

Internship Manual

Subject to Change without Notice

Lee University
School of Theology & Ministry

Sending out graduates who have the greatest potential to lead churches and ministries that effectively engage the world with the redemptive work of Jesus Christ

Revised: August 2022

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- Appendix A: primarily for students, includes all necessary pre-requisite courses for each respective internship: Discipleship, ICSP, Pastoral and Youth.
- Appendix B: ICSP Internship Manual
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As always, if you have questions that are not answered here, please email the Director of Ministry Field Experience at stminternships@leeuniversity.edu

Internship Manual

Christian Ministries Disciplines

Lee University

Internship Programs and Opportunities

Greetings from the School of Theology & Ministry at Lee University in Cleveland, Tennessee. We are happy to provide you with information concerning our required internship programs for all majors. Below you will find basic information, the path students take to get to “internship level”, and how we can connect and partner with you to produce a great environment for our students and opportunities for them to bless your ministry.

We have endeavored to make the internship program as seamless as possible, making it easier for students and host ministry sites to understand and follow the processes of a college internship. We are attempting to bring more clarity and communication to our students and churches about expectations. There are responsibilities of students, of the ministry site and of the faculty to provide a great learning experience for all parties involved. We believe the revisions currently being put into place will make for a more stream-lined internship experience for both the ministry and student. And, we hope, that means a much better experience for both.

Our faculty has a serious commitment to provide for churches and ministries the very best students for the 21st century mission of the Church. We each take our own calling to prepare young ministers very seriously. The faculty are committed to ministerial training to help students learn more about God’s Word and World so they can be the best ambassadors for Christ possible.

This manual has 2 major parts. Part 1 includes information for Youth/Family Ministry (our newest major coming Fall 2022), and Pastoral Ministry. Part 2 includes the Intercultural Studies major (ICSP) internship manual. ICSP is within the Christian Ministries discipline but with unique requirements for ICSP students, different from Ministry Leadership or PASM.

Internship FAQ Sheet

It is probably best and easiest at this point to create for you a FAQ sheet to address the major questions you may have. If you have other questions, not addressed on this FAQ, please just contact us and we can provide you quick answers.

1. **Currently, what are the majors in the Christian Ministries discipline area?** Youth/Family; Pastoral Ministry, Intercultural Studies.
2. **Are all Christian Ministry majors required to do an internship?** Yes.
3. **How long does a student internship last?**
 - Youth/Family and Pastoral Ministry: 150 hours, minimum 8 weeks.
 - Intercultural Studies: Minimum of 10 weeks, minimum 300 hours
4. **At what point in their academic programs do students usually do their internship?** There are certain courses each major has to complete before the student is allowed to do an internship for credit. Obviously, we encourage all our students to get involved in church work early on in their Lee experience, but certain criteria have to be met before they can actually get “academic credit” for an internship. The Internships usually take place in the Junior, sometimes Senior year. Beginning Fall 2022, internships will be offered in Fall, Spring and Summer sessions.
5. **How do I, the local church/ministry, begin the process of seeking an intern?** Here are the basic first steps:
 - a. Fill out and submit a Church Application here: <https://forms.office.com/r/DpN8aEjvQJ> and submit it per the instructions provided.
 - b. The Director of Ministry Field Placement will review the request and if any additional information is needed will contact you.
 - c. The opportunity(s) will be placed on an Internship information board and disseminated via various social media formats directly to students.
 - d. Students responding favorably to the internship opportunity, the church and student will be put in contact with each other and begin the process of working about specific details (many of which are addressed in this FAQ).

The church may also contact the Director of Ministry Field Placement at stminternships@leeuniversity.edu. If something needs very specific answers, your information can be forwarded on to a specific faculty member for more in-depth detail. For example, the

Intercultural Studies internship (see Appendix C of this Manual) has very specific criteria that the other majors do not. That may take conversations between the internship site (e.g., church) and the ICSP faculty member supervising those internships.

6. **Do you have male and female students available for internships?**
Married and single? Yes, we have male and female students ready to do their internship. Occasionally there are married students, but the typical profile of an intern is 20 years old, non-married. There are churches/ministries that require one sex or the other for specific reasons. We ask that you indicate this when you make your inquiry. For example, if your ministry does a specific summer camp for troubled boys or troubled girls, obviously you would want the appropriate gender to work with you. But, overall, our students are equally trained and eager to learn and grow by doing hands on ministry. If the student is married and the internship local to Cleveland, TN, there are usually no issues. However, if the internship site is out of state, then the ministry should plan to work with the couple to make suitable arrangements to provide for the couple (e.g., housing, transportation).
7. **Can a student's previous ministry experience(s) substitute for part or all of an internship?** No. While the faculty deeply values any experiences the student(s) brings to the classroom, we feel there are specific classes and guided experiences in the freshman and sophomore years here at Lee that provide a solid base of knowledge and skills that make for a better internship.
8. **Where are students allowed to do an internship?** In the fall of 2019, the Christian Ministries faculty voted unanimously to require Youth/Family and Pastoral Ministry internships **must** be done in the context of a local church, rather than a "para-church" type ministry. ICSP internships are handled differently and are coordinated through the Director of Intercultural Studies within the School of Theology & Ministry. For details on the ICSP program, see Part 2 of this manual. In the Fall Semester of 2019, the Christian Ministries faculty voted to allow a student to do up to 50% of their internship in a "para-church" type ministry as long as it is sponsored and conducted through the local church where the internship is being done. So, for example, a student could do a youth ministry internship at "x" church and up to 50% of that internship at a church sponsored/directed youth camp. However, the student could not do an internship at a youth camp only, whether attached to the church or an independent ministry youth camp.
9. **Who supervises the student intern?** The intern will typically have 2 supervisors. One is a Christian Ministries faculty member. The other is the "field supervisor". This can be a pastor, youth pastor, church member, ministry director, etc. We do strongly

