
Internship

Program

Metropolitan New York Presbytery

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Purpose of the Presbytery Internship

In II Timothy 2:2, God's Word tells us to entrust the gospel ministry "to reliable men who will also be qualified to teach others." As men advance toward ordination, it is wise to spend a significant amount of time learning ministry from those who are already involved in ministry. This kind of training goes beyond theological and biblical studies. In an internship, men learn to do the work of ministry, practice ministry, learn from others, clarify God's calling, identify strengths, correct weaknesses, and receive important counsel.

The PCA Book of Church Order section 19-7 states: "The Holy Scriptures require that some trial be previously made of those who are to be ordained to the ministry of the Word, both concerning their gifts and concerning their ability to rule as teaching elders, in order that this sacred office may not be degraded by being committed to weak or unworthy men, and that **the Church may have an opportunity to form a better judgment respecting the gifts of those to whom this sacred office is to be committed. To provide for such a period of trial, a candidate for ordination must serve an internship.** This period of internship shall be at least one year in length, and may be longer at the discretion of the Presbytery so as to give sufficient time for the Presbytery to judge the candidate's qualifications and service."

Another purpose unique to the Metro New York Presbytery is to equip men to minister in our unique setting and to gain a passion for reaching the unchurched.

The Nature and Length of the Internship

The internship program attempts to cover the full range of pastoral duties, given the limitations of the interns personal gifts for ministry and the local church's capacity to involve the intern. The intern will be evaluated based on his performance so that areas of weaknesses can be addressed and areas of strength can be encouraged. **The specific internship proposal, based on the requirements of this Presbytery, needs to be approved in advance.**

The internship must be the equivalent of one year at full-time (approximately 2,000 hours) in order to fulfill the requirements of BCO 19-7. Part-time internships are acceptable, however, they must be longer than one year so that a full year equivalent is reached. Candidates expecting to enter a specialized

ministry, such as overseas missions or urban community redevelopment, should design their internships to suit those ministries.

Some candidates may have internship experience before entering our Presbytery. The Leadership Development team will consider previous experience on a case-by-case basis and refer acceptable experience to the Presbytery for a $\frac{3}{4}$ vote.

Financial arrangements need to be made with whatever local church sponsors the internship. Our internships will most often be in urban settings, which can be costly, and we encourage local churches to cover whatever expenses are necessary to implement the internship. There is no set policy in our Presbytery about whether internships are a paid staff position or not.

Contacting the Leadership Development Team

Admin Coordinator of the Leadership Development Team of Metropolitan NY Presbytery:

✉ ldt-admin@metropresny.org

Electronic versions of these documents can be sent via email in Rich Text Format (.RTF). Everything needs to be in at least three weeks prior to the Leadership Development Team meeting at which you seek to be examined.

Instructions for Mentors

Importance of the mentor's role

The above introduction has already noted Paul's instructions in II Timothy 2:2 to **entrust the gospel ministry to "reliable men who will also be qualified to teach others."** The task of entrusting the gospel ministry to the next generation of pastors is a task given to each generation of pastors. In the internship program, this task of entrusting, teaching, and oversight finds its focal point in the intern's mentor. The mentor is the one who has continual interaction and the **best opportunity to judge character, calling, and readiness.** As such, the role of the mentor is vital. The internship is designed to provide a time of testing, and proper oversight during that time is essential to the overall process. Without involved and informed mentors, the internship cannot accomplish its designed intent.

While recognizing the competing demands on a pastor's time, the Leadership Development Team cannot emphasize enough that ministry to the intern under supervision is just that, ministry. It is an **opportunity to help an individual discern and develop his God given gifts and talents**, whether or not God leads on towards ordained ministry. Thus, whatever the end result of the internship, it is a wonderful opportunity to disciple. The importance of this role cannot be underemphasized.

Execution of the mentor's role

How can a mentor be involved and informed?

- Understand the internship program. Read this document, and ask questions about anything relating to the internship process that you do not understand.
- In particular, understand the **internship requirements** and **documentation**.
 - The "Description of Internship Requirements" details what Presbytery requires of each intern.
 - The "Internship Proposal Form" formally initiates the internship, pending presbytery approval.
 - The "Internship Report Form" provides an opportunity for the mentor and the intern to reflect on what the intern had been doing and learning. It is due **one week before each presbytery meeting**.
 - The "Internship Checklist Form" gives the "Internship Requirements" in checklist form so that the mentor can attest that the intern is working through the requirements. It is also **due one week before each presbytery meeting**.
 - The "Completed Internship Evaluation Form" provides the mentor the opportunity to reflect on the character, calling, and readiness of the intern under his supervision. It is due at the **completion of the internship**.
- Be exemplary in terms of understanding and executing the internship. Provide the oversight that the intern needs to keep on track and meet deadlines.
- Pray regularly with and for your intern.

