
MINISTRY INTERNSHIP MANUAL

for the Mentor

CONTRIBUTORS

Prof. Kate A.K. Blakely
Ministry Internship Coordinator
Professor of Cross-Cultural Ministries

Dr. Samuel Long
Professor of Old Testament and Ministry

Dr. John Nugent
Professor of Bible and Theology

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CONTACT INFORMATION

Prof. Kate Blakely
Ministry Internship Coordinator
Professor of Cross-Cultural Ministries
Great Lakes Christian College
6211 W. Willow Hwy
Lansing, MI 48917
Office (517) 321-0242 ext. 253
Fax (517) 321-5902
kblakely@glcc.edu

To the Mentor

The faculty and administration of Great Lakes Christian College believe wholeheartedly in the value of the internship experience for our students. We're delighted that you are willing to serve as mentor! The college seeks always to glorify God by preparing students to be servant-leaders in the church and world. Internships provide unique opportunities for that preparation, and we're grateful that you are willing to partner with us in it.

This packet is meant to provide information about GLCC's internship program. In it, you'll find assistance for planning and implementing the internship so that the intern can fulfill our program's requirements. You'll see things like the expected hours commitment, contact information, and evaluation forms that will be important throughout the internship. Please keep in mind: this is a general ministry internship manual. It just contains the basic format. Your community and the intern will bring it to life.

Interns will have a copy of their own manual which contains additional detail about their requirements for ongoing assignments and the Portfolio. It is their responsibility to share information in a timely fashion with you. Please do not hesitate to reach out to me with questions or concerns, or to provide feedback about how to improve the internship process. My phone number is (517) 256-2903, and my email is kblakely@glcc.edu. If you contact me by phone, be sure to leave a message so that I can call back.

The fields are ripe for the harvest. We give thanks to our great God who has called you as a fellow worker and for your willingness to serve with our student by providing a safe and challenging place to learn, make mistakes, and grow in ministry.

Grace and peace,

Prof. Kate Blakely, Ministry Internship Coordinator

*Great Lakes Christian College,
an institution of higher education affiliated with Christian Churches/Churches of Christ,
seeks to glorify God by preparing students to be servant-leaders in the church and world.*

HOST ORGANIZATION & MENTOR GUIDELINES

- The internship is an opportunity for student learning and growth outside the classroom. Therefore, the host organization contributes to the student's learning in a very significant way and must be prepared to support the intern in the learning process. The intern functions differently than a volunteer, and host organizations should consider carefully how they will interact with the intern in support of his or her growth.
- Host organizations must be able to identify a person in their organization who has experience working in the student's field of ministry, can provide the time and energy it takes to mentor the student, and is excited about serving in the mentoring role. Mentoring is different than supervising. It is much deeper and more relational, involving far more than just providing a job description and making certain that the intern fulfills the requirements. Rather, mentoring is investing in the student to help the student learn and grow.
- The Mentor works with the intern to develop an *Internship Plan* to be implemented throughout the internship. The Internship Plan outlines expectations for the internship's anticipated duration and hours allotment, identifies particular projects and activities in which the intern will participate, includes a reading list, and schedules the formal evaluations that must take place throughout the internship.
- Mentors should plan on regularly checking in with, praying for, and praying with the intern outside of formal evaluation meetings.
- The Mentor's evaluations of the intern should be conducted in a constructive manner, with the formal evaluations occurring at scheduled times and discussed with the intern. Interns should be given opportunity to ask clarifying questions about feedback.
- Wherever possible, host organizations should do their best to compensate the intern for his or her time. Interns are dedicating a significant portion of time and energy to their internship activities, which means that they cannot work at their paying jobs. Interns may have additional needs (transportation, housing, etc.), so please discuss this as part of the Internship Plan.
- Towards the conclusion of the internship, mentors are invited to write a letter to their interns to encourage them in their ministry and discipleship.
- Host organizations and mentors are encouraged to contact the Ministry Internship Coordinator for assistance with questions and concerns about GLCC's Ministry Internship Program. The Ministry Internship Coordinator's information is available at the beginning of this handbook.