prefer a field supervisor have a college degree. It does not necessarily have to be in “ministry”. Exceptions to this should be discussed with the faculty member supervising the student. The church supervisor cannot be a family member.

10. Do students get “paid” by my ministry/church for doing an internship?

Not typically. We have had churches that offer the student a stipend to cover travel expenses, but churches are not required to “pay” an intern. The student does incur expenses (tuition, books) for this course and any help a church/ministry can supply would be appreciated by the student.

11. What are the financial responsibilities of the church/internship site? If

students do their internship within driving distance of Cleveland, TN, churches are not asked to provide room/board for the student. However, many internship sites are far from Cleveland. This would require the church to host the student in a good, safe location (e.g., mother-in-law apt; over-the-garage apt., spare bedroom) and provide 3 meals a day for the duration of the internship and cover any ministerial related expenses. Students are required to pay for tuition, transportation to/from the internship site, and any personal expenses incurred.

IMPORTANT ADDENDUM TO THIS MANUAL: August 2022

Internship addendums -revised August 2022

Glossary

Internship: What is an internship at Lee University in the School of Theology & Ministry? *It is a well-designed, guided, learning ministry field experience within a church, ministry, or other previously approved site under the direction of trained faculty and experienced church staff members.* The primary focus is “hands on training in ministry” in context of ministry. While some internships might be for the student a “watch us while we do ministry”, our internship models are designed to give you actual ministry training in combination of utilizing your classroom academic training. It is the “best of both worlds”; it is “theory” + “practice”. We call this “Praxis”, the integration of theory and practice. While only three (3) hours of a student’s

curriculum is devoted to the internship (6 hours for ICSP students), it can be a powerful three hours, combining the student's classroom learning with their ministry passions. Students are always encouraged to be involved in ministry before coming to Lee and during, but no prior internship credit can be granted. The internships (all with the course number 390) must be completed under the guidelines of the discipline listed in other places in this manual.

Internship supervisory process: at the heart of a great ministry internship lies four (4) very important people/groups/processes: the student, a faculty supervisor, a church supervisor, and the actual internship goals.

- **Faculty supervisor:** every approved, for-credit internship in the School of Theology & Ministry, *must* be directed by a faculty member in the School of Theology & Ministry. No exceptions. In part, this is the reason no prior internship credit can be granted as it did not follow our supervisory protocols. These are more fully discussed in another section of this manual.
- **Church supervisor:** the point person at the church/ministry who is to take primary responsibility for the student during the internship process. This is perhaps one of the most important components of the internship. *This person is vital to the success of the internship.* They are the church/ministry equivalent to the faculty supervisor with one very important addition: they are there, “on the ground”, with you for the duration of the internship. The church supervisor cannot be a relative. It may be the pastor or an appointed staff member, but the supervisor should be a person in ministry authority at the church, not just a “volunteer”. It is strongly recommended they have college experience to better understand the situation of the student intern.
- **Student:** of primary importance, is of course, you. Your central goal of the internship is to gain ministry training experience. That must be your guiding principle while interning. The bulk of the responsibility of paperwork, ministry code of ethics, attitude, cooperative spirit, strong work ethic, and such, rest on you. The student must understand while on internship assignment that she or he is a representative of Lee University, the School of Theology & Ministry, and by default our sponsoring denomination, The Church of God. The student does not have to be “Church of God” to do these internships, but must respect the teachings and doctrines of our parent denomination. The student is to conduct themselves in the highest possible ethical standards as a Lee student. The student is **NOT** to engage in controversial language, conversations, or lifestyle decisions that are contra to what Lee and its sponsoring denomination, the Church of God, would find objectionable. There are two “sister” passages that help illustrate this. Ephesians 4:29 and Colossians 3:8. Summarized, “let no filthy communication proceed from your mouth”. On the surface, that looks like words only. Do not use “bad” language, do not offend with your words. This is true, but more. The Greek renders this, summarized, as “do not live a vile, immoral lifestyle”. It represents not just our words, but our actions, our thoughts. Restated, think of the Lee College benediction: *Let the words of my mouth AND the meditation of my heart, be acceptable in Your sight, Oh Lord, my Rock and my Redeemer.*

