



# AGKS<sup>o</sup>M

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LEARN. LIVE. LEAD.

PREVIEW

## INTERMEDIATE

MINISTERIAL INTERNSHIP



# AGKSOM INTERNSHIP

*IN FULFILLMENT OF THE ...*

General Council Internship Requirements for Persons Seeking Ministerial Credentials

## AGKSOM STATEMENT OF PURPOSE

AGKSOM exists to provide training for those sensing a call to ministry, whether as credentialed ministers of the Assemblies of God, or as equipped local church volunteers. AGKSOM integrates spiritual formation, relational networking, academic achievement, and practical ministry application to provide a unique learning experience. Students not only acquire knowledge necessary for obtaining ministerial credentials, but also develop character and skills essential for effective ministry.

The leadership and faculty of AGKSOM fully subscribe to the Statement of Fundamental Truths of the Assemblies of God and commit AGKSOM to proclaim and support the principles and polity of the Assemblies of God. AGKSOM commits itself to provide training courses that meet District and General Council educational requirements for ministerial credentials.

Furthermore, AGKSOM seeks to fulfill the mission of the General Council of the Assemblies of God and the District Councils of the Assemblies of God and is committed to the development of healthy leaders, churches and ministries.

## INTERNSHIP PURPOSE/MISSION

The AGKSOM internship strategy enables students to confirm God's call, develop Christ-like character, gain the competencies of ethical and effective ministry and develop the personal disciplines essential to successful life and ministry. The strategy uses guided "hands on" ministry experiences, interaction with qualified pastors/mentors, reading and the exercise of personal spiritual disciplines to accomplish its mission.

## INTERNSHIP OBJECTIVES/GOALS

- Exposure to a variety of ministry methods, skills, and practices
- Develop effective people and conflict resolution skills
- Ethical standards of ministry
- Fulfill the Assemblies of God General Council internship requirements
- Minister effectively within the fellowship
- Seek "best practice" experiences and exposure to effective ministry systems and structures
- Help students develop skills and gifts for maximum effectiveness in ministry
- Help students develop the disciplines of effective servant leadership

## INTERNSHIP CHARACTERISTICS/VALUES

- Student Value: Equip students for effective ministry.
- Student Participation: Students actively participate in the design and fulfillment of these standards and objectives.
- Cooperative Fellowship: Value ministry within the Assemblies of God in a way that faithfully fulfills the vision of a "voluntary cooperative fellowship".
- Biblical Fidelity: Students develop ministry that is faithful to biblical teaching, values, principles, and worldview.
- Flexibility: Students can "tailor" their internship experience in ways that better meet their needs and fulfill the requirements.
- Encourage Development: Students value and develop the skills needed to pursue spiritual, personal

and professional development throughout their life.

## INTERNSHIP PRE-REQUISITES

- Before beginning an internship, the student must have completed at least three (3) AGKSOM, Global University, or other approved courses at the corresponding level of credential for which the student will be applying.
- Identify and recruit the qualified pastor/mentor needed to complete the internship requirements and submit the completed “Mentor Covenant”. The designated AGKSOM & District Leadership must approve this person.
- Successfully complete and submit for approval all required internship forms.
- Pay all fees:
  - Course Registration Fee (Same cost as a course registration--\$65)
  - Purchase Required Reading Materials as appropriate to each standard
- The AGKSOM Internship experience requires a commitment of time:
  - Pastor/mentor & Intern working relationship - 3 months minimum
  - Intern’s Prayer Journal - 3 months minimum
  - The Internship time frame begins upon the receipt of the Internship Registration.

## INTERNSHIP STANDARDS, STRUCTURES AND PROCEDURES

### OVERVIEW

The AGKSOM internship consists of 5 or 6 Standards at each credential level (see attached list). Each Standard contains three elements that enable the student to meet the standard and achieve the learning objective. The elements in each module are:

1. A “hands on” learning project.
2. Evaluation forms and written reports.
3. Interaction with Pastor/Mentor (s).

### STANDARDS

The standards designated in this internship strategy as “mandatory” are components of the credentialing requirement for the General Council of the Assemblies of God. As such they cannot be altered by an Assemblies of God School of Ministry or District Council of the Assemblies of God.