INTERNSHIP GUIDELINES

New Host Organization? Please be sure to complete the Host Organization Application (<https://goo.gl/forms/7YrF1tx34WcLx2si2>)! That helps GLCC keep the contact database up-to-date. ☺

- All students in the Ministry Major must complete an internship to the satisfaction of the Ministry Internship Coordinator in order to graduate. Before pursuing an internship, students must have completed Introduction to Christian Leadership (CM200) and at least sixty-four hours of course work. Less experienced students likely will not be able to serve as interns with GLCC's program.
- Students regularly serving in a ministry role will likely be able to count this service towards the internship requirements. Students and churches where they are serving can inquire with the Ministry Internship Coordinator to discuss this possibility.
- Interns will each have at least one named Mentor, a person serving in the host organization who mentors, oversees, and provides feedback for the intern over the course of the internship.
- The internship requires a minimum of 150 hours of logged time, spanning over several weeks. The recommended minimum time span during which an internship should take place is ten weeks. The Ministry Internship Coordinator must specially approve internships that are more intensive and require less than the recommended time span.
 - Preparation time and other activities off-site can count towards hours logged. However, the vast majority of hours should be logged with the people of the church or host organization.
 - Host organizations should remember that students need to log 150 hours for their internship. Therefore Mentors and Interns should collaboratively discuss expectations for time commitment once the required 150 hours have been logged. The intern is neither a volunteer nor an employee, but a student.
- Interns will have a copy of their own manual which contains additional detail about ongoing assignments and the cumulative Portfolio. It is their responsibility to share necessary information in a timely fashion with the Mentor and Host Organization.

INTERNSHIP OVERVIEW

This outline provides an overview of Internship components. Italicized items are included at the end of this manual.

BEFORE THE INTERNSHIP

- New Host Organization? Please be sure to complete the Host Organization Application (<https://goo.gl/forms/7YrF1tx34WcLx2si2>)! That helps GLCC keep the contact database up-to-date. ☺
- Mentor and intern work together to create the *Internship Plan*, which includes the following:
 - Outline of participation and facilitation activities
 - Reading List (500 pages of new reading)
 - Internship Calendar
 - *Mentor Commitment Form*
- Once GLCC's Ministry Internship Coordinator signs off on Internship Plan, the internship can begin!

DURING THE INTERNSHIP

- Utilize the Internship Plan to keep the internship on track, adjusting as needed
- Oversee intern's participation and facilitation activities, regularly discussing insights with the intern
- Regularly pray for and with the intern
- Check-in with the intern outside formal evaluation meetings
- Complete Mentor *Evaluations* and discuss with intern (2 *Mentor Evaluations of Intern*, 1 *Mentor Final Evaluation of Intern*, and 3 *Mentor Activity Feedback Forms*)*
- Review *Reading Reflection Essay* and discuss with intern

AT THE INTERNSHIP'S CONCLUSION

- Towards the end of the internship, complete *Mentor Final Evaluation of Intern*
- Confirm that all other required evaluations and activities have been completed
- Verify *Work Log*
- Write a letter of encouragement for the Intern
- Organize a celebration for the internship's completion, and discuss how the student might continue to serve with the community in a different capacity after the internship is complete
- (suggested) Provide contact information to the Intern for future recommendation letters

* Forms available after the *Internship Plan Guide*. Please feel free to exercise your judgement in completing the evaluation and feedback forms. The questions are simply meant to encourage conversation and consideration about activities. Not all questions will apply. In addition, it is recommended that additional comments and responses to open-ended comments be typed before the forms are printed.