Internship Process Overview and Checklist

	<i>Materials</i>	<i>Completed</i>
* PREREQUISITE: Already a Candidate and/or Licentiate		
* Contact LDT to request Internship Proposal Form		
* Complete electronically Internship Proposal Form and receive signatures from local participants		
* Internship Proposal e-mailed to the LDT at least two weeks prior to LDT meeting		
* If Proposal is approved by the LDT, a copy is sent by LDT to Clerk for the Presbytery docket		
* Appear at the next Presbytery to answer questions about the Proposal and call to ministry		
* If approved by Presbytery, the Moderator will pray for candidate		
* Make annual written reports on your internship, every January, to the LDT (if still in school, a report must be made by your instructors)		
* A brief report must be given by the LDT at every stated Presbytery meeting, and included in the minutes (BCO 19-12)		

* At the end of the internship, Internship Evaluation Forms must be completed and signed by the supervisor		
* Completed Evaluation Forms must be delivered via email to the LDT three weeks prior to LDT meeting		
* If approved, LDT recommends completed Internship to Presbytery and sends Evaluations to Clerk for inclusion in Presbytery docket		
* Presbytery approves completed Internship		
APPROVING PRIOR EXPERIENCE Presbytery may approve previous experience by a 3/4 vote: Candidate must provide a detailed description of the internship in writing, including all activities and time spent in each, similar to the Proposal Form * Candidate must have his supervisor electronically complete an Internship Evaluation Form and deliver them via email to the LDT three weeks prior to LDT meeting * If LDT approves, makes recommendation to Presbytery and sends Forms to Clerk for inclusion in Presbytery docket		

Description of Internship Requirements

<i>Objective</i>	<i>Description</i>	<i>Frequency</i>
Required Objectives for Oversight and Observation		
Receive Mentoring/	Meet regularly with pastor-mentor to be	At least twenty

Supervision	supervised in the internship and to grow in ministerial calling. Mentors help interns recognize growth areas and provide resources. Topics for discussion should include most of the following: * Personal – prayer, Christian vitality, humility, family, integrity, financial integrity * Interpersonal – flexibility, warmth, sensitivity, dynamism, emotional stability * Professional – preaching and teaching, theological clarity, developing lay leaders, evangelism, mercy ministry, church management, reconciliation (personal and racial), working with women in ministry, interacting with presbytery, working on a church staff	meetings
Session Attendance	Attend Session meetings of at least <i>two different</i> churches in the Presbytery. To observe the working of a church Session and to learn how to manage a Session meeting.	Six Session meetings total
Presbytery Attendance	Attend Presbytery meetings. To observe the working of Presbytery and to assimilate the vision of our Presbytery.	Three Presbytery meetings
Diaconate Attendance	Attend Diaconate meetings, or an equivalent meeting where pastoral/mercy cases are discussed. To observe and interact with local Diaconate about mercy ministry.	Three Diaconate meetings

Church Staff Meeting Attendance	Attend as many church staff meetings as possible. To observe the working of a church staff and learn how to manage and administer church programs.	At least twelve meetings
Bible Memorization	Bible memorization is an undervalued spiritual discipline. Memorize at least three of the following and recite them before your mentor: Psalm 1, Psalm 2, Psalm 90, Ephesians 1, Matthew 5:1–16, James 1:1–18	
<i>Objective</i>	<i>Description</i>	<i>Frequency</i>
Required Objectives for Preaching and Teaching		
Preaching	Preach at least once at a regular Sunday worship service (either at sponsor church or another church in Presbytery) and three times at other preaching opportunities. To develop an ability to preach the gospel effectively to Christians and nonbelievers.	Four times. At least two sermons reviewed by the mentor (either in person or on tape)
Teaching	Teach an adult class on a topic approved by the local mentor. To develop an ability to teach God's Word in a relevant and clear manner.	Two class cycles of at least four classes each

<i>Objective</i>	<i>Description</i>	<i>Frequency</i>
Required Objectives for Pastoral Experience		
Worship	Lead worship: either at	Six times

Leading	sponsor church , or another church in Presbytery, or at a worship service other than a Sunday.	
Group Leadership	Start and lead a fellowship/accountability group of at least four other people. To learn how to nurture people through small group worship, bible study, prayer and fellowship.	Twelve meetings
Ministry Leadership	Oversee one ministry area in the local church context . This area should develop lay leaders, serve a particular need in the church, and fit into the local church's overall vision and purpose.	Varies
Evangelism	Meet regularly with one or two seekers.	Three to six meetings each
Personal Discipleship	Meet regularly with one or two relatively new Christians. To learn how to help people grow in the Christian faith.	Six meetings each
Pastoral Care	Counsel at least two people through a pastoral care crisis, either alone or with another pastor. To learn how to apply the gospel to people's personal difficulties and to encourage hurting people with the Word of God.	Three meetings each
Hospital Visitation	Meet with at least two people in a hospital context, either alone or with another pastor. To learn how to comfort the wounded, sick and mourning.	Two visits

