

MS District School of Ministry (MS-SOM)

Internship Steps to Completion

1. Review the internship packet in detail to understand the full internship procedure.
2. Contact a credentialed minister in regards of being your internship mentor. This minister must hold credentials at least one level higher than what you are seeking. (Ex: Certified interns must have a mentor with the minimum of licensed credentials) The exception comes with ordained interns who must have a mentor with ordained credentials.
3. Thoroughly review the internship process with the potential mentor. If the minister agrees to serve as your mentor, complete and mail in the **Internship Mentor Covenant** on page five to the District Office. (Attn: MS-SOM Internship Coordinator) In the event that you cannot find a minister to serve as your mentor, contact the District Office for further assistance in making a mentor connection.
4. The start date you list on the Internship Mentor Covenant is the day your internship begins. You have exactly three months to complete your internship project and submit the following documents to the District Office.
 - a. Six, single-page project papers
 - i. Strategic Planning
 - ii. Pulpit Ministry
 - iii. Church Finance
 - iv. Vision
 - v. Personal Spiritual Growth
 - vi. Ministerial Relationships
 - b. Student Summary of Internship Reports
 - c. Mentor Summary of Internship Reports
 - d. Statement/Letter of suitability for ministry from the mentor (Sent from the mentor directly to the District Office)
5. Interns will receive an email confirming the status of their internship completion after submitting **all** the necessary documents within the three-month internship time allotment. Students may have to restart the internship if documents are not sent in within adequate time given.

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Internship Protocol

MS-SOM Statement of Purpose:

The Mississippi District School of Ministry exists to provide training for those sensing a call to ministry, whether as credentialed ministers of the Assemblies of God, or as equipped laypersons within the local church. The schools seek to promote a unified purpose for ministry within the Fellowship, providing doctrinal and practical instruction based upon common core values and shared ministry goals.

The leadership and faculty of MS-SOM fully subscribe to the Statement of Fundamental Truths of the Assemblies of God and commit MS-SOM to proclaim and support the principles and polity of the Assemblies of God. MS-SOM commits itself to provide training courses that meet District and General Council educational requirements for ministerial credentials.

Furthermore, MS-SOM seeks to fulfill the mission of the General Council of the Assemblies of God and the District Councils of the Assemblies of God and is committed to the development of healthy leaders, churches and ministries.

Internship Purpose/Mission:

The MS-SOM internship strategy enables students to confirm God's call, develop the Christ like character, gain the competencies of ethical and effective ministry and develop the personal disciplines essential to successful life and ministry. The strategy uses guided "hands on" ministry experiences, interaction with qualified pastors/mentors, reading and the exercise of personal spiritual disciplines to accomplish its mission.

Internship Objectives/Goals:

- Exposure to a variety of ministry methods, skills and practices.
- Develop effective people and conflict resolution skills.
- Ethical standards of ministry.
- Fulfill the Assemblies of God General Council internship requirements.
- Minister effectively within the fellowship.
- Seek "best practice" experiences and exposure to effective ministry systems and structures.
- Help students develop skills and gifts for maximum effectiveness in ministry.
- Help students develop the disciplines of effective servant leadership.

Internship Characteristics/Values:

- Student Value: Equip students for effective ministry.
- Student Participation: Students actively participate in the design and fulfillment of these standards and objectives.
- Cooperative Fellowship: Value ministry within the Assemblies of God in a way that faithfully fulfills the vision of a "voluntary cooperative fellowship".
- Biblical Fidelity: Students develop ministry that is faithful to biblical teaching, values, principles and world view.
- Flexibility: Students can "tailor" their internship experience in ways that better meet their needs and fulfill the requirements.
- Encourage Development: Students value and develop the skills needed to pursue spiritual, personal and professional development throughout their life.

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Mentor Qualifications

The selection of appropriate pastor(s)/mentor(s) is critical to the success of the internship process. For the use of the internship protocol, mentor refers to that person overseeing the individual internship. Often the mentor is the senior pastor. **The mentor must be approved by the designated DSOM and District Leadership.** The mentor must be one who is fully cooperative and supportive of the ministries and policies of the District Council of the Assemblies of God. The mentor may want to include another minister who has outstanding qualifications to give the intern the "best practice" experience in a given area. (Ex. Presbyterian, staff person, ministries leader, etc.)

Mentor Qualifications:

An appropriate and qualified mentor must...

- Be ordained or credentialed one level above the credential the student is seeking (except, of course, for ordination).
- Willingly follow the policies and guidelines of the MS-SOM internship process.
- Have demonstrated a proven ministry of cooperation & integrity.
- Have a minimum of 5 years of pastoral experience.
- Willingly invest significant time in the intern and the internship process.
- Refuse to serve as a mentor in those areas in which they lack the expertise or if their involvement is not in the best interest of the student.
- Refer students to others who have greater expertise in areas when it is in the best interest of the student.
- Willingly complete and submit the required DSOM ***Pastor/Mentor's Summary & Evaluation Reports*** and ***Pastor/Mentor's Statement/Letter*** along with the completed ***Student Summary Report*** & student's ***Prayer Journal Summary Report*** to the DSOM internship coordinator at the end of the 3 month internship period.
- **Be approved by the designated DSOM and District Leadership.**
- Communicate concerns regarding the intern or the internship process with the DSOM leadership.