INTERNSHIP PLAN GUIDE

Before the internship can begin, the mentor, intern, and host organization work together to create a plan to guide the internship. Specific details and dates may need to change as the internship develops, but the *Internship Plan* must include the following:

- *Internship Outline*
 - Description of activities in which the intern will participate
 - Description of activities in which the intern will take a facilitating role
 - Anticipated compensation
 - Desired outcomes for the internship
- *Tentative Calendar*
 - Internship's duration (anticipated start and end date)
 - Expected in-person & off-site weekly hours commitment
 - Particular activities & anticipated dates for their evaluation
 - Dates for compensation, travel stipend, and/or love offering
 - Deadlines for *Reading Reflection Essay* and *Feedback Reflection Essay*
 - Anticipated absences (e.g. family wedding, intern's attendance at a conference; Thanksgiving break)
- *Reading List* (at least 500 pages of new reading)
- *Internship Waiver* (to be completed by intern)
- *Mentor & Intern Commitment Form* (completed by both Mentor & intern)

Examples of an Internship Plan are available at the end of this section.

Upon approval by the Ministry Internship Coordinator, the internship may begin!

SAMPLE INTERNSHIP OUTLINE

Using the following format, the Mentor and Intern should discuss the following categories of items and then describe their conclusions.

GENERAL INTERNSHIP INFORMATION

Intern:

Dates of Internship:

Host Organization Name & Location:

Mentor's Relationship to Host Organization:

Mentor's Contact Information (email, phone, etc.):

INTERNSHIP OVERVIEW

- **Participation Activities** (estimated 85 hours)
 - weekly leadership meetings at least 5 times over the course of the internship (10 hours)
 - accompany mentor on hospital visits at least 3 times (5 hours)
 - attend one Sunday service and Sunday School weekly (60 hours)
 - attend Thursday Game Nights at least 5 times (10 hours)
- **Facilitation Activities** (estimated 80 hours)
 - organize and facilitate a mentoring program for youth (extended project; 40 hours)
 - preach at least one sermon (15 hours)
 - assist with planning for and implementation of a Fall Gathering (extended project: 25 hours)
- **Anticipated Compensation**
 - Travel expenses to be compensated at \$0.50/mile (receipts must be submitted)
 - \$500 stipend
 - Coffee!
 - Love offering to be collected on last Sunday of internship
 - Sunday lunch provided
- **Desires Outcomes for Internship**
 - Deepened understanding of regular rhythms of church life and calendar
 - Pray regularly with church leadership
 - Practice writing, refining, and delivering a biblically grounded and pastorally appropriate sermon
 - Develop skill in facilitating a church's decision-making process
 - Develop relationships with church members that can be sustained after the internship's conclusion (become a "Timothy" for Northern Christian Church)

SAMPLE INTERNSHIP CALENDAR

INTERN:

LOCATION:

MENTOR:

Internship is satisfactory/unsatisfactory

START DATE: 11 Jan, 2021

END DATE: by 30 April, 2021 (15 weeks)

Hours Expectations: 8-15 hours a week

Anticipated absences? as needed

WEEK ONE: Jan 11-Jan 29

- Create & review internship plan with mentor and share about internship with church
- Begin weekly activities (begin meeting with mentor for reading discussion & *Weekly Reflection* and be present with church for regular activities)

WEEK TWO: Jan 30-Feb 6

- Begin planning for intentional conversations, leadership team meeting attendance, & branch/church activities
- Continue weekly activities

WEEK THREE: Feb 7-13

- Discuss *Evaluation of Intern* with mentor
- Participate in Mini-Retreat
- continue weekly activities

WEEK FOUR: Feb 21-27

- attend first branch leadership team meeting by this week (date tbd)
- complete at least one Intentional Conversation
- determine presentation format OR have planned to facilitate a Bible study by this week
- continue weekly activities

WEEK FIVE: Feb 28-March 6

- complete at least one Intentional Conversation (*Activity Feedback* completed)
- continue weekly activities

