



JAMAICA THEOLOGICAL SEMINARY

CHRISTIAN MINISTRY INTERNSHIP HANDBOOK STUDENT'S COPY

COURSE DESCRIPTION

This course is a period of internship with a cooperating church and Pastor and/or para-church agency in which the student gains supervised practical experience in several ministry tasks. The course includes regular seminars to present and discuss case studies and a major reflection paper.

COURSE PARTICIPANTS

Final year students in Pastoral Studies, Christian Education and Missions and Evangelism minors of the Bachelor of Arts in Theology and Biblical and Theological Studies and Christian Ministries for the Bachelor of Arts in General Studies Minors.

1. **Nature of Placement**

The student may be placed in his/her local church under the supervision of the pastor of that church, or any other cooperating local church or para-church agency. The placement will be done at one site on a continuous basis. The placement begins at the commencement of the school year, and continues for two semesters.

2. **Number of Credit Hours** 6 (3 credit hours per semester)

3. **Number of Clock Hours** 180 (90 hours per semester)

4. **Supervision**

Each student is required to organize field work time with their placement supervisor and the course coordinator on the student's time. The students should keep a record of planning, preparation and ministry time.

A total of one hundred (180) hours in direct ministry must be accounted for.

5. **Ministry Tasks**

Each student is expected to have practical ministry experience based on his/her area of specialization as follows:

A. **Pastoral Tasks:** Preaching, serving the Lord's Supper, assisting in a funeral service, marriage ceremony, blessing of infants, baptism, pastoral counseling. It is also expected that students would be allowed to observe a Board Meeting so as to learn skills of leading a meeting, consensus building and so forth.

B. **Christian Education Tasks:** Curriculum design and implementation, training/supervision of teachers, administration of the teaching programme, course design and teaching.

- C. **Missions and Evangelism:** Missions/Evangelism strategizing, Cross-Cultural mission experience, Missions/Evangelism education and training, target group evangelism, design and implementation of evangelistic efforts.
- D. Other tasks relative to the student ministry.

6. **Record Keeping**

Students are required to keep a log of activities at their placement, listing the type of activity. This is then signed weekly by the supervisor and given to the practicum coordinator.

7. **Evaluation**

When the student does his/her placement at one site, the supervisor is asked to do an interim evaluation midway through the practicum as well as the final evaluation when the student has completed the practicum experience.

8. **Requirements**

a.	Journal of Activities	20%
b.	Satisfactory completion of placement	50%
c.	Presentation of Case Study	15%
d.	Reflection Paper	15%

Final grades are determined as per the schedule published in the *JTS Prospectus*.

GUIDELINES FOR INTERNSHIP

1. These guidelines are designed to help students and supervisors involved in the Bachelor of Arts in General Studies and the Bachelor of Theology Christian Ministries programmes (Pastoral Studies, Christian Education and Missions and Evangelism) become familiar with the expectations held by Jamaica Theological Seminary for the programmes. They should be reviewed by students and supervisors, and discussed jointly.

2. Statement of Purpose

- a. The internship programme provides exposure to, and involvement in, various concerns and operations of church and para-church ministries. The programme helps fulfill the school's goals of helping students gain practical experience while pursuing their training.
- b. The internship programme should give the intern broad exposure to various areas of ministry in order to allow the intern to develop a feel for what a full-time ministry would involve. In this way the programme allows the intern to make more informed and responsible future career decisions.

3. Description of the Programmes

General Expectations

For their internships, students may either select a local church exposure, or para-church opportunities. When a student selects a local church experience, it is assumed that he/she will demonstrate a commitment to that body. Attendance at worship services as well as their specific area of ministry is expected.

Any present ministry or outreach should not interfere with the internship. Students will also need to be ready to absorb personal and travel expenses. However, the local church /agency may assist in this area.

The ministry intern should expect to devote on average, a minimum of 5 hours/week of time to the internship ministry. In addition to the internship ministry, the programme also involves the intern in regular reflection and evaluation.

4. Role of the Supervisor

The internship is both person-centered and task centered. It is primarily a ministry with another person who serves as an example and guide in the new learning experience, although it is expected that the intern will be involved in practical ministry during the course of the internship. The internship is not simply to find a job to do. It is geared to help the intern further define his/her ministry and to continue to have the necessary skills to do so.

