# Eastern PA Presbytery Internship Guidelines

According to BCO 19-7, an internship *“should involve the candidate in full scope of the duties of any regular ministerial calling approved by the Presbytery.”* To facilitate the preparation of Internship Proposals that meet this requirement, the following guidelines are suggested by the Shepherding Team. These guidelines will also be used to assess previous experience.

To be received as an Intern of Presbytery, a candidate should submit an Internship Proposal to the Shepherding Team indicating their responsibilities under the headings below and signed by their proposed mentor.

Each intern’s proposal will vary according to the ministry situation in which he is serving and his own goals and needs. The supervising church or ministry will determine the amount of time and responsibility allocated to any one activity. Should the intern be serving outside of a church ministry, he should arrange with his endorsing church to serve in areas that would otherwise be missing.

## Teaching/Preaching

* Preach at least 4 times and review with mentor
* Teach in Sunday School, small groups or Bible studies as appropriate

## Pastoral Care

* Discuss and participate in your church’s ‘shepherding plan’ if applicable
* Visit 4-5 church members with your mentor (including hospital patients and/or shut-ins)
* Sit in on one complete counseling case if available
* Read BCO Book of Discipline and discuss a case study with you mentor

## Evangelism/Outreach

* Discuss the church’s outreach strategy with your mentor
* Plan and lead an outreach effort

## Worship: Planning & Leading

* Plan, prepare and lead worship at least 5 times with feedback from your mentor
* Observe and/or prepare a funeral service
* Observe and/or prepare a wedding service
* Observe and/or prepare a baptismal service
* Observe and/or prepare a communion service
* Observe and/or prepare a seasonal Service
* Observe and/or prepare a corporate prayer meeting

## Leadership/Administration

* Lead a specific ministry of the church and discuss practical ministry challenges with your mentor
* Attend 3 Session meetings and discuss how the prepare and moderate these meetings with your mentor
* Attend 2 Deacons’ Meetings
* Attend 2 church committee meetings (if applicable)
* Attend 1 Congregational Meeting
* Attend 2 Presbytery Meetings

## Supervision & Documentation

* Weekly/bi-weekly meetings with Mentor
* Submit quarterly reports to Presbytery for review and follow-up by assigned ‘Shepherd’
* Complete Spiritual Life, Family Life and Character Inventories and review with your mentor

## Relevant Studies

* Read and review books on leadership, ministry and theology as recommended by your mentor.

Time Commitment– At least one year (BCO 19-4)

The mentor/supervisor and the intern should decide together how these areas are to be performed. The intern may not necessarily perform some of the activities, such as a wedding or funeral, but opportunity should be given for observation and some kind of participation.

All proposals must include the following specifications:

1. How regular supervision and documentation will take place

2. Time involvement (overall weekly expectation)

3. Remuneration agreement

4 Starting and completion dates

5. Mentor/Supervisor (include email address and phone number)

Remember the completion of internships requires a minimum of one year of full-time ministry or two years of half-time ministry.