

**GM 480 - 482 —Internship in Christian Ministry**  
2014 Mid-Atlantic Christian University Elizabeth City, NC  
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## **UNIVERSITY MISSION**

Mid-Atlantic Christian University is an undergraduate institution of Christian higher education whose mission is to impact the world by transforming ordinary people into extraordinary Christian leaders.

## **MACU Ministry Internship Program Philosophy and Objectives**

Jesus had a strategy for developing His followers into individuals who would become leaders in fulfilling His mission. Jesus called them to Himself, taught them, modeled a lifestyle which He wanted them to follow, cared for them, and held them accountable. He also involved them in ministry which was used as a learning experience for them.

The Internship Program has been developed to be an integral part of the student's training for ministry. It requires a strong partnership between the University and the Internship Sites to provide meaningful experiences, which include an experienced Field Mentor who can help the student with his or her integration of theology in the practice of the chosen field.

MACU believes that students need an opportunity to experience the work environment, to reflect upon that experience with a mentor, to articulate insights which have been gained, and to plan for their future utilizing the newly learned insights. This learning context will help the student integrate previous learning, formal and informal, which will enhance his or her total educational experience.

*Mid-Atlantic Christian University's goal for the internship is to impact the world by transforming ordinary people into extraordinary Christian leaders who are growing in their relationship with Jesus Christ, in their ministry skills, and in their vision for the Kingdom of God.*

1. The student will develop his or her spiritual life with recognition that spiritual formation is foundational for any life vocation.
2. The student will develop his or her relational skills with the guidance from a mentor.
3. The student will reflect theologically upon the internship experience.
4. The student will appreciate the importance of personal relationships for providing learning experiences and support.
5. The student will participate in the planning, recruiting, implementation, and reviewing phases during this internship experience..

## Goals and Objectives for the Internship

To aid the university in fulfilling its task of taking ordinary people and developing them into extraordinary Christian leaders, the Internship allows the student to gain “hands-on” experience in the work of their chosen career path. This is carried out under joint supervision of a program advisor from the faculty of MACU (generally the advisor of the student’s program of study) as well as the on-site field mentor who has a minimum of five years of experience in the area for which the internship is being pursued.

## GOALS

The Internship provides for the intern an opportunity for growth professionally in the performance of the duties of his or her chosen area.

The goals of this program include:

1. Professional growth of the intern.

Professional growth involves on-the-job learning experiences for the intern whereby he or she becomes well-acquainted with the various responsibilities of a chosen area of ministry and the opportunity to function in this role. Professional growth is developed through a variety of experiences offered by the host congregation or organization. A viable working relationship with the field supervisor and others on staff is essential. These staff workers can provide counsel, encouragement, example, and training for the intern.

2. Spiritual development of the intern.

Spiritual growth and development relates to the intern’s personal relationship to Christ. The practicing of spiritual disciplines should be incorporated into daily life. The intern is expected to find in the internship experience a time of personal spiritual growth and development. Again, staff of the host congregation or organization can aid in this. But the intern is also expected to spend time in daily personal spiritual development through time in prayer and Bible study, as well as insightful and inspirational reading of Christian literature.

3. Integration of classroom material and life experience.

Field experience is one of the greatest teachers. The intern is expected to be exposed to various learning experiences in the local congregation or organization involving a wide range of activities and people. Being involved in this daily work including planning, organizing, and carrying through with specific programs and activities; attending meetings of various committees; and through personal counsel *weekly* with the field supervisor provide the basis by which this integration takes place.

**ATTENTION:** It should be understood by all parties that the internship program is a not a means of providing an additional staff person for the local congregation or organization. The intern is in a learning process, and must receive regular oversight and direction from the field supervisor.

## **REQUIREMENTS FOR INTERNSHIP**

A student will must be of Junior class standing and have completed one-half of the required hours for the major prior to beginning his or her internship. An orientation seminar will be held during the semester prior to the actual internship. The internship will take place during the summer between the Junior and Senior year. (A student may elect to fulfill the requirements of the internship field experience during a regular semester, but should be aware that this might delay graduation if course work is not made up in another way). During the semester following the completion of the internship ministry experience, a debriefing of the experience will be conducted and all final paper work from the intern as well as the field mentor will be submitted.

**Part One – Orientation:** This seminar serves as an introduction to the internship experience. Expectations of the internship will be spelled out and the process of placing the intern in a specific ministry position will be completed during the seminar. This foundation course is designed to assist the student in preparing for a supervised educational field experience. The course is for all interns and focuses on understanding the internship program, con-firming the location of the field experience, and establishing the basic action plan for the field experience. The student will develop a learning covenant which will lay out the specific expectations for the student, (including but not limited to weekly meetings with the field mentor, reading assignments and book reviews, and journaling). (no credit)

**Part Two – Field Experience:** This is the actual internship and is to provide the student with the opportunity to experience work in his or her chosen career path at a specific location under the supervision of an experienced person who will serve as the student's field mentor. During the internship the student is on-site in a ministry setting and participates actively in real-life work experiences. The student is expected to complete a minimum of 300 hours of work as well as reading and reporting assignments made by the faculty mentor and field mentor. The expectations outlined in the learning covenant are to be followed during the internship experience. (no credit)

**Part Three – Debriefing:** The purpose of this part of the internship is to provide the student an opportunity to share ministry experiences with other students who have completed their internship experience. Also, all final reports are to be submitted to the faculty mentor. (6 credits)

## **Part One: Orientation Seminar**

**Seminar Objectives:** The student who successfully completes this seminar will understand:

1. The importance of advance preparation for effective ministry performance.
2. The value of an internship in the development of ministerial skills.
3. The process of applying and interviewing for a ministry position.