For example, but not limited to, the student should steer away from political talk that would erode a relationship. The student might be “moderate/left” while their Ministry assignment might be “moderate/right”. You are NOT there to engage your political views. You are there to train for Ministry. Another example might be placement at a church/Ministry with a different theological orientation than yours. You may be “Pentecostal” but in a Ministry setting that is not. You are to respect that in every manner. Your internship is not about converting them to your theological school. A final example would be issues of sexual orientation. The student may hold one view, either personally or philosophically, and the ministry internship site another view. You are NOT to talk about, nor press the issues, with that ministry. These represent just three of many examples of ethical actions we refer to. If the student intern is in any doubt, they must discuss an issue with the faculty supervisor **PRIOR** to discussing that issue with anyone at the internship assignment. Remember, ultimately, your ethics are reflections of the ethics of the Kingdom of God. You are an ambassador for Christ, His representative. That must be reflected in all you do in the internship. Failure to hold a high ethical standard can result in the student repeating the internship.

- **Goals:** This is perhaps one of the harder pieces to get “right” up front, but vital that the student, faculty supervisor and church supervisor get these written and approved early in the process. In fact, the student should NOT begin the internship until all three groups (student, faculty supervisor, church supervisor) sign off that the goals are sufficient for a particular internship assignment. As different churches and ministries have different ministerial emphases, it is difficult to write one set-in-stone group of goals that all students will follow. These goals must be tailored to the church/ministry assignment. For example, one church may have a thriving small group ministry. Another may not. One church may have a “Dream Center”, another may not. While there are common practices to all ministry internships, how those are articulated, planned and executed will be different. In other words, it is not a “one-size-fits-all” approach. Neither is there a “magic” number of goals. The student should think more in qualitative than quantitative goals. Each goal must have only one (1) goal stated. The goals become the basis for the church supervisor’s evaluation of the student’s internship effectiveness and learning. A large portion of the student’s final grade will come from the church supervisor’s mid-term and final reports. Examples of these are provided in other sections of this manual. For brief example, here are several goals related to small group ministry. One is not a “good” goal. One is.

NOT GOOD: I will participate in the small group ministry at First Christian Church.

Why is this not good? It lacks precision. It lacks specificity. It lacks a way for the church supervisor to provide the faculty supervisor with a qualitative analysis of the student’s successful completion of the goal as stated. The student could go to 2 meetings and call it “participation”.

Good: I will actively lead a small group ministry bible study for the 8 week duration of my internship, to be assigned to middle school boys or girls. My topic will be “Learning what Truth is from John’s Gospel”.

Why is this good? It is specific: 8 weeks, specific age group, specific topic. It is “measurable”. The church supervisor can sit in and actually determine not just that you did the goal (quantitative), but how well did you actually accomplish the goal (qualitative).

NOT GOOD: I will evaluate the small group ministry of First Christian Church, and I will help lead the praise and worship during youth group.

Why is this not good? Several reasons. First, 2 goals in one. Each goal must have only one goal. Also, the “I will evaluate the small group ministry” lacks precision. It is not measurable. It is not specific. There is almost no way to do qualitative reports as stated.

GOOD: I will evaluate the small group ministry of First Christian Church. I will choose one of the following options:

1. If there is no small group ministry, I will help them design a working model for such ministry and propose a way to launch it.
2. If there is a small group ministry, I will evaluate it for its effectiveness and offer solutions that become opportunities for strengthening the small group ministry (e.g., lack of leader training, sufficient topics covered, no central leader identified).

NOTE TO STUDENT: in goals like this, it is better to frame the discussion in terms of “here’s what you are doing really well” and then “here are my suggestions for improvement”. It is recommended to stay away from more abrasive language like “strengths” and “weaknesses”. Reframe “weaknesses” as “Opportunities for Growth/Development”. Your “suggestions” will be more readily received by the church.

Why is this goal good? This goal (1 or 2) can be evaluated by the church supervisor quantitatively AND qualitatively. S/he will know that you did it (quantitative), but also be able to evaluate the reasonableness of your proposed action plan for the small group ministry at that church. It is specific and it is measurable.

There are many other examples related to pastoral ministry, family ministry, leadership development and the Intercultural Studies Program internships. Pastoral Ministry Internships will “look” different from youth/family/leadership. That is to be expected. But even with PASM goals (e.g., attend staff meetings, preach a sermon, do care ministry, plan funerals and weddings), how those are done at particular churches/ministries vary. These 2 brief examples given on small groups are just that: examples.

The steps, in order, to formulate these goals are:

1. Student makes application for the internship with the School of Theology & Ministry at least 3 months in advance of the anticipated internship process. This is for two reasons: to give the faculty time to make assignments and time for the chosen ministry to accept the student intern at whatever particular dates the internship is to occur. It takes time to apply, match and accept. The application for students can be found here: <https://forms.office.com/Pages/ResponsePage.aspx?id=tJOtruWCIUupRJ7zqVi6urL9Nq5IVJdPoEZ423oKxltUOTdBRFIRV05LWVVDSEpaS0FDUk1WUktOMC4u>
2. The STM Faculty will “place” the student in his/her field/ministry assignment. This will be locally in one of the “Lab Churches”, or in dialog with the student, one of the “Internship Hubs” out of state. Again, it takes time to do all the paperwork and placement, so the student must apply at least 3 months in advance.
3. The approved church supervisor will be identified to both the student and faculty.
4. The church supervisor and student will then begin to map out the Goals (quantity and quality) of the student’s internship.
5. Once completed, they are submitted to the faculty supervisor for final approval.
6. Once approved and all 3 signatures (student, church supervisor, faculty supervisor) are on the Goals, the student may begin the internship.