To successfully complete their AGKSOM internship students MUST meet the objectives and follow the “steps to completion” for all standards at each credential level.

**Credit for Life Experience:** Students who feel, based on previous training or ministerial experience, that they have attained the competency described in a standard or standards may request in writing, “**credit for life experience**”. The request must include a thoroughly detailed statement of how the standard has been met and documentation (if appropriate). Students seeking “credit for life experience” for a specific standard must submit their request to their AGKSOM leadership PRIOR to the completion of their internship. Students seeking “credit for life experience” for the entire internship must submit a detailed request to the District Secretary of the Kansas District Council of the Assemblies of God mailed to that office.

**Pastors/Mentors:** The selection of appropriate pastor(s)/mentor(s) is critical to the success of the internship process. As used in this portfolio, “pastor/mentor” refers to that person overseeing the entire internship. Often the pastor/mentor is the senior pastor. The designated AGKSOM and District Leadership must approve the pastor/mentor. The pastor/mentor must be one who is fully cooperative and supportive of the ministries and policies of the District Council of the Assemblies of God. The pastor/mentor may want to include another minister who has outstanding qualifications to give the intern the “best practice” experience in a given area.

## PASTOR/MENTOR QUALIFICATIONS

An appropriate and qualified mentor must...

- Be ordained or credentialed one level above the credential the student is seeking (except, of course, for ordination).
- Not be a relative of the student.
- Willingly follow the policies and guidelines of the AGKSOM internship process.
- Have demonstrated a proven ministry of cooperation & integrity.
- Have a minimum of 5 years of pastoral experience.
- Willingly invest significant time in the intern and the internship process.
- Refuse to serve as a mentor in those areas in which they lack the expertise or if their involvement is not in the best interest of the student.
- Refer students to others who have greater expertise in areas when it is in the best interest of the student.
- Willingly complete and submit the required AGKSOM Pastor/Mentor's Summary & Evaluation Reports and Pastor/Mentor's Statement/Letter along with the completed Student Summary Report & student's Prayer Journal Summary Report to the AGKSOM Administration at the end of the internship period. (Forms below)
- Be approved by the AGKSOM and District Leadership.

Communicate concerns regarding the intern or the internship process with the AGKSOM leadership.

An appropriate and qualified Pastor/Mentor also implements the EIGHT T'S FOR MENTORING SUCCESS (by Jim Cathcart).

1. TARGET – Know where you want to go and why. There must be a clear goal toward which you direct your energies.
2. TOOLS – Get the necessary tools to do the job well. One of the greatest tools will be a bibliography of books written on the subject of the area of student assimilation.
3. TRAINING – Never stop reading and educating yourself in the work God has called you. Talent is limited to training.
4. TIME – Take enough time to do it right. Help people grow into the level of mastery they need for the job. Remember, you are taking time to train others.
5. TRUTH – Show those under you the ways that their performance fits into the whole picture. Those who only know how will almost always work for those who know why. The more you know, the higher you go.
6. TRUST – Give them room to grow. Trust them enough to allow them to exert initiative but not so much that you create great risk. Nothing advances until somebody does more than they have done before. And, no one does more than they have done before until someone trusts them and gives them room to grow.
7. TRACKING – Winners always know the score. Create a situation where they know at all times whether or not they are on track. Let them keep their own scorecard, too. As said by Dr. Ken Blanchard, "Feedback is the breakfast of champions."
8. TOUCH – Celebrate victories. Help people learn from their failures and inspire them to grow. Everything worthwhile is done within the context of relationship. Without human touch, support, and encouragement, there is no will to persist.

## SELECTING A PASTOR/MENTOR

Students are to select an "appropriate and qualified" pastor/mentor who meets the standards outlined above. In addition the student is encouraged to:

- Seek a pastor/mentor who exemplifies "best practice" in ministry.
- Recognize that more than one pastor/mentor may be needed.
- End the relationship if the pastor/mentor is unwilling or unable to commit the time needed, comply with AGKSOM standards, or fails to carry out other responsibilities.
- Recognize that their pastor may not be the best pastor/mentor in all areas and seek their recommendation for someone who can better serve.