### **Seminar Requirements:**

The following components make up the orientation and preparation time for the internship.

### **GOAL SETTING:**

Goals for this internship can be classified into three areas. One area is that of performance, that is, what you expect to do during the internship. A second area of goals is learning goals, that is, the practical as well as intellectual knowledge you expect to gain. The third area has to do with your personal life. With this in mind, write out specific goals in each area that you set for your internship. These goals should be written out and should be specific. Some thoughts to guide you through this process are provided below.

#### **-Performance Goals:**

1. What specific areas of ministry involvement do you expect to have?
2. How do you plan to develop relationships with your field supervisor and other staff, as well as the people of the church or organization?
3. How do you plan to structure your time so as to achieve the maximum results?
4. How will you measure the effectiveness of your internship on a daily and weekly basis?
5. What are your greatest concerns as you enter this program?

#### **-Learning Goals:**

1. What areas or questions are you presently struggling with that you hope to have answered in the course of this internship?
2. What will you do to help in the learning process besides fulfilling the various “functions of ministry? That is, what do you intend to read, who do you intend to talk with, what do you intend to observe?
3. What things have you studied thus far in college that you expect to put to the test in this internship experience?

#### **-Personal Goals:**

1. How will you maintain your personal walk with God while serving in this internship?
2. How do you plan to develop meaningful relationships with others outside of your official duties as an intern?
3. If married, how do you plan to maintain a healthy family life during this internship?

## **LEARNING COVENANT:**

In cooperation with the church or organization where the student will be fulfilling this internship, a learning covenant will be established. The requirements for this are outlined in the 'Ministry Internship Learning Covenant' provided by the internship director.

During this process details such as housing, meals, and financial remuneration, along with expectations of the church for the specific work of the intern will be delineated. A schedule of weekly meetings should be agreed upon at this time as well.

**READING:** The student's faculty mentor may make assignments conducive to the student's chosen area. Details of this assignment will be provided individually to each student. Completion of this assignment will be reported to the faculty mentor who will then report this to the Internship Director.

## **Part Two: Internship Experience**

### **Ministry Experience Objectives:**

The purpose of the internship experience is to integrate classroom learning into practical experience. As a result of this experience you should:

1. Have a greater awareness of your strengths and weaknesses for Christian service.
2. Have a greater sense of what is involved in the work of the ministry.
3. Have a deeper confidence on where God is leading you and how God wants to use you.
4. Have a lifelong desire to grow in the work of the ministry.

### **Internship Experience Requirements:**

The following requirements are expectations for the intern, but the intern is not limited to just these requirements. Requirements include:

1. Complete 300 hours of on the job experience. These hours must be completed in no more than a twenty week period from the beginning of the internship. All 300 hours must be completed within these twenty weeks to successfully fulfill the ministry experience component of the internship.

2. Reading from books and periodicals on issues concerning the student's chosen area of ministry is to be completed during the internship experience. A minimum of 500 pages is required. Reading choices will be made in consultation with the field mentor and faculty mentor. All 500 pages must be completed for the successful completion of the internship experience component of the internship.

2. Submit a weekly internship report to the internship director and faculty by noon on Tuesday of each week. If circumstances will prevent you from doing so on a particular week, please advise the internship director and faculty of mentor. A copy of this weekly report form

will be made available to be by the internship director. A copy may also be found on the university website by clicking on the internship link under academics.

3. It is highly suggested that the intern maintain a weekly journal of learning experiences and personal reflections to be used in developing the student's final report and reflection.

4. The intern is responsible for setting up a conference call between the intern, field mentor, and faculty mentor during the third or fourth week of the internship. If it is not possible to do this via phone, this assignment may be fulfilled by developing an email thread.

### **Part Three: Debriefing**

The semester following the completion of the internship experience, the student(s) will meet individually with the program advisor to discuss the internship experience as well as information gathered from reports submitted during the internship and the follow-up reports as requested by faculty supervisor. All reports are to be filed with the faculty mentor and internship director by the end of the fourth week of the semester. Individual meetings will be scheduled and conducted prior to mid-semester. A final meeting with all students will be conducted during the second half of the semester.

#### **Grading:**

Completion of orientation process and timely submission of requirements – 15%

Assigned reading

Goals

Interview and Learning Covenant

Ministry Experience – 70%

Reading (500 pages)

Weekly reports (300 hours)

Mentor input

Debriefing = 15%

Filing of all final reports

Meet with faculty mentor

NOTE: A student will not be allowed to enroll in ministry experience until all orientation material is submitted. A student also will not be allowed to enroll for the debriefing element of the class until all hours, readings, and reports from the ministry experience are submitted. Grade will not be finalized until all final reports are submitted.

***This syllabus is subject to change without notice.***

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