

Certified Internship

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Arizona School of Ministry

Certified Minister Internship Program



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Assemblies of God Arizona School of Ministry



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Arizona School of Ministry

Internship Introduction & Information



In fulfillment of the...
**GENERAL COUNCIL INTERNSHIP REQUIREMENTS
FOR PERSONS SEEKING MINISTERIAL CREDENTIALS**

Certified Minister Internship

Pre-Requisites:

- Identify and recruit the qualified pastor/mentor needed to complete the internship requirements. This person must be approved by the ASOM Director & District Leadership.
- Complete the online internship registration form on the ASOM website.
- After the student's registration has been approved, the Mentor Covenant form will be sent to the Pastor/Mentor. The Mentor must complete this form before the internship begins.
- Pay the internship fee of \$20.
- The ASOM Internship experience requires a commitment of time.
 - Pastor/mentor & Intern working relationship – 6 months (each level)
 - Intern's Prayer Journal – 3 months (each level)
 - The Internship time frame begins upon the receipt of the Internship Registration. Internships must be completed within one year from the date of submission.

Internship Completion:

- At the end of the internship, all completed forms, reports, and assignments must be sent to the ASOM office in one packet at least 30 days prior to the credentialing deadline of July 15th for Certified or Licensed and November 1st for Ordained.

Rewards/Achievements:

As a result of completing this internship the intern will achieve the following results:

- Meet the General Council of the Assemblies of God internship requirements for the Certified Minister level of credential.
- Develop significant relationships and knowledge of resources that will enhance their future ministry through practical learning projects.
- Be better equipped for effective, efficient, ethical and God honoring ministry.
- Develop clearer understanding of their personal gifts, abilities and areas needing further development.
- Develop personally, professionally, relationally and spiritually toward the high calling of "Christ likeness" in all they are and do.



Arizona School of Ministry

Internship Strategy



In fulfillment of the...
GENERAL COUNCIL INTERNSHIP REQUIREMENTS
FOR PERSONS SEEKING MINISTERIAL CREDENTIALS

ASOM Statement of Purpose:

The Arizona District School of Ministry exists to provide training for those sensing a call to ministry, whether as credentialed ministers of the Assemblies of God, or as equipped leaders within the local church. ASOM seeks to promote a unified purpose for ministry within the Fellowship, providing doctrinal and practical instruction based upon common core values and shared ministry goals.

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

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

Internship Purpose/Mission:

The ASOM internship strategy enables interns to confirm God's call, develop the 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.
- Establish 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 the intern develop skills and gifts for maximum effectiveness in ministry.
- Help the intern develop the disciplines of effective servant leadership.

Internship Characteristics/Values:

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

Internship Standards, Structures and Procedures:

Overview:

The ASOM internship consists of 5 standards at each credential level. Each Standard contains three steps that enable the intern to meet the standard and achieve the learning objective. The steps 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.

To successfully complete their ASOM internship interns **MUST** meet the objectives and follow the “steps to completion” for **ALL FIVE** standards at each credential level.

Credit for Ministry Experience:

Prospective credential holders 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 ministry experience**”. The request must include a clear statement of how the standard has been met and documentation (if possible and appropriate).

Prospective credential holders seeking “**credit for ministry experience**” from some or all standards must submit their request to the ASOM Director **PRIOR** to the completion of their internship. These requests will be reviewed by the ASOM Director as well as the Secretary/Treasurer of the Arizona District Council of the Assemblies of God.

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 pastor/mentor must be approved by the ASOM Director and District Leadership.** The pastor/mentor must be one who is fully cooperative and supportive of the ministries and policies of the Arizona 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.

The prospective credential holder is responsible for the selection and recruitment of appropriate and qualified pastor(s)/mentor(s) in accordance with the following standards.

Pastor/Mentor Qualifications:

An appropriate and qualified mentor must...

1. Be ordained or credentialed one level above the credential the intern is seeking (except, of course, for ordination).
2. Not be a relative of the intern.
3. Willingly follow the policies and guidelines of the ASOM internship process.
4. Have demonstrated a proven ministry of cooperation & integrity.
5. Have a minimum of 5 years of pastoral experience.
6. **Be approved by the ASOM Director and District Leadership.**
7. Willingly invest significant time in the intern and the internship process.
8. 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 intern.
9. Refer the intern to others who have greater expertise in areas when it is in the best interest of the intern.
10. Willingly complete and submit the required ASOM forms and reports to the ASOM Director at the end of the 6 month internship period.
11. Communicate concerns regarding the intern or the internship process with the ASOM Director.