WEEK SEVEN: March 7-13

- continue weekly activities

WEEK EIGHT: March 14-20

- Discuss *Evaluation of Intern* with Kate
- complete at least one Intentional Conversation
- continue weekly activities

WEEK NINE: March 21-27

- preach/teach a lesson by this time (*Activity Feedback* completed)
- complete at least one Intentional Conversation
- attend second branch leadership team meeting by this week (date tbd)
- continue weekly activities

WEEK TEN: March 28-April 3

- continue weekly activities
- attend elders' meeting by this week (date tbd)

WEEK ELEVEN: April 4-10

- complete *Reading Review essay* & discuss with mentor
- continue weekly activities

WEEK TWELVE: April 11-17

- complete branch/churchwide activity by this time (*Activity Feedback* completed, date tbd)
- complete presentation OR Bible Study by this week
- continue weekly activities

WEEK THIRTEEN: April 18-24

- continue weekly activities
- invite church to attend Senior Seminar presentation (Covid permitting)

WEEK FOURTEEN: April 25-30

- discuss *Final Evaluation of the Intern* with Kate
- complete & submit portfolio for review

SAMPLE INTERNSHIP READING LIST

The Mentor should compile a reading list of at least 500 pages of new reading for the intern to complete during the internship. Mentors may include any articles and books that they have found helpful in their own development, so long as the intern has not previously read them.

READING LIST

INTERN:

MENTOR:

Review Essay due date:

Review Essay anticipated discussion meeting date:

Steve Corbett and Brian Fikkert, *When Helping Hurts: How to Alleviate Poverty Without Hurting the Poor... and Yourself* (Chicago: Moody Publishers, 2014). 260 pages.

Nick Pollard, *Evangelism Made Slightly Less Difficult: How to Interest People Who Aren't Interested*. (Downers Grove, IL: IVP Books, 1997). 175 pages.

Alan Roxburgh, *Structured for Mission: Renewing the Culture of the Church* (Downers Grove, IL: InterVarsity Press, 2015). 180 pages.

Total Pages: 615

MENTOR & INTERN COMMITMENT FORM

The Intern's Mentor contributes to the student's learning in a very significant way and must be prepared to support the Intern in the learning process. Therefore, the Mentor must meet the following qualifications:

- maintain a meaningful relationship with the internship's host organization
- have experience working in the student's field of ministry
- provide the time and energy it takes to mentor the student
- be able to complete the required evaluations and other internship components in a constructive manner
- is excited about serving in the mentoring role

By signing below, the Intern acknowledges his or her willingness to enter into a learning relationship with the Mentor.

<hr/> Intern Name (printed)	
<hr/> Intern Signature	<hr/> Date
<hr/> Mentor Name (printed)	
<hr/> Mentor Signature	<hr/> Date

MENTOR EVALUATION OF INTERN

This evaluation form is to be completed twice during the internship. Please feel free to exercise judgment about which questions apply. It is recommended that additional points for discussion and the description of the activity be typed before printing.

- 1) How prompt is the intern?
 - Always on time or early
 - Usually on time or early
 - Usually on time, but tends to arrive at the last minute
 - Often avoidably late
 - Usually late OR misses entirely (please specify which)

- 2) How well does the intern prepare for activities?
 - Demonstrates appropriate level of preparedness without requiring significant oversight/reminders
 - Prepares well with reminders and/or oversight
 - Requires reminders and/or oversight and does not prepare well

- 3) How has the intern demonstrated sensitivity and, when appropriate, professionalism with regard to dress and appearance?
 - Always responsive to the situation and professional when appropriate
 - Nearly always responsive to the situation and professional when appropriate
 - Dress and/or grooming occasionally an issue
 - Dress and/or grooming is a frequent issue

- 4) How has the intern demonstrated sensitivity and, when appropriate, professionalism through verbal and nonverbal communication?
 - Always responsive to the situation and professional when appropriate
 - Nearly always responsive to the situation and professional when appropriate
 - Verbal is nearly always responsive & professional, but nonverbal is rarely so (or visa-versa, please specify which)
 - Both kinds of communication are rarely responsive to the situation or professional when appropriate

