Internship Manual

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Internship Manual Basic Information

IRBS is a graduate level academic institution organized for the primary purpose of assisting churches to train men for the Gospel Ministry. In order to accomplish this mission, it provides a full curriculum of courses taught by credentialed professors, which upon completion will provide the student with the Master of Divinity degree or an equivalent BDIv.[1] As an academic institution, the Seminary is not and must not be considered as a church. It does not perform churchly functions, does not observe sacraments, and does not ordain candidates to the ministry. Nonetheless, because it works closely with churches to prepare men for ministerial service, it must have a formal component which provides practical experience in various pastoral duties. In order to accomplish this, the Seminary has established a required internship program which must be completed by all candidates for the Master of Divinity degree or the equivalent BDIv.

Scripture teaches that even men serving in ministerial positions should make progress in their pastoral abilities (1 Timothy 4.13-16). Doing this requires diligence and observation. Recognizing the importance of this command and its relevance for ministerial preparation, the IRBS internship program is designed to provide the student with supervised and evaluated practical ministry experiences. The goal of this program is to increase skill in the primary areas of pastoral responsibility.
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 compulsory ministerial tasks. In order for this program to succeed, it requires the close cooperation of the leadership of local churches. Each student must enter into a formal, signed agreement with the leaders of a church (or churches) who will agree to mentor students by regularly meeting with each student under care, assigning specific tasks, observe the accomplishment of each task, evaluate performance, and communicate these evaluations with the seminary.

This program requires a minimum of 200 hours of supervised internship activity per academic year.[2] Ideally, students will complete 600 hours, however, transfer students will be judged to complete the requirement based on the total number of credit hours taken at IRBS. The 600 hours may be spread out over the course of the student's time pursuing the MDiv, with an average of 200 hours per academic year. While there is no charge for this program and no academic credit recorded, completion of the requisite hours is mandatory for graduation. The student's final transcript will make note of the successful completion of the internship program. **Dean of Students**, Dr. J. Ryan Davidson, serves as **Internship Director**. Questions may be directed to him at talmid80@gmail.com.

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[1] The BDiv is awarded to students who do not qualify for admission into the Master of Divinity degree program, but who meet other age and experience related criteria and complete the requisite courses.

[2] Defined as 32 credit hours.

Forms

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

- ☐ **Internship Manual Acknowledgement (pg 9)** submit by the end of your first semester.
- ☐ **Student/Church Internship Agreement Form (pgs 15-19)** 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.

- ☐ **Internship Preaching Evaluation Form (pgs 23-28)** 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. These should be **handed in to church elders**, who will discuss them with the intern while keeping the evaluators anonymous. Elders will then submit the scanned forms to admissions@irbsseminary.org
- ☐ **Internship Record (pg 21)** 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 scan the completed forms and email them to admissions@irbsseminary.org.

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[3] 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 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.

[3] 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 Christia ns is acceptable. Decisions on this matter shall be left to the discretion of church leadership in consultation with the Seminary Internship director.

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.

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

_____

Supervisor Date

_____

Student Date

Guidelines for Summer Internships

IRBS 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/BDIv requirements of the Seminary, most students must fulfill 600 hours of formal

Internship in a local church (or churches).4 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 the following activities:

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.

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

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. 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.

IRBS

Student/Church Internship Agreement Form

With the blessing of God, IRBS 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.[5]

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.

_____

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

_____

Church and Supervisor name (Please print)

_____

_____

Church and Supervisor contact information

_____

Start and expected completion dates of this agreement

[5] Internship requirements for transfer students are adjusted on a pro-rated basis determined by the number of credits accepted in transfer.

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.

Administration: Attendance at elders and or deacons meetings (when appropriate); church and personal financial planning; organizing and facilitating events (such as church camps, youth retreats etc.); record keeping; observation of and participation in diaconal responsibilities; etc.

Visitation: Members; hospital; bereavement etc.

Counseling: When appropriate; this may be coordinated with the counseling professor

Evangelism: According to each church's programs; engaging in evangelistic conversations

Cross-cultural ministry: If a church has an established ministry; if not, what arrangements will be made to ensure some cross-cultural exposure for the student?

Mentorship: How often will the intern and supervisor meet (we recommend at least biweekly). What will these meetings involve?

Any other activities deemed necessary by the supervisor:

This agreement commits the student and the supervisor to fulfill these goals to the best of their abilities with God's blessing.

By the intern:

1. I will seek to be diligent in fulfilling these responsibilities as assigned.
2. I will meet with my supervisor for counsel, prayer and encouragement on a regular basis.