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 each area.
3. **TRAINING** – Never stop reading and educating yourself in the work God has called you. Talent is enhanced by 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:

Prospective credential holders are to select an “appropriate and qualified” pastor/mentor who meets the standards outlined above. In addition the intern is encouraged to:

1. Seek a pastor/mentor who exemplifies “best practice” in ministry.
2. Recognized that more than one pastor/mentor may be needed.
3. End the relationship if the pastor/mentor is unwilling or unable to commit the time needed, comply with ASOM standards, or fails to carry out other responsibilities.
4. Recognized that their pastor may not be the best pastor/mentor in all areas and seek their recommendation for someone who can better serve.
5. Develop a positive working relationship with ASOM and their pastors/mentors, based on mutual respect and passion for ministry.

Pastor/Mentor & Intern Interaction:

1. The pastor/mentor and intern 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 intern are strongly encouraged.
2. The pastor/mentor and intern should meet and work together as close as their life schedules will allow during the internship.
3. A minimum of one meeting for each standard is recommended. (5 in all)

Pastor/Mentor Evaluation:

Interns are required to meet the standards and objectives stated in this internship strategy. Interns and mentors are to closely adhere to the process outlined in the “strategy to completion” section of each standard, which are designed to insure the value and integrity of the internship process. Pastors/mentors are to hold interns to a high standard of compliance and performance.

Pastors/mentors are to evaluate the intern’s efforts in relation to the stated objective and determine whether the intern’s work is “excellent”, “average” or “unacceptable”. Any intern whose efforts are deemed “unacceptable” in any standard will not receive credit for the internship.

Interns 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 the ASOM Director that the intern’s work was deemed “unacceptable” and the steps they plan to take to help the student achieve an acceptable rating. The intern may repeat the project as many times as needed.

The pastor/mentor is to submit a letter of not more than one page detailing their overall impression of the intern’s capabilities and potential for ministry – identifying strengths, weaknesses and recommended improvements. This letter is to be submitted directly to the ASOM Director along with the final *Pastor/Mentor Summary & Evaluation Reports, Intern Summary Report* and the *Prayer Journal Summary Report*.

Pastors/mentors are to sign all report forms as indicated. Interns may appeal any pastor/mentor decision to the ASOM Director.

Internship Final Report

- Each student enrolled in the Internship will be responsible for filling out and submitting to their Pastor/Mentor his/her *Student Summary Report, Prayer Journal Summaries, One-Page Reports for Each Standard, and the Internship Completion Checklist*. These student reports along with the *Pastor/Mentor Summary Report & Internship Evaluation* will be mailed by the Pastor/Mentor to the ASOM Director at the conclusion of the 6 month internship period.
- The Internship Final Report will include:
 - Student Summary Report
 - Prayer Journal Summaries
 - Prayer/Mentor Summary Report
 - Internship Evaluation by the Mentor
 - Pastor/Mentor letter
 - Student’s one page reports for each standard
 - Internship Completion Checklist



Arizona School of Ministry

Internship Requirements



In fulfillment of the...
**GENERAL COUNCIL INTERNSHIP REQUIREMENTS
FOR PERSONS SEEKING MINISTERIAL CREDENTIALS**

Certified Minister

Requirements:

Standard 1: Ministerial Functions

Objective: To gain competence in performing ministerial functions by one or more of the following:

- **Planning** a funeral, wedding, baptism and communion under the guidance of a mentor.
- **Participating** in a funeral, wedding, baptism and communion under the guidance of a mentor.
- **Observing** a funeral, wedding, baptism and communion under the guidance of a mentor.

Steps to Completion:

- 1) Seek an appropriate opportunity to fulfill the objective for each ministerial function.
- 2) Review and discuss insights and questions with the pastor/mentor for each sacerdotal function.
- 3) Complete a report (**1 page in length**) that examines, evaluates and identifies areas for improvement for each ministerial function. **This report should be typed in Times New Roman 12 pt font with 1 inch margins.**

** Please note that completion of this standard requires involvement in all four ministerial functions*

Standard 2: Discipleship

Objective: To gain competence in discipleship by one or more of the following:

- **Planning and/or participating** in an established lay discipleship process within the church.
- **Creating** a mentoring relationship with another believer.