MS District School of Ministry (MS-SOM)

Internship Mentor Covenant

Intern Name: _____

Level of Internship: () Certified () Licensed () Ordained / Internship Start Date: _____

Mentor Name: _____

Mentor's Credential Level () Certified () Licensed () Ordained

***** The remaining page information to be completed by the mentor*****

I agree to serve as the **Internship Mentor** for _____ who is fulfilling the internship requirement for Assemblies of God ministerial credentials through MS-SOM. I understand that the student is seeking specific credentials for current and future ministry. I recognize that the role of **Internship Mentor** is critical to the successful completion of the MS-SOM internship and covenant with the student and MS-SOM to carry out this responsibility to the best of my ability and affirm the following objectives:

- After reading and fully understanding the MS-SOM Internship Strategy, I commit myself to carrying out the mentor responsibilities described.
- After reading and fully understanding the Steps to Completion, I commit myself to carrying out the learning objectives described for each internship standard.
- I agree to fully cooperate with MS-SOM leadership and the student.
- I agree to model the best practices and excellence in ministry.
- I agree to hold the student accountable for excellence and the timely completion of learning objectives throughout their internship.
- I agree to submit all required documentation in a timely fashion.
- I understand that should I fail to carry out these responsibilities, the student is required to seek another mentor in order to successfully complete their internship.
- I will release the student from the mentoring relationship should I be unable to fulfill these requirements OR if the student fails to carry out their responsibility and will notify MS-SOM of my decision.

Phone: _____ Email: _____

Home Church: _____ City: _____

Signature: _____

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Internship Projects

The projects designated in this internship strategy as mandatory are components of the credentialing requirement for the General Council of the Assemblies of God. As such, they cannot be altered by MS-SOM or the Mississippi District of the Assemblies of God.

*****Begin with Project No. 5, as it requires the full three months to complete*****

Project No. 1: Strategic Planning

Objective: To gain competence in strategic planning by leading a group of local church leaders through a process of planning and implementing a significant change in the life and ministry of the church OR within a particular ministry of the church, OR by leading a group of local church leaders through a process of planning and implementing a special ministry or project, such as a Vacation Bible School, a special community outreach event, etc.

Project No. 2: Pulpit Ministry

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

Project No. 3: Church Finance

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

Project No. 4: Vision

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

Project No. 5: Personal Spiritual Growth

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

Project No. 6: Ministerial Relationships

Objective: To gain competence in ministry by developing significant relationships with other students, ministers, missionaries, regional and district leaders and those who lead district ministries.

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Project Requirements & Steps to Completion

Students may begin the internship projects after completing at least three MS-SOM or Global University courses at the desired level of internship. The interviews and journaling in each step are only to assist students in writing the reports and DO NOT need to be submitted.

Project No. 1: Strategic Planning

- a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of strategic planning.
- b) **Write a one-page report for this project.**
- c) Meet with and discuss this report and experience with your mentor before submission. The report should include information gleaned from the following interviews.

Strategic Planning: Steps to Completion

- 1) Assemble and lead a group of leaders in your local church through the process of planning and implementing a significant change in the life and ministry of the church.
- 2) Assemble and lead a group of leaders in your local church through the process of planning and implementing a significant change within a particular ministry of the church. (Ex: children's ministry, worship, youth ministry, etc.)
- 3) Assemble and lead a group of leaders in your local church through the process of planning and implementing a special ministry event (Ex: Vacation Bible School, community outreach, etc.)
- 4) Choose a book on the subject of strategic planning and write a three-page overview of the book in relation to a specific need that you believe needs to be addressed in your church. Based on the findings of the book what would you propose as a plan of action to address that specific need.

Project No. 2: Pulpit Ministry

- a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of pulpit ministry.
- b) **Write a full one-page report for this project.**
- c) Meet with and discuss this report and experience with your mentor before submission. The report should include information gleaned from learning process.

Pulpit Ministry: Steps to Completion

- 1) Provide a recording or online link to the mentor evaluating your sermon. Also provide an appropriate evaluation tool. Have the mentor critique the message and offer suggestions for improvement for the future. Do this for five different sermons.
- 2) Review and discuss insights and questions regarding sermon preparation, presentation and skills with the mentor.

Project No. 3: Church Finance

- a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of church finance.
- b) **Write a full one-page report for this project.**
- c) Meet with and discuss this report and experience with your mentor before submission. The report should include information gleaned from learning process.