Lab Church: these are a small select group of churches in the Cleveland, TN area that have entered into partnership with Lee/STM/CM, to provide a great internship experience locally. While this list can change without notice, the most current Churches are:

The Chapel (Non-Denominational)

First Baptist Church (Southern Baptist)

Mt. Olive Ministries (Church of God)

North Cleveland Baptist Church (Southern Baptist)

North Cleveland Church of God (Church of God)

Peerless Road Church (Church of God of Prophecy)

Trinity Presbyterian Church (Presbyterian PCA)

Wesley Memorial (Methodist)

Westmore Church of God (Church of God)

Internship Hubs: these are churches/ministries outside the Cleveland area where substantive partnerships have been arranged. It is possible the student can spend as little as 8 weeks or an entire semester at one of these “hubs”, depending on the student’s Ministry goals and in application process with the School of Theology & Ministry and the church/Ministry. A more complete discussion of these Hubs can be found in another section of this manual. (See Internship Hubs).

Internship placement: Historically, the student has been given a controlling voice in choice of location of the internship experience. However, beginning Fall 2022, all students will be **placed** in an internship location by their faculty supervisor. The student will be “matched” based on the new application procedure completed by the student which will include a questionnaire. The list of Cleveland Lab Churches, and the Internship Hubs, will be the locations available. ANY exception to this must be approved by the Associate Dean. The exception must be of substantive reasoning, not just “my home church wants me to intern there”, or “they have a really great facility”. A substantial amount of work has gone into developing the approved internship sites. As a point of reference, education students in the Helen DeVos College of Education do not select the school in which they student teach (e.g., intern). They are assigned for basically the

same reasons, namely substantial oversight can be assured to the student maximizing their experiences. We desire the same for Ministry students. Your responsibility will be to complete the internship application in a thorough and timely manner to ensure a best possible placement match. The questionnaire will have a list of these internship sites available, and the student will indicate Choice 1-9, but the end decision on placement rests with the School of Theology & Ministry and the local Church selected.

If you have other questions, and we are sure there will be many, please contact us in the School of Theology & Ministry at Lee University. We look very forward to partnering with you to extend the Kingdom of God to a fallen, broken world.

In Christ,

The Faculty of the School of Theology & Ministry
Lee University
Cleveland, TN 37323

Overview of Majors in the Christian Ministries Discipline

...Sending out graduates who have the greatest potential to lead churches and ministries that effectively engage the world with the redemptive work of Jesus Christ...

Pastoral Ministry:

The Pastoral Ministry major offers three separate tracks to provide a breadth of preparation which allows for transitions in one's ministry in future years. With an ever changing culture pastoral students are given the opportunity to prepare for a spectrum of ministry experiences. The major provides foundations for personal discipleship, Bible, and Theology. Students are given options to participate in classes which provide skills in evangelism, preaching, teaching, worship, leadership, community service, counseling, and methods which are related to pastoral care. The vocational track enables a student to include a minor in any discipline offered in the university. Between the junior and senior years each student participates in a 150 hour internship in a variety of locations within the United States.

Youth and Family Ministry:

The Youth and Family Ministry major is designed to equip students to intentionally build relationships with the next generation. Throughout the duration of the program, students learn foundational principles to minister to younger generations and their families, including strategic ways to engage families through challenging times. Students also learn to encourage adolescents toward spiritual maturity with the goal of teens becoming life-long followers of Christ. Simultaneously, students learn personal discipleship principles to encourage their own

spiritual growth as a godly leader. The program includes a 150 hour internship opportunity, providing a hands-on, practical ministry experience.

Timeline and Flow Chart of the Internship Process

Freshman Year:

In addition to General Education Courses (e.g., Math, Science, English, Humanities), all Christian Ministries students are required to take CHMN150 Mission of the Church, typically in their first semester at Lee University. We believe this course acts as a “gateway” course to all majors in the discipline. It helps to acclimate the student to the Christian Ministries disciplines and the overall curriculum. We have 8 courses/24 hours of what we call the “Christian Ministries Core”. CHMN150 Mission of the Church is the first of these 8 courses, setting the stage for the remaining 7.

Students will also take the first of 2 Bible courses required of all religion majors:

- Survey of the Old Testament: Fall Semester
- Survey of the New Testament: Spring Semester

Sophomore Year:

Building on Year One, and depending on the chosen major, students begin to take courses more directly related to their major, gifts and calling (e.g., pastoral ministry courses, youth ministry courses). They also take a year-long theology course (THEO250-251) and a Christian ethics course. By the end of this second year, Christian Ministry students should have completed all necessary pre-requisite courses to begin the internship as early as the summer following the completion of 2 years of university level work. It should be noted that each of the majors have a “core” of common classes required but also have discipline specific courses that are prerequisites of an internship.

