









## Internship Tasks

Internship responsibilities fall into at least nine (9) categories. Elders may add additional areas of responsibility—these nine must be observed. These tasks are in addition to and assume that the student will satisfy all expectations of church members such as regular attendance at all stated meetings of the church. The tasks are as follows:

1. Leading Worship
2. Preaching
3. Teaching
4. Administration
5. Visitation
6. Counseling
7. Evangelism
8. Cross-Cultural ministry
9. Mentorship

**Leading Worship:** This should involve actions such as speaking the Call to worship, leading in prayer, scripture reading, introducing Psalms and hymns (and if appropriate leading in singing them) and other actions assigned by the elder(s) or supervisor(s).

**Preaching:** The intern should be assigned at least four (4) opportunities to preach in public worship<sup>3</sup> during each academic year (July 1-June 30). Each sermon is to be evaluated by at least three (3) and preferably four (4) congregants, and the congregants chosen should be different for each sermon evaluated. The elder(s)/supervisor(s) should assign different texts and types of sermons (i.e. Old Testament exposition, New Testament exposition, Doctrinal/theological, and if possible special event). The evaluations are to be submitted directly to the Seminary office by the

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<sup>3</sup> In some cases, elders may be reluctant to have inexperienced men preach in a regular worship service. In cases such as this, a suitable substitute such as preaching before the officers of the church, or a specially selected group of mature Christians is acceptable. Decisions on this matter shall be left to the discretion of church leadership in consultation with the Seminary Internship director.

sermon evaluators, where they will be collated and forwarded to the elder(s)/supervisor(s).

**Teaching:** The student should be assigned teaching responsibilities in circumstances other than Lord's Day worship. This might include various Sunday School classes (especially of children and/or young people), youth meetings, Bible studies etc.

**Administration:** An important part of ministerial responsibility is the oversight of administrative matters in a church. The intern should be invited to attend elders', deacons' (and other committees'—such as preparations for special events such as conferences) meetings when appropriate. He should likewise observe the organizing and facilitating of events such as church camps and youth retreats. Church and personal budget planning should be incorporated, as well as record-keeping. Similarly, the intern should observe and participate in diaconal responsibilities, both in terms of benevolence and property matters.

**Visitation:** Interns must participate in the regular visitation activities of the church leadership. This should include visitation of members, hospital calls, comforting the bereaved, etc.

**Counseling:** Counseling is a learned art; for this reason, when appropriate and with the permission of the counselee, the intern should observe formal pastoral interactions with people. If possible, this may be coordinated with the counseling professor.

**Evangelism:** The gospel must be proclaimed to the world, both in preaching and in conversation (Colossians 4:2-6). Each intern should be assigned specific evangelistic responsibilities appropriate to each church's programs.

**Cross-cultural ministry:** Every church ought to be a missions-oriented congregation. Often the missionary interest of the people will depend on

the missionary interest of the pastor. A cross-cultural missions experience will assist each intern in understanding the task and in leading his congregation to be focused on the spread of the Gospel in the world. Each intern must be assigned a specific cross-cultural ministry opportunity.

**Mentorship:** The intern and elder(s)/supervisor(s) should meet on a regular basis for prayer and conversation (we recommend at least bi-weekly meetings). These sessions might involve reading and discussing important ministry-related books, discussing upcoming assignments and debriefing after their completion.

**Other Activities:** Each church is free to add to this list. Please indicate on the **Student/Church Internship Agreement Form** any additional tasks to be accomplished.

Additionally, *please also see the separate sheet titled **Guidelines for Summer Internships.***

It is important to note that all areas of these guidelines must be fulfilled. If a student is employed by a church in a specialized area (such as youth work), his employment will only fulfill some (not all) these requirements.

**Calculating internship hours:** In most cases, internship hours should match the actual time spent accomplishing his task. Some special cases may be noted: Preaching/Teaching opportunities may be counted as 10 hours total per each opportunity (due to preparation time); if the student is assigned a preaching or ministerial task which requires more than 30 minutes travel time, he may count his travel time toward internship hours up to four hours each way.

## Forms

In order to fulfill the Internship, the following forms must be used:

### **Internship Manual**

### **Guidelines for Summer Internships**

**Student Supervisor Agreement Form** This form must be completed and signed by both the intern and the supervisor(s). It must be submitted by November 1 of each academic year.

**Preaching Evaluation Form** The student may know the identities of the persons evaluating his preaching, but he is not to see the forms they submit. It is important to protect the anonymity of the evaluators.

**Internship Record** This form is to be submitted annually, during the July following the completion of each academic year, except for the senior year when it must be submitted by April 15 prior to graduation.

All forms must be signed and submitted to the Seminary office where they will be kept on file.



Please sign below, acknowledging that you have read and understood this Internship Manual:

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Supervisor

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Student

## Guidelines for Summer Internships

IRBS Theological Seminary is a graduate level theological school existing for the purpose of training men to serve in the Gospel ministry. As a part of the Master of Divinity/Diploma requirements of the Seminary, most students must fulfill 600 hours of formal *Internship* in a local church (or churches).<sup>4</sup> This is normally fulfilled in two ways: 1. The student must enter into a formal internship arrangement with a local church; and 2. During the Summer months, the student supplements this arrangement with a Summer Internship served at a church or mission of his choice. The following guidelines are intended to assist in the latter.

A Summer Internship involves a time-specific relationship, in which a student and a church and its elder(s), or, in the case of foreign missions, a missionary pastor, enter into supervised, hands-on ministry experiences and opportunities spanning the various responsibilities present in church life and ministry. The intent of the Internship is to provide the student with specific exposure to and participation in many of the facets of the Christian ministry under the care and supervision of experienced servants of Christ. Throughout the Internship, and at its conclusion, evaluation and reflection on the activities of the Internship will provide the student with means for growth in grace and giftedness.