- 5) To what extent does the intern demonstrate an in-depth knowledge of written professional communication (neat, organized, grammatically appropriate to context)
 - Consistently professional & appropriate to particular contexts
 - Usually professional & appropriate to particular contexts
 - Written communication needs work in order to be appropriate for given contexts (please describe)

- 6) How adaptable is the intern?
 - Showed exceptional ability to adjust to unexpected circumstance
 - Was generally cheerful about unexpected changes
 - Showed some visible uncertainty, discomfort, or irritation in changed circumstances
 - Had difficulty adjusting to unforeseen circumstances
 - Showed little or no ability to adjust amicably to change

- 7) How does the intern function within the organization's structure (including policies and procedures)?
 - Engages organically within the community with appropriate gentleness and respect; is able to raise questions and concerns in a kind and thoughtful manner
 - Engages mostly within the community with gentleness and respect; occasionally demonstrates inappropriate hesitancy or sharpness when raising questions or concerns
 - Often demonstrates inappropriate hesitancy and/or sharpness when raising questions or concerns
 - Demonstrates a lack of kindness and gentleness when engaging within the community

- 8) How well does the intern gather sufficient information about the community's needs and problems before making assessments and/or choosing a course of action?
 - Listens, understands, and acts with appropriate responses to special needs
 - Listens, understands, but does not always know how to act
 - Listens, but does not understand or act appropriately
 - Neither listens well nor understands listening as the first step necessary for understanding

- 9) How able is the intern to respond to various cultural, ethnic, & gender needs?
- Actively and meaningfully responsive to various needs that differ from own; seeks out conversations in order to learn about and respond to needs
 - Actively attempts to learn about others' needs but does not always respond to them (or visa-versa)
 - Demonstrates an ambivalence towards various cultural, ethnic, & gender needs
 - Demonstrates unkindness in attitude towards diverse needs
- 10) How well does the intern show initiative & eagerness to serve?
- Initiates new responsibilities, enjoys new learning, asks questions when needed, and completes tasks with appropriate confidence
 - Initiates new responsibility & enjoys new learning, but demonstrates unnecessary tentativeness
 - Completes responsibilities when asked & demonstrates unnecessary tentativeness
 - Does not complete responsibilities and learning and is rarely appropriately self-sufficient

ADDITIONAL POINTS FOR DISCUSSION

(recommended that this section be typed before printing)

In your experience, how has the intern responded to feedback? Navigated conflict? What areas has the intern been demonstrating excellence and growth in? What challenges has the intern faced?

INTERN SIGNATURE

DATE DISCUSSED

MENTOR SIGNATURE

DATE OF EVALUATION

MENTOR EVALUATION OF GENERAL ACTIVITY OR PROJECT

This form may be completed in fulfillment of the three Activity Feedback requirement. Please feel free to exercise judgment about which questions apply. It is recommended that additional points for discussion and the description of the activity be typed before printing.

- 1) **Please describe the activity or project (title/focus, dates, # of participants, location, context, etc.).**

- 2) **Throughout the planning process, how well did the intern prepare?**
 - consistently well-organized, maintained all necessary materials, & demonstrated enthusiasm throughout the planning process
 - mostly well-organized with materials & enthusiastic during the planning process
 - enthusiastic during the planning process but somewhat disorganized (or if visa-versa, please specify)
 - demonstrated a loss of enthusiasm or organization in planning that adversely affected the activity or project
 - rarely demonstrated interest in organization or planning for the activity

- 3) **How would you describe the activity's content?**
 - contributed to the community in a significant way; was interesting, clearly communicated, appropriately specific, relevant, & meaningful
 - mostly relevant, clear, organized, and meaningful for the community
 - acceptable in terms of relevance, specificity, organization, or meaningfulness
 - acceptable in most ways but lacking at least one characteristic that adversely affected the activity or project (please specify)
 - demonstrated little relevance, specificity, or depth