Summer Following Sophomore Year:

Provided all prerequisites have been met and the internship application process(es) complete, the student can begin the internship.

There are occasions where a student might not be ready to do an internship in the summer following the sophomore year. Students have ample opportunity in the Spring semester of the Junior Year (3rd year) or the summer following the completion of the Junior year. It is **strongly** recommended a student have their internship completed before beginning their senior year.

Appendix A – Prerequisites for Internships per Major

DISM 390: Discipleship Ministry Internship

Internships in the Christian Ministries discipline are practical field experiences wherein the student gains insight and hands-on experience in his/her chosen area of ministry, and are designed to provide students with a variety of ministry field experiences. All Christian Ministries student interns are required to have Junior status (60+ hours), be in good standing with Lee University and the School of Theology & Ministry, fulfilled all other necessary prerequisites, including discipline-specific prerequisites, and have approval by the Internship Supervisor. Internships are a minimum 150 hours. Students are strongly encouraged to consult with their Internship Supervisor for detailed information.

The Discipleship ministry internship eligibility criteria is completion of the following courses:

CHMN150 Mission of the Church
CHMN220 Biblical Interpretation for Ministry
CHMN230 Preaching and Teaching
DISM301 Intro to Small Group Ministry
DISM302 Strategies of Small Group Ministry

ICSP 390: Intercultural Studies Internship

Internships in the Christian Ministries discipline are practical field experiences wherein the student gains insight and hands-on experience in his/her chosen area of ministry, and are designed to provide students with a variety of ministry field experiences. All Christian Ministries student interns are required to have Junior status (60+ hours), be in good standing with Lee University and the School of Theology & Ministry, fulfilled all other necessary prerequisites, including discipline-specific prerequisites, and have approval by the Internship Supervisor. Internships are a minimum 150 hours. Students are strongly encouraged to consult with their Internship Supervisor for detailed information.

The Intercultural Studies Internship is a structured 10-week experience that takes place at the end of a student's junior year in the summer, and in a context different from the student's own culture usually outside of the United States. The eligibility criteria for majors are that a student completes a minimum of five ICSP courses as prerequisites:

ICSP 250 Intro to Missions
ICSP 311 Urban Evangelism/Church Planting
ICSP 352 Contemporary World Religions
ICSP 354 Theology of Missions

ICSP 380 Internship Orientation

The ICSP Internship Manual should be consulted for more nuanced details. Minors may qualify for the internship in consultation with the ICSP Director. (6 Credit Hours).

PASM390: Pastoral Ministry Internship

Internships in the Christian Ministries Discipline are practical field experiences wherein the student gains insight and hands-on experience in his/her chosen area of ministry, and are designed to provide students with a variety of ministry field experiences. All Christian Ministries student interns are required to have Junior status (60+ hours), be in good standing with Lee University and the School of Theology & Ministry, fulfilled all other necessary prerequisites, including discipline-specific prerequisites, and have approval by the Internship Supervisor. Internships are a minimum 150 hours. Students are strongly encouraged to consult with their Internship Supervisor for detailed information.

CHMN150 Mission of the Church

CHMN220 Biblical Interpretation for Ministry

CHMN230 Preaching and Teaching

YTHM 390: Youth Ministry Internship

Internships in the Christian Ministries discipline are practical field experiences wherein the student gains insight and hands-on experience in his/her chosen area of ministry, and are designed to provide students with a variety of ministry field experiences. All Christian Ministries student interns are required to have Junior status (60+ hours), be in good standing with Lee University and the School of Theology & ministry, fulfilled all other necessary prerequisites, including discipline-specific prerequisites, and have approval by the Internship Supervisor. Internships are a minimum 150 hours. Students are strongly encouraged to consult with their Internship Supervisor for detailed information.

The Youth Ministry Internship eligibility criteria is completion of the following courses

CHMN150 Mission of the Church

CHMN220 Biblical Interpretation for Ministry

CHMN230 Preaching and Teaching

YTHM250 Foundations of Family Ministry 1

YTHM332 Strategies for Youth Ministry

Appendix B: ICSP Internship Manual (*subject to change without notice):

LEE UNIVERSITY SUPERVISOR MANUAL



Summer Internship Intercultural Studies Program

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I. Introduction

The prime objective of the training at Lee University, and more specifically in the School of Theology & Ministry, is the preparation of men and women for effective Christian service. The initial emphasis of the educational program will naturally be found in the classroom, where the student is prepared in Missiology, which includes a good emphasis in Bible and Theology. However, it is also realized that emphasis in these areas alone would leave much to be desired in the formation of an effective ministry. To achieve the goal of excellence in Kingdom service, we recognize the need for an integration to take place between academic studies and the learning and application of missionary skills on the field.

It is our belief that the way to begin to achieve a sound integration is for the student to serve a period of internship under the guidance and leadership of a capable missionary in a culture other than the student's own.