Church Finance: Steps to Completion

- 1) Review the church finances with the mentor and prepare a church budget for the coming year. Consult afterwards about the church budget with the mentor.
- 2) Read Basic Business Principles for Growing Churches by Arnold Cirtin, CPA.
- 3) Review and discuss insights and questions regarding church finances and budgets with the mentor

Project No. 4: Vision

- a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of vision for the local church.
- b) **Write a full one-page report for this project.**
- c) Meet with and discuss this report and experience with your mentor before submission. The report should include information gleaned from learning process.

Vision: Steps to Completion

- 1) Assemble a vision team of leaders – either in the local church as a whole OR in a particular ministry – and lead them through the vision discovery process of what the church or ministry should work toward for the future.
- 2) Lead a team of church leaders through the process of evaluating the church's implementation of their vision, in terms of its policies, procedures, practices and budgets.
- 3) Lead a team of church leaders through producing a vision statement OR a vision implementation report.

Project No. 5: Personal Spiritual Growth

- a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of personal spiritual growth.
- b) **Write a full one-page report for this project.**
- c) Meet with and discuss this report and experience with your mentor before submission. The report should include information gleaned from learning process.

Personal Spiritual Growth: Steps to Completion

- 1) Keep a daily prayer and devotional journal consistently for **three months** that includes:
 - a. Scriptures read
 - b. Scriptural insights
 - c. Prayer needs
 - d. Answered prayer
 - e. Insights gained from non-biblical reading
 - f. Reflections on personal spiritual growth including challenges and victories
- 2) Set aside specific times for prayer, reading and devotions every day
- 3) Engage with the mentor about insights and questions regarding personal prayer and devotional life.

Project No. 6: Ministerial Relationships

- a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of ministerial relationships.
- b) **Write a full one-page report for this project.**
- c) Meet with and discuss this report and experience with your mentor before submission. The report should include information gleaned from learning process

Ministerial Relationships: Steps to Completion

- 1) With the help of the mentor, identify (and if possible, contact) sectional and district leaders and those who lead district ministries
- 2) Seek an appropriate opportunity to attend a sectional fellowship, District Council and/or sectional meeting and a local ministerial association meeting.
- 3) Join a cohort/small group of other ministers or ministry students
- 4) Engage with the mentor about insights and questions regarding healthy relationships with other churches and ministers, sectional/district leadership and district ministries

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Guidelines for Project Reports

- Each one-page typed report should be written in three sections.
 - Section No. 1: Examination – a brief description of your experience
 - Section No. 2: Evaluation – a brief reflection of the pros and cons of the experience
 - Section No. 3: Strategy for Improvement – a description of the steps you, the student, plan to take to improve competency in the area or improve your method in the future
- Each section should be **at least** one paragraph with all three sections filling the page.
- All reports must be reviewed by the mentor and must be sent in with the corresponding documents listed below to MS-SOM leadership for evaluation.
 - End of internship documents to send in:
 - One-page written report per project
 - Student Summary
 - Mentor Summary
 - Letter of Recommendation from mentor
- All project reports are due **within three months from the date of registration.**
- Reports are to be full typed and meet the generally accepted standards of grammar, punctuation, spelling and notation.
- Each report must have a one-inch border all around and must be double spaced.
- Students who fail to submit acceptable reports and summaries or meet other standards will not receive credit for their internship. Requirements:

Mississippi District School of Ministry (MS-SOM)
ORDAINED MINISTRY INTERNSHIP REPORT: Student Summary

#1 Strategic Planning:

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

#2 Pulpit Ministry:

Standard	Yes	No
1.		
2.		
3.		
4.		
5.		

#3 Church Finances:

Standard	Yes	No
Developed an annual church budget:		
Budget reviewed and approved by the mentor:		
Read the book, "Basic Business Principles for Growing Church:"		
Completed (Date: _____)		

#4 Vision:

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

#5 Personal Spiritual Life:

Standard	Yes	No
Consistently kept a prayer/devotional journal for three months:		

#6 Ministerial Relationships:

Standard	Yes	No
Attend a Sectional Meeting:		
Attended District Council (E3):		

Intern Signature

Mentor Signature

Date

Date

Mississippi District School of Ministry (MS-SOM)
ORDAINED MINISTRY INTERNSHIP REPORT: Mentor Summary

In discussion with the student please rate their performance (excellent, average, unacceptable) in each standard, identify at least one strength, one weakness and one way the student could improve this area. Use and attach additional sheets as needed.

Project	Performance Rating	Strength	Weakness	Improvement
Strategic Planning:				
Pulpit Ministry:				
Church Finance:				
Vision:				
Personal Spiritual Growth:				
Ministerial Relationships:				

Suitability for Ministry: Submit a one-page statement of your overall impressions of the student’s capabilities and potential for ministry. Identify strengths, weaknesses and recommendations for improvement. This statement is to be submitted directly to the MS-SOM internship coordinator with all other report forms.

Mississippi School of Ministry, P.O. Box 720309, Byram, MS 39272

Mentor Signature _____

Date _____