- 4) **How would you describe the intern's facilitation & presentation during the activity?**
 - outstanding facilitation that meaningfully involved the participants & maintained appropriate focus & flow
 - mostly good facilitation that involved the participants & maintained mostly appropriate focus & flow
 - maintained mostly appropriate focus & flow but only somewhat involved participants (if visa-versa, please specify)
 - lost focus & flow *and* only involved participants passively

ADDITIONAL POINTS FOR DISCUSSION

INTERN SIGNATURE

DATE DISCUSSED

MENTOR SIGNATURE

DATE OF EVALUATION

MENTOR EVALUATION OF INTERN PREACHING/TEACHING

This form may be completed in fulfillment of the three Activity Feedback requirement. Please feel free to exercise judgment about which questions apply. It is recommended that additional points for discussion and the description of the activity be typed before printing.

Please describe the activity or project (title/focus, dates, # of participants, location, context):

Please rate the following statements using the following scale:

1 (Strongly Disagree) 2 (Disagree) 3 (Neutral) 4 (Agree) 5 (Strongly Agree)

- 1) The intern spoke clearly, articulated, and demonstrated vocal flexibility & appropriateness in pitch, tone, rate, & volume

1	2	3	4	5
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- 2) Gestures, movements, & nonverbals aided in communication clear & were intentional, clear, varied, helpful & appropriate to the setting

1	2	3	4	5
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- 3) Intern generated an atmosphere appropriate to the sermon/lesson's content & maintained appropriateness in demeanor and dress.

1	2	3	4	5
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- 4) Intern demonstrated quality reasoning through logical content & progression, making sure to back up statements.

1	2	3	4	5
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- 5) The sermon/lesson content was relevant, interesting, & audience-centered.

1	2	3	4	5
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- 6) Word choices & phrasing were solidly constructed & clear, exhibiting evidence of thought, creativity, & vividness. If present, humor was effectively used and was not offensive.

1	2	3	4	5
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- 7) The sermon/lesson's introduction captured attention effectively without being off-focus or taking up too much time.

1	2	3	4	5
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- 8) There was a clear point to the sermon/lesson that knit it together and guided its construction.

1	2	3	4	5
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- 9) Transitions were used effectively so that the content felt smooth and flowing, with logical progression from point to point.

1	2	3	4	5
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- 10) When present, illustrations & stories were apt, helpful, focused, vivid, & smoothly interconnected with other content.

1	2	3	4	5
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- 11) The conclusion sufficiently reviewed points without introducing new material, satisfactorily finished in feeling and content the sermon/lesson as a whole, maintained attention and introduced the issues adequately.

1	2	3	4	5
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- 12) The biblical text was integrated with appropriate pacing, tone, & respect.

1	2	3	4	5
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- 13) The speaker acknowledged opinions and areas of disagreement as such.

1	2	3	4	5
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- 14) Scripture citations were skillfully utilized and used to build insightful points, not as proof texts.

1	2	3	4	5
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- 15) Text was used properly with attention given to its original meaning & context. If used, outside tools were appropriately cited & of good quality.

1	2	3	4	5
---	---	---	---	---

Overall, how would you rate the sermon or lesson's overall?

1 2 3 4 5

ADDITIONAL POINTS FOR DISCUSSION

INTERN SIGNATURE

DATE DISCUSSED

MENTOR SIGNATURE

DATE OF EVALUATION

14) Overall, the intern utilized experiences to develop and grow in all areas.

1 2 3 4 5

15) Overall, everyone involved would describe the internship as a positive & meaningful experience

1 2 3 4 5

ADDITIONAL COMMENTS OR CONCERNS

INTERN SIGNATURE

DATE DISCUSSED

MENTOR SIGNATURE

DATE OF EVALUATION