The University and student alike are aware that the student is still in a learning context during the internship period, yet it should also be noted that those entering the program have much to offer by way of their dedication and desire to service.

The objectives of the program are basically fourfold:

- A. The student should experience cognitive growth. Initially, this will take place in personal study and research on the culture and religious climate of the host country.

- B. The student should be encouraged in ministerial development by interaction with both the supervisor and the nationals or urban dwellers.

- C. The student should experience emotional growth. This growth will come as the individual learns to handle the various events that occur in intercultural or cross-cultural ministry such as conflict, grief, joy, anger, etc.

- D. The student should develop spiritually, especially in regards to their calling and commitment to cross-cultural ministry.

With respect to the method of fulfilling the goals of the program, it is acknowledged that there will be no single correct way to achieve the aims set out in this philosophy. All of the interns will be found to have individual spiritual gifts; so it is with every missionary or supervisor. The direction of the program in each situation will be largely governed by the supervisor's own developing ministry and in the light of his/her gifts, interests and special abilities.

It is expected that there will be strong reciprocal commitment on the part of both supervisor and interns alike and that, although the supervisors will act as a guide and mentor to the intern, they will acknowledge the unique potential of the one in their charge and allow enough latitude for the intern to develop their own unique style of ministry.

II. Responsibility of the University Supervisor

- A. It is our aim that the students will spend considerable time in orientation prior to their assigned location. Each intern will be enrolled in a Practicum Orientation class one hour a week for the entire spring semester preceding the summer practicum. Topics that will be covered are as follows:
 - 1. Medical preparation
 - 2. Raising funds and prayer support
 - 3. Realizing one's spiritual gifts
 - 4. Cultural preparation
 - 5. Cultural shock
 - 6. Education on the religious beliefs of the host country
 - 7. Education on spiritual warfare

- B. During this period that the students are at their assignment, the faculty advisor will periodically be in touch by telephone and e-mail with the interns.
- C. The university supervisor commits to cover the intern, the host supervisor, and the ministry with prayer both before and during the period of the practicum.

III. Responsibilities of the Supervisor

A. Ministry to the Student

1. General Relationship

- a. The student does not come to the field as a finished worker, but as an intern for practical training. For this reason, a right supervisor/intern relationship is essential.
- b. The relationship between supervisor and the intern ideally should resemble that of a mentorship as seen in the Bible between Paul and Timothy. It should be a warm communion of love in which the work of the Holy Spirit is recognized. The supervisor will be acting as a pastor/teacher who equips other for the work of ministry (Ephesians 4:12).
- c. It will be essential to establish a good rapport very early in the relationship. The student will need the supervisor's support and guidance in becoming acculturated to the new environment. It is hoped that time will be spent together in prayer and fellowship from the very outset. It is important that the supervisor and intern come to know each other's heart and vision for ministry.

2. Spiritual Supervision—As a Counselor

It is in this area where the practicum may be made or broken.

- a. The Planning of Time:
The student may need help in the area of planning a weekly schedule including devotional and study time. Instruction in flexibility, even within the bounds of a set schedule, may be needed as well.

b. Evaluation Progress:

The progress of the intern should be discussed together, possibly every week. This evaluation should cover both spiritual life and work. The supervisor, to be of maximum benefit to the intern, should always be aware of what the intern is doing. It is expected that the supervisor keeps written notes of the progress made so that when the evaluatory meetings take place, the supervisor's thoughts concerning progress and areas needing improvement can be compared with those of the intern.

c. Encouragement

The student intern may not measure up in some areas to the supervisor's expectations, but we all need encouragement from time to time; some even need pushing a little harder than others. This is only natural, and the supervisor should not be surprised. At times the student may need to be confronted on some aspect of his ministry or lifestyle. This will probably be more important in the early stages of the practicum. Confrontation is sometimes an acceptable form of encouragement. A high level of understanding and patience will create the core of encouragement in those early stages. It may be helpful to view the intern, not as what he/she is now, but rather see the potential of what he/she can become with careful mentoring and wise guidance.

d. The Discussion of Problems:

Regular meetings to discuss the perceived strengths of the intern will be of great benefit to the intern. This is especially so if the supervisor asks specific questions such as "Where are you in terms of your own hopes and targets?" and "Where do you perceive your strengths and weaknesses to lie?"

e. Speaking the Truth I Love:

Any evaluation which is not honest and frank may be counterproductive (Prov. 28:23). The objective is to ascertain the truth of a situation and this does not depend upon feelings (Titus 2:15).

f. Giving Help:

In regard to the shortcomings of the intern it must be seen that talking about them alone will be to no avail. Often specific, practical help will be more effective. Try constructive counseling with suggested answers or even practical assistance. Practical demonstration can be invaluable.

g. Giving of Self:

By the end of the practicum the student will have integrated part of the supervisor's Christian life, knowledge, and experience into his/her own self. This is the awesome responsibility for those who will lead (I Thess. 2:8).