Steps to Completion:

- 1) Seek an appropriate opportunity to fulfill the objective by participating in a discipleship process or creating a mentoring relationship with another believer.
- 2) Review and discuss insights and questions with the pastor/mentor while engaged in the discipleship process in a mentoring relationship with another believer.
- 3) Complete a report (**1 page in length**) that examines, evaluates and identifies areas that need improvement in the discipleship process. **This report should be typed in Times New Roman 12 pt font with 1 inch margins.**

Standard 3: Pre-Marital Counseling

Objective: To gain competence in pre-marital counseling by **one or more** of the following:

- **Plan and/or participate in** a pre-marital counseling session.
- **Observe and evaluate** a pre-marital counseling session.
- **Review and evaluate** a pre-marital counseling resource recommended and/or approved by the mentor.

Steps to Completion:

- 1) Seek an appropriate opportunity to fulfill the objective by attending a pre-marital counseling session with the permission of those being counseled and the pastor/mentor **OR** identifying an appropriate pre-marital counseling resource for review.
- 2) Review and discuss insights and questions generated by your participation in a pre-marital counseling session **OR** the review of an appropriate and approved pre-marital counseling resource with the pastor/mentor.
- 1) Complete a report (**1 page in length**) that examines evaluates and identifies areas for improvement of the pre-marital counseling process **OR** resource. **This report should be typed in Times New Roman 12 pt font with 1 inch margins.**

Standard 4: Personal Evangelism

Objective: To gain competence in personal evangelism by:

- **Identifying and mastering** a witnessing strategy, presenting the gospel to a non-believer and seeking to engage that person in pre-conversion and/or post-conversion discipling.

Steps to Completion:

- 1) Identify and master a personal evangelism strategy (recommended or approved by the pastor/mentor), seek an appropriate opportunity to present the gospel to a non-believer and to engage them in pre-conversion or post-conversion discipleship.
- 2) Review and discuss insights and questions regarding personal evangelism with the pastor/mentor.
- 3) Complete a report (**1 page in length**) that examines, evaluates and identifies areas for improvement in personal evangelism. **This report should be typed in 12 pt font with 1 inch margins.**

Standard 5: 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:
1) Scriptures read, 2) Scriptural insights, 3) Prayer needs, 4) Answered prayer, 5) Insights gained from non-biblical reading, 6) Reflections on your personal spiritual growth including insights, challenges and victories.

Steps to Completion:

- 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 in length**) that examines, evaluates, and identifies areas for improvement for your prayer and devotional life. **This report should be typed in Times New Roman 12 pt font with 1 inch margins.**

Internship Final Report

- Each student enrolled in the Internship will be responsible for filling out and submitting to their Pastor/Mentor his/her *Student Summary Report, Prayer Journal Summaries, One-Page Reports for Each Standard, and the Internship Completion Checklist*. These student reports along with the *Pastor/Mentor Summary Report & Internship Evaluation* will be mailed by the Pastor/Mentor to the ASOM Director at the conclusion of the 6 month internship period.
- The Internship Final Report will include:
 - Student Summary Report
 - Prayer Journal Summaries
 - Prayer/Mentor Summary Report
 - Internship Evaluation by the Mentor
 - Pastor/Mentor letter
 - Student's one page reports for each standard
 - Internship Completion Checklist

ASOM's Expectations from a Mentor

The Arizona District and the General Council view the role of the Mentor as critical to the proper training of an aspiring minister of the Gospel. The Paul/Timothy model is an excellent example of the importance of such a relationship. Accordingly, we have established the following list of expectations for anyone who agrees to mentor a prospective credential holder:

1. Completion of the Mentor Covenant form agreeing to mentor the intern through the 6-month Internship that the Arizona District requires.
2. We recommend a minimum of at least 5 scheduled meetings where the prescribed Standards are discussed as outlined in the Internship Manual.
3. Instruction and oversight of the intern in the actual performance or participation in prescribed ministerial functions.
4. Submission of a 1-page final evaluation and report of the intern's progress to the ASOM Director.



Arizona School of Ministry



CERTIFIED MINISTRY INTERNSHIP REPORT

Pastor/Mentor Summary

This page completed by the mentor.

As soon as the **six month internship period** is completed with all required standards fulfilled, fill out **this Pastor/Mentor Summary report form** and return it along with the intern's **Student Summary Report, Student Prayer Journal Summaries, Internship Completion Checklist, Internship Evaluation, One-Page Reports for Each Standard,** and your **Pastor/Mentor letter** to the ASOM Director.

