



### ***Why does the church work with interns?***

The internship program at Woodburn Baptist Church fulfills 3 primary purposes:

- (1) We want to multiply and train leaders.
- (2) We want to give developing leaders the chance to serve and be challenged in the actual context of church life, with full access to staff members and the behind-the-scenes processes that ministry involves.
- (3) We want our church and staff to have the constant influence of next-generation leaders.

### ***Who may apply?***

The best interns are adults who want to explore their own sense of calling into ministry. They want to learn and practice skills with a professional mentor. They want to work hard, because they love serving Christ and his people. We love working with college students but also welcome other adults, who feel called to experience vocational ministry first-hand. Preference is given to applicants who are connected to Woodburn Baptist Church or any of our 20/20 network partners.

### ***What is expected of an intern?***

You will work a minimum of 100 hours (typically 10 hours a week for 10 weeks). Your responsibilities will be determined by your own gifts and learning goals. You will meet regularly with your staff mentor and attend the church staff meeting every Tuesday morning. You will attend at least 2 of the church's worship services each week and participate in a small group. Since we are granting you a position with the church's staff, you will be expected to maintain a disciplined devotional life and conduct yourself with the character, integrity, and discretion that befits a professional Christian minister.

### ***Are interns paid?***

Some of our interns are paid, and some are unpaid. No matter whether remuneration is involved, all interns are given a job title (e.g., Children's Ministry Intern, Pastoral Ministries Intern, Student Ministries Intern, etc.) and are officially recognized by the congregation. This recognition legitimizes the professional experience and makes the internship a valuable reference on one's resume. The church sets aside money for a limited number of interns each year; with church approval and available funds, your internship may be compensated at a rate of \$10 an hour (or \$1000). Payment is typically given upon completion of 100 hours, although some may arrange in advance to be paid at the midpoint. If you have served previously as a paid ministry intern, your second internship at Woodburn Baptist Church will not be paid.

### ***What does the learning process look like?***

The relationship of intern and mentor is at the heart of the learning experience. Your mentor will be a staff member of Woodburn Baptist Church (or one of our 20/20 ministry partners, or another designated leader). Staff members are limited to supervising one intern at a time. Once your staff mentor is confirmed, the two of you will meet to draw up a learning contract. This contract will guide your internship from start to finish and will provide the criteria for success and measurement. You will set and define your own goals, in consultation with the mentor, and the two of you will establish your job title. Your mentor will present you and your partnership agreement for church approval at a monthly church family meeting, in advance of your starting date. Once approved, you will begin logging work hours and taking steps to achieve your goals. The mentor is responsible for maintaining the health and forward momentum of your learning process. The two of you will meet weekly for feedback, accountability, and progress measurement. You will receive two comprehensive reviews from your mentor: a mid-point evaluation and a final review.

### ***How do I apply?***

After praying and seeking guidance from the Lord, talk to the staff member who works in your area of interest. He or she will answer your questions and help you find the next step.

**MINISTRY INTERNSHIP LEARNING CONTRACT**

Name \_\_\_\_\_ Ministry Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

*In light of my personal growth needs in ministry and the present opportunities at Woodburn Baptist Church, I pledge to pursue the following ministry goals.*

**GOAL #1** \_\_\_\_\_

What is the process for growth in this area? \_\_\_\_\_

What resources will help you (people, books, etc.)? \_\_\_\_\_

How will success be measured? \_\_\_\_\_

**GOAL #2** \_\_\_\_\_

What is the process for growth in this area? \_\_\_\_\_

What resources will help you (people, books, etc.)? \_\_\_\_\_

How will success be measured? \_\_\_\_\_

**GOAL #3** \_\_\_\_\_

What is the process for growth in this area? \_\_\_\_\_

What resources will help you (people, books, etc.)? \_\_\_\_\_

How will success be measured? \_\_\_\_\_

Intern's Signature \_\_\_\_\_ Mentor's Signature \_\_\_\_\_

## MINISTRY INTERNSHIPS: MENTOR'S GUIDE

### PHASE 1: NEGOTIATING

#### Outcomes

1. Well-defined goals: *What are the specific learning outcomes desired during the internship period? What if we considered a goal related to your physical body, a goal related to your personal growth (emotional, spiritual, or relational), and a goal related to growth in practical ministry skills?*
2. Success Criteria: *How will success be measured with each learning goal?*
3. Work Plan: *What are the steps for achieving your goals?*
4. Delineation of Mutual Responsibility: *Who will be responsible for what?*
5. Accountability Assurance: *How do we ensure we do what we say we're going to do?*
6. Anticipating Stumbling Blocks: *What stumbling blocks might we encounter?*
7. Consensual Agreement: *What else do we need to include to make this process work for us?*

### PHASE 2: ONGOING ACCOUNTABILITY

#### KEY TASK—Maintain conditions that enable growth and development.

1. Support: Manage the process by praying for your intern, listening, providing structure, expressing positive expectations, serving as advocate, sharing yourself, making it special.
2. Challenge: Maintain momentum by setting tasks, engaging discussion, setting high standards, offering feedback, evaluating incremental progress.
3. Vision: Encourage movement by fostering reflection, providing a ministry model, imagining the future, assessing learning goals.

#### WEEKLY MEETINGS

#### KEY TASKS—Ask productive questions and offer constructive feedback.

*Ask: What goals are we focusing on this week?*

*What is going particularly well right now?*

*What has been your greatest challenge so far?*

*What assistance could you use?*

*What are you learning about yourself? about ministry?*

*What do you hear God saying to you—and what do you need to do in response to him?*

*What can I do to improve the quality of your learning experience?*

*Say: Tell me how that worked for you...*

*Tell me how others responded to your efforts...*

*Help me understand what you mean by...*

*What works for me is...*

*I have a few ideas that might help...*

*I like the way you...*

*Maybe there is something to learn here...*

*Have you ever considered...?*

*When we first started what I noticed about you was... Then you... And now...*

#### MIDPOINT REVIEW

KEY TASKS—Assess progress in relation to original learning goals, celebrate, review what is working well, and correct course to ensure final success.

1. Revisit each goal of the learning contract.
2. Celebrate concrete examples of learning and progress.
3. Identify important growing areas and deficiencies.
4. Envision a best-case closure. [ASK: *Ideally, what would we like to have seen happen when this internship comes to an end? How can we ensure that we reach the best possible outcome?*]

### **PHASE 3: FINAL REVIEW AND CLOSURE**

KEY TASK—Evaluate and celebrate final progress in relation to initial levels of competence and accomplishment of goals.

1. Reflect on each goal of the learning contract.
2. Celebrate concrete examples of learning and progress.
3. Identify important areas for future growth.
4. Bless and affirm your intern in a most thoughtful, personal way.

*Say: I admire your...*

*You have a real gift for...*

*I especially appreciated it when you...*

*One day, I can really see you doing...*

*Give a personal gift related to your shared experience or the intern's next step. Hand-write a note that expresses what you learned from the intern or offer a motivational message for the future.*

**MENTOR SELF-REFLECTION:** Turn closure into personal learning.

1. What have you learned about yourself in supervising the intern?
2. What are your mentoring gifts and strengths?
3. What do you wish you could do better?
4. What are the specific steps for applying what you have learned?
5. What will you do differently with your next intern?

**An interview with each departing intern is to be conducted by a staff member (other than the mentor) for purposes of evaluating and improving the church program for future interns.**