### PARAMETERS

As a help to churches considering the possibility of such relationships, we offer the following suggested guidelines. They should be fine-tuned for each individual church-student relationship. In the best case, churches should seek to contact prospective interns by January 15, and settle on dates and arrangements by March 1.

Objective 1: To expose the student to the full range of pastoral responsibilities and church life. Since needs will vary from intern to intern, this should include some or all of the following activities:

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<sup>4</sup> Internship requirements for transfer students are adjusted on a pro-rated basis determined by the number of credits accepted in transfer.

1. Attend all stated meetings of the church.
2. Attend (as appropriate) meetings of elders and deacons.
3. Attend other special meetings of the church (evangelistic Bible studies; youth meetings; Nursing Home services etc.).
4. Accompany pastoral visitation (Hospital; bereavement; new visitors, etc.).
5. Spend as much time as possible observing the pastor/missionary in routine daily activities.
6. Spend time in the homes of church members for fellowship.

Objective 2: To provide to the student opportunities to participate in the various aspects of pastoral responsibilities and church life. The minimum time required is 40 hours per week.

1. Preach as often as possible.
2. Teach/observe Sunday School classes throughout a range of age levels.
3. Lead worship services and prayer meetings.
4. Engage in evangelistic activities (door-to-door, home Bible studies, youth meetings, etc.). The student needs to learn how to speak to the common man.
5. Meet one-on-one with several men of the church for prayer and/or discipleship. The student should initiate these meetings as he becomes acquainted with the men of the church.
6. Participate (as appropriate) in visitation and/or counseling.
7. Participate in diaconal ministry.
8. Show hospitality to church members as possible.

Objective 3: To give church members the opportunity to become acquainted with the student and assess his graces, gifts and qualifications for the pastoral ministry.

1. Urge the people to get to know the student.

2. Ask the leaders of various ministries in which the student participates to evaluate his work.
3. Ask a variety of people for evaluation/input after public ministry opportunities.

Objective 4: To give pastor(s) and student opportunity for specific evaluation.

1. Pastors should regularly communicate to the student their evaluation of his work.
2. At the conclusion of the internship, a formal, face-to-face evaluation must be held. This should include specific encouragements, exhortations, and suggestions for improvement/growth.
3. Since the Summer Internship is supplemental to the student's arrangement with his local church, a written evaluation must be submitted to the local church with which the student has an internship agreement, and to the Director of Field Education at IRBS Theological Seminary. Evaluation forms will be provided by the student.

## **SPECIAL CASES FOR MISSIONS INTERNSHIPS**

In the case of a foreign missions internship, it is recommended that a formal component of the internship include preparation prior to departure. This should involve study (reading, videos etc.) on the history of the nation to be visited, its culture, standard of living, prevailing religious climate, etc. The host missionary will be best suited to provide direction for this preparation.

## **DOMESTIC CHURCH RESPONSIBILITIES**

The host church should provide certain things for the student:

1. Round trip airfare for the student (and spouse if she is able to accompany her husband).
2. Independent living quarters offering a place for quiet rest and relaxation.
3. Suitable transportation.
4. A weekly day without ministry responsibilities.
5. When possible, financial remuneration. (The workman *is* worthy of his wages: Summer internships keep students from gainful summer employment, while they still incur expenses for tuition, books, rent, automobiles, etc. for the coming year).
6. Any other benefits the church might see fit to provide (e.g. attendance at summer conferences, a place to study in church facilities, etc.).

In the case of foreign missions, different arrangements will have to be made. Generally speaking, missionaries do not have funds necessary for travel/remuneration etc. Hopefully churches will see the need to provide ways to assist students to enter into missionary internships. Ideally, each student should have both a domestic and foreign internship during their seminary program.

## Student/Church Internship Agreement Form

With the blessing of God, IRBS Theological Seminary is committed to providing the best possible preparation for pastoral ministry. We have an excellent faculty who provide premier instruction in relevant academic disciplines. But sound scholarship is only a portion of ministerial preparation. Training in godliness and development of ministerial skills is equally imperative. We believe that these are accomplished in a local church, and thus have instituted a requirement for significant training in specific congregations. This is the *Internship* program. All students are required to complete a minimum of 600 supervised hours in a formal relationship with a church or churches.<sup>5</sup>

The internship provides practical experience in all facets of ministerial service under the supervision of an experienced elder (or elders). The supervisor(s) provides direction for and evaluation of the student as he completes the various required ministerial tasks. A description of these tasks is contained in the *Internship Manual*. Each student and his internship supervisor must complete this form prior to beginning an internship. Copies should be provided to the student, the supervisor (and his church) and the Seminary. Please use the line above each entry for your response.

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Intern's name and contact information: email address, phone number  
(Please print)

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Church and Supervisor name (Please print)

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<sup>5</sup> Internship requirements for transfer students are adjusted on a pro-rated basis determined by the number of credits accepted in transfer.

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Church and Supervisor contact information

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Start and expected completion dates of this agreement

**How will these hours be fulfilled and these activities evaluated? This section describes in some detail the undertakings of the agreement:**

Leading Worship: How often? What will be the specific responsibilities?

Preaching: How often? What types of sermons will be assigned (e.g. Old Testament exposition; New Testament exposition; Doctrinal; Special event etc.)? Who will determine the participants for sermon evaluation forms?

Other teaching assignments: Sunday School classes, youth meetings, Bible studies etc.

