Standard #1 Ministerial functions: (Completion must include all 4 functions)

	Date	Duties	Pastor/Mentor
Baptism			
Communion			
Funeral			
Wedding			

Notes/Observations:

Standard #2 Discipleship:

Standard (one or more)	Yes	No
Planned and/or participated in discipleship process within the church:		
Discipled/mentored a lay person(s) in a local church:		

Person/persons discipled: _____

Discipleship process/class within the church: _____

Areas of discipleship taught: _____

Notes/Observations:

Standard #3 Premarital Counseling:

Standard (one or more)	Yes	No
Planned and/or participated in a pre-marital counseling session:		
Observed and evaluated a pre-marital counseling session:		
Reviewed and evaluated a pre-marital counseling resource recommended and/or approved by the mentor:		

Session planned/participated/observed/evaluated: _____

Resource reviewed: _____

Notes/Observations:

Standard #4 Personal Evangelism:

Standard (all)	Yes	No
Presented the gospel to a non-believer:		
Engaged in pre-conversion and/or post-conversion discipleship:		

Notes/Observations:

Standard #5 Personal Spiritual Growth:

Standard	Yes	No
Consistently kept a prayer and devotional journal for three months:		

Notes/Observations/Reflections:

Pastor/Mentor's Signature

Date



Arizona School of Ministry Certified Internship Evaluation



This page completed by the mentor.

Pastor/Mentor's Name _____

Date _____

Intern's Name _____

In discussion with the student please rate their performance (excellent, average, unacceptable) in each standard, identify at least one strength, one weakness and one way the student could improve this area. Use and attach additional sheets as needed.

Standard	Ex./Avg./Unacc.	Strength	Weakness	Improvement
Sacerdotal Functions:				
<input type="checkbox"/> Baptism				
<input type="checkbox"/> Communion				
<input type="checkbox"/> Wedding				
<input type="checkbox"/> Funeral				
Discipleship:				
Pre-Marital Counseling:				
Personal Evangelism:				
Personal Spiritual Growth:				

Suitability for Ministry:

- **Submit a one-page letter of your overall impression of the intern's capabilities and potential for ministry – identifying strengths, weaknesses and recommendations for improvement. This letter is to be submitted directly to the ASOM Director with all other report forms.**

*Pastor/Mentor, Please fill out and return to:
ASOM c/o Arizona District Council of the Assemblies of God
2601 E Thomas Rd Ste 210
Phoenix, AZ 85016



**Arizona School of Ministry
Certified Internship Evaluation**



CERTIFIED MINISTRY INTERNSHIP REPORT

Student Summary

As soon as the **six-month internship period** is completed with all required standards fulfilled, fill out this report form and return it to your pastor/mentor to be turned into the ASOM Director along with his/her reports/evaluations.

Standard #1 Ministerial functions: (Completion must include all 4 functions)

	Date	Duties	Pastor/Mentor
Baptism			
Communion			
Funeral			
Wedding			

Notes/Observations:

Standard #2 Discipleship:

Standard (one or more)	Yes	No
Planned and/or participated in discipleship process within the church:		
Discipled/mentored a lay person(s) in a local church:		

Person/persons discipled: _____

Discipleship process/class within the church: _____

Areas of discipleship taught: _____

Notes/Observations:

Standard #3 Premarital Counseling:

Standard (one or more)	Yes	No
Planned and/or participated in a pre-marital counseling session:		
Observed and evaluated a pre-marital counseling session:		
Reviewed and evaluated a pre-marital counseling resource recommended and/or approved by the mentor:		

Session planned/participated/observed/evaluated: _____

Resource reviewed: _____

Notes/Observations:

Standard #4 Personal Evangelism:

Standard (all)	Yes	No
Presented the gospel to a non-believer:		
Engaged in pre-conversion and/or post-conversion discipleship:		

Notes/Observations:

Standard #5 Personal Spiritual Growth:

Standard	Yes	No
Consistently kept a prayer and devotional journal for three months:		

Notes/Observations/Reflections:

Intern's Signature

Pastor/Mentor's Signature

Date

Date



Certified Level Internship Completion Checklist



(Please note that this represents the bare minimum requirements; most interns will find themselves doing more than is required on this checklist).

Task	Date Completed	Intern's Initials	Comments
Mentor Meeting: Discuss Ministerial Functions			
Completion of Standard 1 Report			
Mentor Meeting: Discuss Discipleship			
Completion of Standard 2 Report			
Mentor Meeting: Discuss Pre-Marital Counseling			
Completion of Standard 3 Report			
Mentor Meeting: Discuss Personal Evangelism			
Completion of Standard 4 Report			
Mentor Meeting: Discuss Personal Spiritual Growth			
Completion of Standard 5 Report			
Prayer Journal Summaries Completed			
Student Summary Report Completed			