_____

Intern Signature and Date

By the Supervisor(s):

1. I have read the Internship manual and agree to my role as supervisor. I will evaluate the intern with grace and assist him to grow in grace and giftedness as God gives me ability.
2. I agree to meet with the intern for counsel, prayer and encouragement on a regular basis.
3. I will notify the Seminary Internship Director if the student fails to fulfill this agreement.

_____

Supervisor Signature and Date

We understand that this agreement may be modified and/or terminated by mutual agreement of the intern, supervisor **and** the Seminary Internship director.

Internship Record

Intern Name: _____

Year	Date	Task		Hours	Travel (hrs)		Church	Total Hours	Needed Hours	Detail
									600	

- LW = Leading Worship
- P = Preaching
- T = Teaching
- A = Administration
- M = Mentorship
- V = Visitation
- E = Evangelism
- C = Counseling
- CC = Cross-Cultural Ministry

IRBS

Internship Preaching Evaluation Form

Dear Christian Friend,

Thank you for helping our Intern as he prepares for Christian ministry. Your honest evaluation of his preaching ministry will be extremely valuable to him and will assist in his growth: *Until I come, devote yourself to the public reading of Scripture, to exhortation, to teaching. Practice these things, immerse yourself in them, so that all may see your progress* (1 Timothy 4.13, 15). Paul's words to Timothy remind us that no minister should ever be satisfied with his abilities, and must be willing to receive encouragement and help from other Christians. By evaluating our intern, you are helping him to obey this exhortation!

Interns are required to ask a minimum of three (preferably four) believers to evaluate a total of four sermons preached during each academic year (July 1 through June 30). Ideally, you will only be asked once each year to fill out this form. This will provide the intern with 12-16 helpful annual evaluations. These evaluations will be collated by his supervisor(s) and (unless you directly request otherwise) will be presented anonymously to the intern.

Please complete this form and return it directly to the supervising elder at your church.

PLEASE DO NOT GIVE THE COMPLETED FORM TO THE INTERN. PLEASE GIVE OR SEND IT DIRECTLY TO HIS SUPERVISING ELDER.

When completed, please submit this evaluation to the supervising elder(s).

- Elders, please compile the feedback for your student and review it with him, while keeping the evaluators' identities confidential. Then please submit these forms to the Seminary office where they will be kept on file.
- You may scan the completed forms and email them to admissions@irbsseminary.org. Saving all the pages as one PDF before submitting them is appreciated.

_____

Intern's Name

_____

Your Name

_____

Today's Date

_____

Church Name

_____

Your Gender

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Leading Worship

If the Intern led the worship service, please complete this portion. If not, indicate **not applicable**. Please use these terms for evaluation: *Very Good; Average; Below Average*

The intern:	**Evaluation:**
Was confident when leading worship	
Demonstrated pastoral sensitivity while leading worship Helpfully announced	
elements of worship (e.g., "Please turn in the Scriptures to …," or "Let us pray.")	
Edified God's people when leading in prayer	
Read the Scriptures well: clarity (pronunciation and enunciation), reading speed, reverence, volume	

The Sermon

Sermon Text and Title

_____

How long was the sermon?

_____

Please state in one sentence the main idea of the sermon:

_____

_____

Please state the response the sermon sought from the listeners:

_____

_____

In order to evaluate the sermon, please use these terms for evaluation:
Very Good; Average; Below Average

Content

Sermon:	**Evaluation:**
The meaning of the Scripture text was clearly explained.	
The points of the sermon were clearly drawn from the text.	
The progress of the sermon was easy to follow.	
If used, were supporting Scripture texts relevant to the main text or topic?	
The sermon clearly supported orthodox Christian doctrine.	
The Law/Gospel distinction was clear.	
Jesus Christ was preached from the text.	
The illustrations were helpful; they shed light on the text or the application.	
The application(s) were appropriate to the text and topic presented.	
Gospel encouragement was given to believers.	
Unbelievers were clearly challenged with the Gospel/	

Please make any comments you believe would be useful:

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Delivery

Sermon:	Evaluation:
Scripture reading before and during the sermon	
Was the sermon delivered reverently?	
Voice volume, speed, variety, appropriate tone for the text or subject	
Eye contact with audience	
Posture, gesture and facial expressions	
Did the intern demonstrate conviction?	

Do you have recommendations for improvement of sermon delivery?

Some final comments:

When the sermon concluded, I could say "yes, that is what the Scripture text says." **Agree/Disagree**

When the sermon concluded, I could say "this helped my faith in Christ to grow." **Agree/Disagree**

When the sermon concluded, I could say "I understand this Scripture text or this doctrine better." **Agree/Disagree**

If you **disagree** with any of these, could you please say why?

Please use the back of this page for anything else you would like to say. Any words of encouragement for the intern?