- Request approval from AGKSOM administration for a desired mentor. Approval must be received before students can begin their internship. Approval may be requested via email to agksom@agkansas.com. Approval could take up to three weeks.
- Develop a positive working relationship with their AGKSOM pastors/mentors based on mutual respect and passion for ministry.
- Pastor/Mentor & Student Interaction: The pastor/mentor and student are to meet together at the beginning of the internship and plan a feasible working strategy to fulfill the requirements. Non-structured interactions between the pastor/mentor and student are strongly encouraged.
- The pastor/mentor and student should meet and work together as close as their life schedules will allow during the internship.
- A minimum of 1 meeting for each standard is recommended.

## PASTOR/MENTOR EVALUATION

- Students are required to meet the standards and objectives stated in this internship strategy. Students and mentors are to closely adhere to the process outlined in the “steps to completion” section of each standard, which are designed to insure the value and integrity of the internship process.
- Pastors/mentors are to hold students to a high standard of compliance and performance.
- Pastors/mentors are to evaluate the student’s efforts in relation to the stated objective and determine whether the student’s work is “excellent”, “average” or “unacceptable”. Any student whose efforts are deemed “unacceptable” in any standard will not receive credit for the internship.
- Students whose efforts are deemed “unacceptable” are to meet with the pastor/mentor to identify concerns and design a plan to repeat or create an appropriate substitute learning project.
- Pastors/mentors are to notify their AGKSOM leadership that the student’s work was deemed “unacceptable” and the steps they plan to take to help the student achieve an acceptable rating.
- The student may repeat the project as many times as needed.
- The pastor/mentor is to submit a statement/letter of not more than one page detailing their overall impression of the student’s capabilities and potential for ministry identifying strengths, weaknesses, and recommended improvements. This statement is to be submitted directly to the AGKSOM Administration along with the final Pastor/Mentor Summary & Evaluation Reports, Student Summary Report, and the Prayer Journal Summary Report.
- Pastors/mentors are to sign all report forms as indicated.
- Students may appeal any pastor/mentor decision to AGKSOM leadership.

## INTERNSHIP FINAL REPORT

- Each student enrolled in the Internship Class will be responsible for filling out and submitting to their Pastor/Mentor his/her Student Summary Report & Prayer Journal Summary Report. These student reports along with the Pastor/Mentor Summary Report will be mailed by the Pastor/Mentor to the AGKSOM administration at the conclusion of the internship.
- The Internship Final Report will include:
  - Student Summary
  - Prayer Journal Summary
  - Pastor/Mentor Summary

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## **INTERMEDIATE MINISTERIAL INTERNSHIP**

### REQUIREMENTS

#### Standard 1: Personal Spiritual Growth

**OBJECTIVE - to gain competence in the process of personal spiritual growth by...**

- Keeping a prayer and devotional journal consistently for three months that includes:
  - Scriptures read
  - Scriptural insights
  - Prayer Needs
  - Answered Prayer
  - Insights gained from non-biblical reading
  - Reflections on your personal spiritual growth including insights, challenges and victories.

**Steps to Completion:**

- 1) Identify and recruit a qualified pastor/mentor for this standard.
- 2) Set aside specific times for prayer, reading, and devotions in order to fulfill this objective.
- 3) Review and discuss insights and questions with the pastor/mentor that grow out of your prayer and devotional life.
- 4) Complete a report (1 page maximum) that examines, evaluates, and identifies areas for improvement for your prayer and devotional life. Meet with and discuss your report with your mentor.

#### Standard 2: Church Administration

**OBJECTIVE: To gain competence in church administration by one or more of the following...**

- Attending, participating in, observing, and evaluating an appropriate church board meeting or portion of a board meeting.
- Having the pastor/mentor to attend, observe, and evaluate an appropriate board meeting or portion of the board meeting the student chairs.

**Steps to Completion:**

- 1) Seek an appropriate opportunity to fulfill the objective with the understanding and approval of the pastor/mentor, pastor, and members of the board.
- 2) Review and discuss insights and questions regarding the nature and function of church boards with the pastor/mentor.
- 3) Complete a report based on your participation in a board meeting (1 page maximum) that examines, evaluates, and identifies areas in which the function of a church board could be improved. Meet with and discuss your report with your pastor/mentor.