3. Training—As a Coach or Instructor

a. By Example:

Interns will need to be 'shown how' not 'told to do.' The experience of training has shown that people learn faster when a supervisor takes the time to show and to demonstrate the techniques of ministry. A good example will always stimulate in the areas of depth of devotional life, warmth of spirit, love for people, punctuality, neatness. Etc.

b. Assigning Work:

Any work assignments should be well defined for the intern. Good communication on the part of the supervisor will strengthen the performance of the intern. Furthermore, assignments should be varied to broaden experience and give opportunity to observe the intern in different situations.

B. Financial Support

During the orientation, students are trained how to raise support from local churches, family members, and friends. However, this is not always adequate to provide resources such as room and board and in-country transportation. Since the student will be serving as an assistant to mission work of the host it is suggested that the host would provide these areas. This arrangement would

greatly help to remove the financial strain from the students who are financing their own college education.

C. Ministry Work of the Student

1. We are anxious that the student intern makes a definite contribution to any outreach. At the same time, however, it must be kept in mind that this is a time of development and evaluation for the student. Assignments, therefore, should be challenging and not limited only to those areas in which he/she is gifted. Variation in the work programs will contribute to this end.

2. The student intern is prepared to do the following ministries:

Evangelistic campaigns	Training seminars
Evangelism team weekend invasions conferences	National Church
Church planting/tent meetings	Youth ministry camp
Personal evangelism programs	Shelter work/ feeding
Home Bible studies	Orphanage ministry
Visitations of churches	Jail, hospital ministry
Teaching English classes	Teaching Bible
Recreation School	Teaching Sunday
Educational field trips Labor/Building	Manual
Radio Ministry	Household chores
Media (video/photo) ministry Processing	Printing/Word

D. Evaluation of the Student

1. At the conclusion of the intern's time with you we would like you to fill out an evaluation form to be sent to the university supervisor. The primary objective is not simply to evaluate what the intern accomplished, but to comment on the development and increasing maturity of the intern from the beginning to the end of the program. The evaluation form is also to be a source of guidance and encouragement for the further development of the student.

2. The evaluation should reflect on the student's:
 - a. Attitude
 - b. His/Her adaptability to praise, criticism, or pressures of the environment
 - c. The student's cooperation level
 - d. Leadership capacity
 - e. Discipline in devotional life
 - f. Effectiveness as a speaker or counselor
 - g. Dependability
 - h. Teachability
 - i. Level of initiative
 - j. Friendliness
 - k. Tenderheartedness.

3. The evaluation should bring to attention areas in which the student is weak in experience or knowledge, and it should tell us whether he/she is working on these areas. Also, address the evident zeal regarding his/her calling and whether the student has a burden for the lost.

We are excited that you are teaming with us to equip "the saints for ministry" as Ephesians instructs. We hope that this experience will be beneficial both to your ministry by having the extra help for a summer and to the student by getting a true taste of the mission field alongside a dedicated servant of Christ. Please contact us with any further questions that you may have. We look forward to working with you.

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Appendix C: Sample of a Student Report

NOTE 1: the supervisor mid-term and final report follows the same pattern of layout.

NOTE 2: this is an actual mid-term report, used with the student's permission, with the name/location of the church removed for obvious reasons. It does not necessary represent a "perfect" report, but does offer what a "good" mid-term report looks like. Again, church supervisors should work with the specific faculty supervisor to ensure specific requirements of the report are met. Both the student and church supervisor should consider this a pattern to follow for both a mid-term and final report.

Sample Goals for Internship

- I. Lead a small group in the College and Career ministry one to two times
- II. Be exposed to at least 5 areas of ministry at "xyz church"
 - a. Help with security one morning
 - b. Help with the Children's department
 - c. Help with the Youth department
 - d. Work with the Hospitality team
 - e. Work in the administrative office
 - f. Work with the Evangelism and Outreach ministry
- III. Be involved in Outreach ministry
 - a. Invasion of Love (every 5th Sunday, the church helps with the soup kitchen)
 - b. Hospital visitations
 - c. Nursing Home visitations

Midterm Report

- I. Lead a small group in the College Career ministry one to two times
 - a. I am scheduled to lead one Wednesday night in the College and Career on July 17. However, I have observed two Wednesday nights so far to see how they are laid out and how it is structured, which has given me ideas of how to construct my time with them. I have spent time reading, studying, and planning for this. I am also scheduled to teach Sunday school in the Children's department in the next

couple of weeks. I have had the opportunity to observe the Sunday structure in the Children's as well, to get a feel for it and how to construct that lesson.

