



Internship Program Overview

Mission Statement: *Train To Serve is a multi-ministry initiative to disciple & equip the next generation of ministry servant leaders.*

Program Goals:

- *To invest heavily in the character development of potential Church leaders.*
- *To create greater unity between ministries and help one another move toward increasingly healthy practices by tackling a serious leadership issue together.*
- *To provide practical ministry experiences for young people.*
- *To assist struggling ministries in meeting staffing / volunteering needs.*

WEEKLY HOURS BREAKDOWN:

- Below is the requirement for a minimum 10 hr per week internship. Based on the needs of any given ministry, there's the flexibility to negotiate more ministry working hours once the intern has completed the **Part 1: 12 Week Introductory Internship**.
- **Ministry Specific** work includes Sunday service time and any of the things that the intern is asked to prepare specifically for a role at the ministry offering the internship.
- **Spiritual Development** hours include the weekly mentorship meeting, assigned reading, and anything included in the Spiritual Development Plan the intern creates during the first semester (Bible, book, podcast, journaling, etc).
- The **Alternative Ministry** category is for things like: participating in a discipleship group on campus, serving at a local ministry, volunteering at a youth camp, etc. Questions about what is permissible to count as hours can be discussed with the mentor and church. Train To Serve's commitment to requiring the alternative ministry category is because we want interns and churches to recognize and celebrate that God can and will call us to ministry that doesn't directly serve a specific church, but still serves God's Kingdom work.

	Ministry Specific	Spiritual Development	Alt. Ministry
Year 1	3-5 hrs	3-4 hrs	1-4 hrs
Year 2	4-6 hrs	2-3 hrs	1-3 hrs
Year 3	5-7 hrs	2-3 hrs	1-2 hrs
Year 4	6-8 hrs	2 hrs	1 hr

DISCIPLESHIP / MENTORSHIP OUTLINE: Interns will be discipled through these 6 categories during the course of their internship (***the structure and timing of focusing on these different categories will vary on the intern's needs and the church situation.***)

- Relationship
- Emotional Health/Discovery
- Character Building
- Teaching
- Entrusting Responsibility
- Evaluation

PROGRAM STRUCTURE: 2 Parts

- **PART 1:** 12 Week Introductory Internship
 - ***(Focus is more on observation, participation, and mentoring instead of serving in a specific role).***
- **PART 2:** 12-84 Week Extended Ministry Internship
 - ***(Based on a structured, specific ministry role within the church that can be extended at the end of each semester).***

Internship Progression - PART 1: Introductory Internship

- For the first 2-3 weeks, the intern starts by attending church, meeting congregants & staff, observing church operations (***a leadership meeting if possible***), reading DANGEROUS CALLING¹ or LEAD² and attending the weekly mentorship meeting.
- At weekly mentoring meetings, the intern will build rapport with their mentor, share their observations, discuss training materials, talk about how the mentor / ministry can help give them the experience / training for future ministry, and be prayed for.
- The intern and the ministry supervisor (mentor can facilitate) will then work together with the ministry to create a personalized ministry plan for the rest of the semester:
 - ***(preaching / teaching, children's ministry, shepherding/church operations, missions, Train To Serve, non-profit administration, etc).***
 - The intern and ministry supervisor will be flexible in adjusting the ministry plan as needed, looking for opportunities and tools to enhance the intern's training.
- The ministry supervisor will encourage the intern (***but be careful not to pressure***) to get involved in other community building activities of their church and invest in establishing personal relationships with its members.
- In the final weeks of the introductory internship, the mentor & supervisor will:
 - Offer an overarching evaluation on the intern's development in spiritual maturity, character, and competency in ministry.
 - Discuss whether the intern / ministry has a desire to extend the internship.

¹ DANGEROUS CALLING: Confronting the Unique Challenges of Pastoral Ministry, Paul David Tripp

² LEAD: 12 Gospel Principles for Leadership in the Church, Paul David Tripp

Internship Progression - PART 2: Extended Ministry Internship

- If both the intern and the ministry they participated in agree that they'd like to extend the internship, they will sit down together and draft an internship agreement with specifics about the roles and expectations. ***The structure must accommodate the minimum 10 hr per week internship breakdown on page 1.*** Ministry hours worked can be increased if there's a need and the intern has the availability.
- This Extended Ministry Internship contract must be evaluated by the Train To Serve Mentor before being signed to protect all parties involved. If cleared, the contract can be signed and will be re-evaluated before the start of each new semester.
- The intern will continue to attend weekly mentoring meetings to be discipled in the 6 categories on page 2. They'll share their observations, problem solve internship / ministry challenges, and talk about how the mentor & the ministry can continue to help them receive the experience & training for future ministry.
- The intern and ministry supervisor will continue to be flexible in adjusting the semester's ministry plan as needed, looking for opportunities and tools to enhance the intern's training. The mentor will also continue to provide the ministry supervisor with insight into what they are seeing in their mentorship meetings and ask questions about how things are going.
- The best case scenario is first, that the intern was lovingly discipled & well equipped to become a next generation ministry servant leader. Second, that the ministry can conclude that the intern was incredibly helpful and encouraging to the ministry & the supervisor. Whether the intern eventually starts working full-time in the ministry that they served with during the internship or God calls them to a new ministry, ***the primary goal of Train To Serve is to help disciple and equip the next generation of ministry leaders. The secondary purpose is to assist ministries with needs.***
- In the final weeks of each semester, ***(if there is mutual interest)***, the ministry supervisor & mentor will:
 - Ask about the intern's desire to extend the internship.
 - Offer an overarching evaluation on the intern's development in spiritual maturity, character, and competency in ministry.
 - Provide Letters of Recommendation ***(as well as other helpful resume building resources such as videos or intern created resources if available)*** for interns who do not want to continue the internship and have demonstrated excellent character and growth in ministry competency.
 - Work with Train To Serve to help the former intern as much as possible in providing wisdom / guidance concerning future ministry endeavors, connecting them to future employment opportunities, etc.