Objective	Description
Required Objectives for Developing Pastoral Resources	
Worship Service	Write one complete worship service, explaining each element of the service and selecting all of the music used in the service
Communion Service	Write one complete communion service, explaining each element of the service and how you would issue the invitation, including music appropriate to the Lord’s Supper
Baptismal Service	Write one complete baptism service for an infant and another for an adult, including an explanation of how you would communicate the meaning of baptism to the parents of the child
Marriage Ceremony and Sermon	Write one complete marriage service, including an appropriate sermon
Funeral Service	Write one complete funeral service, explaining each element of the service and how the resurrection would be proclaimed to Christian and non-Christian attendees, including choosing music appropriate to a funeral service
Reading Summaries	Please write a two-page Summary Report on six of the books listed under the following Intern Reading List (one from each category). Choose books that you have not read before. Explain how the book will impact your ministry, what were the most helpful ideas in the book, and any questions you have regarding the book. Discuss these reports with your Mentor. INTERNSHIP READING LIST (Revised 2010) 1. Church Leadership <i>Outgrowing the Ingrown Church.</i> C. John Miller <i>The Contemplative Pastor / Working the Angles / Five Smooth Stones.</i> Eugene Peterson <i>The Peacemaker,</i> Ken Sande <i>To Live In Peace,</i> Mark Gornick <i>The Practices of a Healthy Church.</i> Donald Macnair and

	Esther Meek <i>The Reformed Pastor.</i> Richard Baxter 2. Urban Ministry <i>Discipling the City.</i> Roger Greenway, editor <i>Urban Ministry.</i> Manuel Ortiz <i>When Helping hurts.</i> Corbett & Fikkert <i>Evangelism: Doing Justice and Preaching Grace.</i> Harvie Conn <i>With Justice for All.</i> John Perkins 3. Preaching <i>Between Two Worlds.</i> John Stott <i>Preaching the Whole bible as Christian Scripture.</i> Graeme Goldsworthy <i>The Preacher and Preaching.</i> Sam Logan, editor <i>Christ Centered Preaching.</i> Bryan Chapell 4. Christian Community <i>Community that is Christian.</i> Julie Gorman <i>Resident Aliens.</i> Stanley Hauerwas and William Willimon <i>Jesus and Community.</i> Gerhard Lohfink <i>Life Together.</i> Dietrich Bonhoeffer 5. Non-western Christianity <i>Whose Religion is Christianity?</i> Lamin Sanneh <i>The Recovery Of Mission.</i> Vinoth Ramachandra <i>The Next Christendom.</i> Philip Jenkins <i>After the Next Christendom.</i> Philip Jenkins <i>The Lost History of Christianity.</i> Philip Jenkins 6. Counseling / Pastoral Care <i>How Long, O Lord?</i> D. A. Carson <i>Seeing with new eyes.</i> David Powlison <i>Spiritual Depression.</i> D. M. Lloyd-Jones <i>Precious Remedies Against Satan's Devices.</i> Thomas Brooks <i>How People Change.</i> Lane and Tripp <i>Instruments in the Redeemer's Hands.</i> Paul Tripp
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Reference: Book of Church Order Chapter 19

19-7. The Holy Scriptures require that some trial be previously made of those who are to be ordained to the ministry of the Word, both concerning their gifts and concerning their ability to rule as teaching elders, in order that this sacred office may not be degraded by being committed to weak or unworthy men, and that the Church may have an opportunity to form a better judgment respecting the gifts of those to whom this sacred office is to be committed. To provide for such a period of trial, a candidate for ordination must serve an internship. This period of internship shall be at least one year in length, and may be longer at the discretion of the Presbytery so as to give sufficient time for the Presbytery to judge the candidate's qualifications and service. This period of internship may occur during or after the candidate's formal theological education. When it occurs during his formal theological education, it may include an intern year in addition to his time of academic training or it may run concurrent with his academic training. The nature of the internship shall be determined by the Presbytery, but it should involve the candidate in full scope of the duties of any regular ministerial calling approved by the Presbytery. It is to be both a time of practical instruction and testing by the

Presbytery, and may be in any work which the Presbytery deems to be a suitable ministry to test the intern's gifts. The intern should be closely supervised by the Presbytery throughout this trial period.

