- € at your church/agency/organization
- € in homes
- € in the community
- € in the district
- € other

€ Refer to "Essential Experiences" and "Church Program Checklist" in the Intensive Internship Manual)

2. List the internship experiences the intern has never observed or done which your ministry setting can provide. (See the "Students Ministry Experience Checklist" -)

3. On a TENTATIVE INTERNSHIP ACTIVITIES CALENDAR:

- € Write in the church activities during the internship that the intern should be present for.
- € Write in home activities - cell groups, friendship gatherings, etc.
- € Write in any community programs, outreaches, social agencies, other joint church efforts, ethnic church services, etc.
- € Write in District events: ministerial, educational, retreats, outreaches, etc.
- € Write in any other events your church/organization has planned that the intern could learn from.

€ Write in the experiences you listed under Number 2 from the "Students Experience Checklist"

4. Indicate after each activity whether the intern will be an Observer (O) or a Participant (P). If a participant, how should he/she be prepared to be involved? Add brief comments (side two of the calendar as to what the intern should prepare) Include a summary of these tasks and responsibilities in the Learning Covenant.

5. Lighten your supervision load and broaden your intern's experiences by introducing him/her to quality people in your congregation who are in leadership roles.

List the resource people you have in your congregation that can share their knowledge and experiences with the intern. Assign the intern to a variety of quality church leaders for various practical assignments. Please retain your supervisory role even though interns are on assignments with other church leaders.

€ Associate/Assistant Pastors.

€ Ministers of Visitation/Pastoral Care, Music, Youth, Christian Education/Church Ministries, etc.

€ Missionaries, Chaplains of Institutions, Retired Pastors.

€ Observation of a unique program offered by another affiliated church. ie., Day Care, Christian Day School, Downtown Mission, Drop-In Centre, Outreach Program, etc.

€ Church workers in charge of a church ministry - Sunday School Superintendent, Youth Worker, Senior Citizen's Coordinator, Nursery, etc.

€ Professional members of your congregation who are in "people" oriented professions. ie., Education, Social Work, Counseling, Law, Medicine, Civic Leaders, Personnel Management.

6. On the calendar beside each activity listed, place the name of the supervisor who will supervise the intern in the activity listed.

7. Block in times for discussions on various aspects of the ministry, and evaluation of the intern's involvements. (Refer to discussion topics in the Manual under "Essential Experiences" and to the evaluation form.)

8. Block in the "days off" an intern will have during internship. Also allow for study and preparation time in an intern's week to prepare for their practical assignments and presentations.

9. The intern will understand that many events arise which cannot be time-tabled. It should be understood that they will be called on to accompany the pastor/supervisor on unscheduled events or any emergency calls when their presence is appropriate.

10. Send your tentative internship calendar to the intern with a few comments on the activities the intern needs some preparation for, especially in the first week. Forward the calendar to the student in good time for them to prepare before internship begins, especially where participation is expected immediately.

Intensive Internship Suggestions:

1. Have a list of jobs/activities/assignments that interns can be given to complete on their own when:

- the Pastor/Supervisor is unavailable or delayed.
- the Pastor/Supervisor is involved in ministry, counseling or other activities when an intern should not be included.

Suggested Independent Activities for the Intern:

- Preparation for youth meetings, crafts, signs, church or Sunday school decorations, posters, Bible Lessons and Bible learning activities, plan a party for any age group, plan a retreat, banquet, open house, Sunday school contests, visitation/follow-up, phoning, surveys, etc.
- Work on records, files, mailing lists, bulletin ideas, etc.
- Introduce the intern to books, magazines, resources you feel are valuable in practical ministry or devotional growth, current issues in ministry.

2. It is not expected that interns be given reading assignments and reports to write. Study time on internship is meant to give preparation time for practical assignments. Students are to be committed to a full-time internship. They should not ask for time off to work at another job. Time for personal studies such as, extension or correspondence courses, additional class attendance, language study, etc., may be considered as students are expected to complete one course while on their internship.

3. Prepare your congregation/staff to receive the intern, and the blessing they can be to a student training for ministry.

4. Share with your congregation your concept of the place the intern has while in ministry with you.

One intern reported his pastor's concept of an intern in the following way:

"The pastor made it clear to me and to the congregation that he regarded me as an interim member of the church staff. My schedule, duties, dress, platform appearance, and ministry responsibilities were the same as those expected of his associates. His concept of what an intern was gave me confidence so that people I ministered to respected me."

Intensive Internship Forms

Pastor/ Supervisor Profile

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 Intensive Internship, I hope to achieve the following in part or whole:

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

Date

Signature of Supervisor

Learning Covenant
INTENSIVE INTERNSHIP

1. Name of Intern: _____
2. Name of Intern Site: _____
3. Location of Intern Site: _____
Postal Code: _____ Phone: _____ - _____
4. Major Goals of Intern:
 - a. _____
 - b. _____
 - c. _____
5. Major Goals of Supervisor:
 - a. _____
 - b. _____
 - c. _____
6. Mutually acceptable major involvements to achieve goals in #4 and #5:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
7. Time Commitments: _____
(Please attach calendar of Internship events)
8. Accountability: _____

Date

Signature of Supervisor

Signature of Intern

Program Director

Supervisor's Mid-Placement Evaluation

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 Covenant:

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:

Note: Please complete this form and bring 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 Final Evaluation

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) as either:
 Excellent (1), Above Average (2), Average (3), Growth Area (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 Qualities:

Qualities	Rating				Comments
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 Christian 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
Openness to Criticism	1	2	3	4

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

- List the ministry involvements of the student and rate the effectiveness of the involvement (excellent, above average, good, fair, poor)
 - _____
 - _____
 - _____
 - _____
 - _____
- Has the intern put in the required amount of time for this program?

Above Average

Average

Below Average

3. In what areas do you feel this placement has personally helped the intern?

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

5. What do you perceive are the intern's personal and ministry strengths?

6. To what extent were the goals and the expectations of the Learning Covenant as well as the expectations (i.e. were the agreed upon hours of service satisfied?) achieved?

V. The Intern's Relationship with the Ministry Field

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

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

VI. Grade

Please give the intern a grade out of 100 _____

A + 97-100 A 93-96 A- 90-92 B+ 87-89 B 87-82 B- 80-82 C+ 77-79 C 73-76
C- 70-72 D+ 67-69 D 63-66 D-60-62 F 35-59

Or Please give the intern a letter grade _____

I have discussed this evaluation with the intern.

DATE/SIGN: _____.

To the Supervisor: we value your input please give us your feedback below.

A=Superior B=Above Average C=Average D=Poor E=Failure

VII. 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?

Additional Comments