To involve the supervisor in the role of guiding an intern the following activities are suggested:

1. Meet regularly with the intern.
 - Weekly meetings
 - Review and evaluation of work
2. Observe student in action/leadership role
 - At least three (3) times throughout the internship

3. Provide evaluation and feedback to JTS
 - through an evaluation form at the end of the internship
4. Provide for the intern to engage in the following activities:
 - observe every facet of the ministry's organization
 - observe routine activities of supervisors
 - observe major administration boards and committees in meeting
 - become aware of administrative and organizational elements of the supervisor's ministry
 - be involved in public or large-group or up-front leadership

Plan of Action

- A. For supervisor and intern together:
 1. Negotiate an agreement of expectations and responsibilities (Form 2)
 2. Plan activities and schedule for fulfilling responsibilities
 3. Schedule and hold regular meetings for review and consultation
- B. For supervisor:
 1. Be sure to introduce intern to all staff and public related to the ministry
 2. Submit formal evaluation to JTS at the end of the internship (Form 3)
- C. For intern:
 1. Complete Data Sheet (Form 1)
 2. Obtain approval from JTS for internship placement responsibilities and schedule.
 3. Submit to JTS a statement (no more than one page) of long-range goals for the internship (within the first three weeks).
 4. Complete and submit to JTS supervisor a weekly journal of activities and reflection on the same.
 5. Submit formal evaluation at the end of internship (Form 4)
 6. Be prepared to discuss a case/issue in class.

Summary

These guidelines are designed to provide the most meaningful and fair experience for both the ministry organization and the student intern.

CHRISTIAN MINISTRY INTERNSHIP

CODE OF CONDUCT FOR INTERNSHIP STUDENTS

1. The trainee should dress in a manner befitting the profession.
2. The trainee should share a professional relationship with supervising Pastor and congregation.
3. The trainee should seek to communicate gracefully at all times.
4. The trainee should not expect to receive monetary payment/gift from Pastor or congregation. However, this statement should not be interpreted to mean that the supervising Pastor, host congregation may not offer a monetary gift/payment. Be sensitive. Additionally, this statement does not apply to those who are already in relationship with a local church and receive a stipend as a result.
5. The trainee should be punctual and be mentally and spiritually prepared at all times.
6. The trainee should not, at any time, and in any way interfere with the administrative policies of the church.
7. The trainee must respect the authority of his/her immediate supervisor. Respect must also be shown to Church leaders and congregation.
8. The trainee should refrain from judging, arguing about, or encouraging controversy on theological positions of the local church in which that person is placed.
9. The trainee should at all times conduct him/herself in a manner befitting the standards of the Jamaica Theological Seminary.
10. The trainee should maintain confidentiality at all times.

INTERNSHIP REFLECTION PAPER

Instructions:

At the end of the internship period please turn in to the JTS office a 4-7 page reflective essay responding to the following items:

1. Share how you feel about what occurred in your internship, what gave you the greatest satisfaction? What aroused positive and/or negative reactions?
2. Describe the types of ministry styles or philosophies reflected by your supervisor and other leaders.
3. Summarize the main things you feel you learned from your contact with your supervisor.
4. If you were working full-time in the situation, how would you change or restructure the setting?
5. In what ways did your experience help you better understand your classroom studies?
6. What did you learn about your own preference or abilities in ministry?
7. What do you feel JTS could do better to make the internship experience more meaningful for the interns?

NB. This is a reflective essay not a research paper.

FORM 2

STATEMENT OF EXPECTATIONS AND RESPONSIBILITIES

Instructions:

The intern and supervisor should work together to spell-out a Statement of Expectations and Responsibilities. The Statement should serve doubly as a job description and a performance standard. It should include the types of information listed below. Existing job descriptions may be used if they also contain the following information.

1. Title of intern's position
2. Primary responsibilities and goals of the position
3. Lines of responsibility (to whom will the intern be responsible, for whom will the intern be responsible?).
4. Time schedule (dates of internship, number of hours per week, day(s) off, office schedule, outside employment).
5. Regular (weekly/daily) duties and activities
6. Special duties and activities

FORM 3

CHRISTIAN MINISTRY INTERNSHIP

PASTOR'S/DIRECTOR'S REPORT FORM

Student's Name: _____

Date: _____

Pastor/Director: _____

Placement: _____

NOTE TO THE PASTOR/DIRECTOR: Your response to the following items are an evaluation of the student(s) under your supervision. Your candid opinions and observations are vital to the student and the Seminary.

A. GIFTS FOR MINISTRY

1. How does the student function within the structured environment of the local parish setting? (i.e. follows proper channels/procedures, works comfortably with others, understands and respects the goals of the congregation).