- II. Be exposed to at least 5 areas of ministry at "xyz church"
- a. Help with security one morning
 - i. I am scheduled to observe an officer this next Sunday, where I will see how the security is handled and what each officer is in charge of before, during, and after the services, in all areas of the church.
 - b. Help with the Children's department
 - i. I have observed and helped out in the Children's department where I saw firsthand the difference between the two services. The first service had only a handful of children where they stayed together as one group and worshipped in song, offering, and the lesson, and played games afterward. The lesson was on the Armor of God and imitating Jesus, and the Children's Pastor played a game and articulated the lesson in a way that it was easy for the children to understand and remember. In the second service, they all started out together in a group, played a few games, sang a few songs, worshipped in giving, and then split up into different groups based on their year in school (1st, 2nd, 3rd, etc) where they met with their Sunday School teacher for a lesson, then came back together for the lesson from the Children's Pastor. I enjoyed getting to see the children learning about Jesus and interacting with the material and the lesson. The security is top-notch in the Children's department, as it should be. The parents get a sticker that matches the sticker the child wears. Elementary kids wear their sticker on the front of their shirt, and the smaller children wear them on the back of their shirts. Nobody can pick up the child without the sticker. There is also a security officer that stays in the Children's department at all times, and once the child enters the building, they cannot leave without the parent that obtains the matching sticker.
 - c. Help with the Youth department
 - i. I am planning on working with the Youth in the next couple of weeks. With Church of God Youth Camp and it being summer, the Youth haven't had anything going on lately. They should be back on a normal schedule late July.
 - d. Work with the Hospitality team
 - i. For two Sundays now, I have worked with the Hospitality team, where I served as a greeter for both services. I have learned that it is important for people to feel welcomed and wanted upon entering the sanctuary. All it takes is a smile and a "Good morning" to put them at ease and make them happy. The elderly also like seeing the younger adults greeting them and holding conversations with them. Pastor "Joe", the Assimilation Pastor, and his team, is phenomenal at keeping up with the member's names and the things they are going through/have been through. That means a lot to people, for people to not just pray, but pray continuously and keep in

touch The greeter make or break the chance of someone new coming to your church, at times. The greeters represents the church and are the face of the church in the morning and on their way out. I'm learning that there are multiple avenues to disciple others and hospitality is one of them. Just me alone, I have learned that greeting people at the door is much more than just being a nice person, but it is displaying Christ's humility and hospitality as well.

- e. Work in the administrative office
 - i. I have had the opportunity to spend some time in the administrative office, and observed what makes the church keep going, other than Jesus, of course. Inside the office, you have all the Pastor's offices, the executive administrator, the Church secretary, the financial secretary, and the receptionist. The first couple of weeks, I observed the different offices and was able to see the differences in each office, but also see how they come together to make this church the church that it is. I had the opportunity to run the reception desk for a week while the receptionist was out for surgery. I was able to do many things, such as post attendance from the Sunday before, help the other ladies in the office if they needed, answer the phones if member's called with questions, and I was able to get to know the people in the office better and they helped me learn more of the history of the church. I was also instructed on how to help those in need if they came by, which I had two people come in and ask for financial help, a place to stay, and/or both. "XYZ Church" works closely with the non-profit organizations in the local community, so I led them to _____ Relief, which is a place of shelter, food, and financial assistance if needed. It was a pleasure to be such a help to those people and also to share with the church that hospitality and Kingdom work. Posting the attendance also helped me with member's names, so on Sunday, when I meet someone, I can put a face to the name. The "Who's in the Pews" sheets also help tremendously when taking attendance, but I learned that not everyone signs it, so we have to go back and count those who gave in offering was present also.
- f. Work with the Evangelism and Outreach ministry
 - i. I have had the opportunity to work the church's Father's Day Car Show event, where I helped set up, worked registration, and helped with the awards ceremony, and finished the day by helping them clean up. We were able to raise money for the _____ homeless shelter and was able to provide them food and extra money for their needs. Having this event at the church also allowed them to reach out to people in the community in a nonchalant way and let the community know that they are there for them.

- ii. I have also had the opportunity to pass out packets filled with information about Jesus and how to get saved to all the houses in the community, as well as my community that is an hour away. Someone bagged these packets and spread them out through the COG and gave each church an opportunity to spread the love of Jesus in that way. I have passed them out myself so far, and we are planning on the college and career group coming together to pass out the rest.
- III. Be involved in Outreach ministry
 - a. Invasion of Love (every 5th Sunday, the church helps at the soup kitchen)
 - i. I have not had the opportunity to help with this yet, but I plan on helping them the next time, especially since this is the field that I aspire to work in. I feel that I could learn greatly from this experience.
 - b. Hospital visitations
 - i. I have not had the chance to visit the hospitals yet, but it is planned.
 - c. Nursing Home visitations
 - i. I was able to visit the nursing homes with one of the church's chaplains, Dolly. We started the day with the ones farther from the church, and we went and visited for 10 to 15 minutes with each person on her list where we just talked and let them talk about whatever they would like, then we ended with prayer and a promise to see them next week. I have learned that those in the nursing homes like consistency and promises. They look forward to their visits and they learn to look for you when you tell them that you are returning. We visited half of the people on her list before she had to take me back to the church, but they also visit those who live in the retired homes on the church campus. Hopefully, I will have a chance to see the rest of the people on their list to visit.

I have thoroughly enjoyed my internship at "xyz Church" thus far, and I look forward to the rest of my time here. I am looking forward to more opportunities and more lessons to learn. I have learned so much about Church ministry already and have been able to apply what I have learned from classes to real life, as well as learn how to apply real life to church ministry.