#### Standard 3: Biblical Counseling

**OBJECTIVE: To gain competence in biblical counseling by one or more of the following...**

- Planning, participating in, or observing and evaluating a biblical counseling session under the guidance of a pastor/mentor.
- Read, review, and evaluate an appropriate biblical counseling resource.
- Invite the pastor/mentor to observe and evaluate a biblical counseling session conducted by the student.
- Complete the online training core module from the Center for Pastoral Counseling at [www.emergeeducation.com](http://www.emergeeducation.com).

### **Steps to Completion:**

- 1) Seek an appropriate opportunity to fulfill the objective with the pastor/mentor, pastor, and those being counseled.
- 2) Review and discuss insights and questions regarding biblical counseling with the pastor/mentor.
- 3) Complete a report based on the observations and evaluation of a Biblical counseling session or resource (1 page maximum) that examines, evaluates, and identifies areas in which a counseling session could be improved. Meet with and discuss your report with your pastor/mentor OR review and discuss the evaluation prepared by the pastor/mentor when they observed a counseling session conducted by the student.

## Standard 4: Personal Finance

### **OBJECTIVE: To gain competence in personal finance by one or both of the following...**

- Preparing and evaluating a personal family budget under the supervision of a qualified pastor/mentor.
- Successfully complete a Financial Peace University course, which is offered through Dave Ramsey's ministry either through a local seminar or online.

### **Steps to Completion:**

- 1) Set aside a time to review your personal finances (with spouse) and prepare a family budget for the coming year.
- 2) Review and discuss insights and questions regarding the minister's personal finances with the pastor/mentor.
- 3) Complete a report based on the development of the family budget (1 page maximum) which examines, evaluates, and identifies areas for improvement. Meet with and discuss your report with your pastor/mentor.

## Standard 5: Benevolence

### **OBJECTIVE: To gain competence in benevolence ministries by all of the following...**

- Develop a brief report on 2 benevolence agencies in your community.
- Create a master summary list of available benevolence agencies in your community for quick referral. Include contact information for each.
- Review your church's benevolence policies, practices, record keeping, and funding.
- Review benevolence ministries of the General Council of the Assemblies of God.

### **Steps to Completion:**

- 1) Identify and visit community-based benevolence and social services agencies and determine agencies to which you would refer a member of the congregation, work with, or support. Review your church's benevolence policies, practices, and funding. Review benevolence ministries of the General Council of the Assemblies of God.
- 2) Review and discuss insights and questions with your pastor/mentor regarding your church's benevolence policies and practices, its involvement with the community's benevolence or social service agencies, and its involvement with the General Council of the Assemblies of God benevolence ministries.
- 3) Complete a report (1 page maximum) that examines, evaluates, and identifies areas in which your church's benevolence strategy could be improved and ways in which your church could better work with or support community benevolence or social service agencies and General Council of the Assemblies of God benevolence ministries. Meet with and discuss your report with your pastor/mentor.

## Standard 6: Personal Relationships

### **OBJECTIVE: To gain competence in marriage relationships or one's call to singleness by completing one or more of the following...**

- Attend a Marriage Encounter weekend with your spouse.
- Take a Prepare/Enrich Marriage Inventory with your spouse and attend counseling feedback sessions (usually 4-6 sessions) from a qualified counselor.

- Attend a marriage or singles conference (as appropriate to student) such as those sponsored by Family Life Today ([www.FamilyLife.com](http://www.FamilyLife.com)), Focus on the Family ([www.focusonthefamily.com](http://www.focusonthefamily.com)), or similar approved by your mentor. Students that are married must attend with their spouse.
- Review and Evaluate a reading resource on Christian singleness as recommended and/or approved by the mentor. This option is only open to unmarried students.

**Steps to Completion:**

- 1) Seek an appropriate opportunity to fulfill the objective with the understanding and approval of the pastor/mentor.
- 2) Review and discuss insights and questions regarding the minister's personal relationships/marriage with the pastor/mentor.
- 3) Complete a report (1 page maximum) that examines, evaluates, and identifies areas for improvement in your personal relationships/marriage. Meet with and discuss your report with your mentor.

## INTERNSHIP FINAL REPORT

- Each student enrolled in the Internship Class will be responsible for filling out and submitting to their Pastor/Mentor
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