19-8. An applicant for internship must be a candidate and may be a licentiate in the Presbytery in which he is seeking to become an intern. He may, however, become a candidate, and an intern at the same meeting of Presbytery. If an applicant for internship is already a candidate in another Presbytery, that Presbytery should dismiss him as a candidate to the Presbytery which he is seeking to become an intern.

19-9. Examination for Internship. Before the applicant begins his period of internship, he shall give to the Presbytery a written and/or an oral statement (at the discretion of the Presbytery) of his inward call to the ministry of the Word.

19-10. When an applicant is approved for internship, the moderator of the Presbytery shall offer a prayer suitable for the occasion, and shall address the applicant, if present, as follows:

“In the name of the Lord Jesus Christ, and by that authority which He has given to the Church for its edification, we do declare you to be an intern of this Presbytery as a means of testing your gifts for the holy ministry wherever God in His providence may call you; and for this purpose may the blessing of God rest upon you, and the Spirit of Christ fill your heart. Amen.”

Record shall be made of the internship in the following or like form, namely:

At _____, the _____ day of _____, the _____ Presbytery, having received testimonials commending _____, having received him as a candidate for the ministry, has placed him under internship at his request in order to test his gifts for the holy ministry.

19-11. When any intern shall have occasion, while his internship is in progress, to remove from the bounds of his own Presbytery into those of another, the latter Presbytery may, at its discretion, on his producing proper testimonials from the former, take up his internship at the point at which it was left, and conduct it to a conclusion in the same manner as if it had been commenced by itself. Presbytery shall repeat any portion of the previous Presbytery's examination it desires, but it must at least examine the intern on his:

- a. Christian experience,
- b. Call to the ministry,
- c. Views in theology, and
- d. Church government.

When God gives the intern the providential opportunity to serve the church and to receive part of his training within the bounds of a Presbytery other than the one in which he has been declared an intern, the Presbyteries involved may develop a cooperative agreement to assure the proper training of the intern. In such cases the home Presbytery retains the final responsibility for and authority over the internship, but may rely to any extent considered necessary and proper in the circumstances, on the assistance of the sister Presbytery. When regular preaching of the Word is involved, care must be taken to comply with BCO 19-1.

19-12. Presbyteries should require interns to devote themselves diligently to the trial of their gifts; and no one should be ordained to the work of the ministry of the Word until he has demonstrated the ability both to edify and to rule in the Church. Reports on every intern in the Presbytery should be presented at each stated meeting of the Presbytery by the committee of Presbytery charged with the oversight of interns, and these reports shall become a part of the minutes of Presbytery. The Presbytery shall also require every intern himself to make a report to it at least once a year describing his ministerial experiences. If the intern is still in school, the Presbytery shall secure from his instructors an annual report upon his deportment, diligence, and progress in study.

19-13. At the end of the period of time set by the Presbytery for his internship, an intern shall have his internship either approved or disapproved. Even if it is approved, he cannot be ordained without a call to some specific work. If the internship is disapproved, the Presbytery may either extend it for another definite period of time or it may completely rescind his intern status and may revoke his internship. If the intern shall devote himself unnecessarily to such pursuits as interfere with a full trial of his gifts, it shall be the duty of the Presbytery to rescind his intern status, and to record its reasons therefor in the Minutes of Presbytery.

19-14. An intern, who, during his internship, is to serve a congregation in the capacity of the minister of the Word must be called by the congregation in the same way that a regular minister is called. A congregation may later call such a man as its pastor. This call must be approved by Presbytery prior to the time of ordination. In the event a congregation does not desire to call such a man as its pastor as determined by a congregational vote, notice should be given as early as possible. Interns may be called to serve as assistants to ministers during their internship, by the Session of a church with approval of the call by Presbytery.

19-15. Restrictions. The intern may be asked by the moderator of a Session temporarily to chair the meeting of the Session. In such cases the moderator shall supervise this activity and may overrule the intern or re-assume the chair at will. The intern is not a member of Session and may not vote in the meetings unless he has previously been ordained a Ruling Elder and elected to the Session by the congregation. Normally, he shall serve in an advisory capacity to the Session and Diaconate when he has been called to work out his internship by a congregation. He shall have the right to conduct funerals. An intern may not administer the Sacraments. He may serve on committees of the church he serves.

19-16. Where circumstances warrant, a Presbytery may approve previous experience which is equivalent to internship. This equivalency shall be decided by a three-fourths (3/4) vote of Presbytery at any of its regular meetings. Such equivalent experience shall be decided only after the Presbytery's internship committee has determined and reported that the candidate has met the following requirements:

- a. he has had at least one (1) year of experience in comparable ministry;
- b. he has satisfactorily performed the full scope of ministerial duties;
- c. he has the manifest approbation of God's people in a local church as having the requisite gifts for the pastoral ministry.