2. According to your observations, what significant strengths does this student possess?

3. What are your recommendations for further growth, and in what particular areas?

* This form is taken from the Supervised Ministries Handbook
Asbury Theological Seminary, Wilmore, KY 40390

1 - DO NOT KNOW
4 - AGREE WITH RESERVATION

2 - DISAGREE
5 - STRONGLY AGREE

3 - AGREE

NOTE: Please check the space that you think is appropriate

B.	GIFTS FOR MINISTRY	1	2	3	4	5
1.	Takes initiative in fulfilling responsibilities					
2.	Completes tasks					
3.	Works well under pressure					
4.	Relates theory to practice					
5.	Is able to help groups achieve goals					
6.	Is prompt in keeping appointments, meeting times					
7.	Seeks new situations: comfortable with risk					
8.	Manages time well					
9.	Is assertive: initiates					
10.	Has high energy drive					
11.	Is sensitive, concerned, responsive to feelings					
12.	Communicates confidence in others					
13.	Makes decisions with firmness; seems to enjoy making them					
14.	Is enthusiastic; emotionally responsive and alert					
15.	Makes practical and appropriate comments and decisions					
16.	Thinking is clear and logical					
17.	Shows genuineness in listening to others					
18.	Demonstrates common sense; shows foresight					
19.	Is realizing potentials as person/minister					
20.	Preaching is a strength					

C.	GRACES FOR MINISTRY	1	2	3	4	5
1.	Is teachable; open to learning					
2.	Admits own biases, prejudices					
3.	Utilizes spiritual disciplines					
4.	Takes criticism well					
5.	Takes praise well					
6.	Admits lack of knowledge					
7.	Identifies own strengths					
8.	Is comfortable in leadership role					
9.	Receptive to feedback from others					
10.	Moods and behaviour are consistent day-to-day					
11.	Is reasonably satisfied with self					
12.	Shows acceptance of own sexuality					
13.	Is straightforward, spontaneous; expresses own feelings					
14.	Is calm, relaxed and composed					
15.	Is friendly, warm enjoys people					
16.	Converses easily with persons of opposite sex					
17.	Shows warm and accepting attitude toward others					
18.	Is patient toward others					
19.	Is compassionate and caring					
20.	Is self-confident					

D. GRACES FOR MINISTRY

1. Does the student have personal peculiarities or physical handicaps which would hinder him/her in his/her area of ministry? If so, what are they?

2. How have you been impressed with the student's "sense of calling" to his/her area of ministry? (i.e. any competing vocational interests, reservations about aspects of ministry, etc.)

3. On the basis of the evaluation you have just reported, what specific learning goals do you recommend for the student at this stage of his/her preparation for his/ her area of ministry?

OTHER REMARKS:

STUDENT'S RESPONSE: The student is invited to respond to this evaluation:

Supervisor's/Director's signature: _____ Date: _____

I have reviewed this evaluation.

Student's Signature _____ Date: _____

FORM 4

STUDENT EVALUATION

Instructions:

Please respond to each of the following items after your internship is completed.

1. In general, did you enjoy your internship as much as you expected to?
 - (a) I enjoyed it more
 - (b) Yes, just as much as I expected
 - (c) Somewhat less than I expected
 - (d) A great deal less than I expected

2. What is the total length of time you personally devote to your preparation for the internship ministry per week?
 - (a) None
 - (b) 1 – 5 hours
 - (c) 6 – 10 hours
 - (d) 11 – 20 hours
 - (e) More than 20 hours

3. Do you feel satisfied that you've had enough time to meet privately with your supervisor?
 - (a) Mostly satisfied
 - (b) Fairly satisfied
 - (c) Quite satisfied
 - (d) Extremely satisfied

4. Did your supervisor seem generally interested in you and your internship needs?
 - (a) Yes, very much
 - (b) Yes, somewhat
 - (c) Didn't seem very interested
 - (d) Definitely wasn't interested

5. How frequently did you have contact with your field work supervisor?
 - (a) Not at all
 - (b) Once or twice altogether
 - (c) Twice a week
 - (d) A few times a month
 - (e) More often

6. If your supervisor provided an evaluation of your work, how accurate was it in reflecting your accomplishments?
 - (a) It was very accurate
 - (b) It was mostly accurate
 - (c) It reflected some accomplishments
 - (d) It was mostly inaccurate
 - (e) No evaluation was given to me

7. How much independence did your supervisor give to you in your internship?
 - (a) Total independence
 - (b) Some guidance
 - (c) A lot of guidance
 - (d) Totally structured by supervisor

8. Did you generally keep up to date on your work for the internship?
- (a) I was frequently behind
 - (b) I was sometimes behind
 - (c) I was behind once
 - (d) I always kept up to date

On a scale of 1 - 5 (1 = low, 5 = high) please rate your ability on the following items

- 9. Making decisions _____
- 10. Planning a task _____
- 11. Gathering information _____
- 12. Accomplishing a task _____
- 13. Taking initiative _____
- 14. Undertaking new or unfamiliar activities _____
- 15. Overcoming a fear _____
- 16. Solving a problem in a difficult or unpleasant situation _____
- 17. Defending something or someone _____
- 18. Sticking up for oneself _____
- 19. Resisting peer pressure _____
- 20. Working independently _____
- 21. Working as a member of a team _____
- 22. Accepting criticism _____