

# So you want to lead a SEU internship...

*It is always exciting for us to see SEU Journey grow as we continue to find ways to serve the next generation of church leaders! Thank you so much for contributing your time to invest in our students; we're sure that your attention will benefit a student's life.*

*If you can fulfill the expectations explained below, let us know and we can have a more in-depth meeting about what this would look like for your department specifically.*

## Traditional Student Schedule

Below is a breakdown of what a Traditional student's week looks like. For many of the NextGen interns, this would also include a weeknight service, but those times vary between departments. As an intern leader, it will be your responsibility to direct your students during internship time, as well as for their "serve one" Sunday service (the red timeslots).

Please be respectful of mandatory SEU Journey slots like class time and chapels. These are required for traditional students weekly and exceptions will not be made.

Our traditional students must have a minimum of 16 internship hours each week. You can fill those hours by including them in meetings, doing one-on-one training, mentorship, or having them work on individual projects.

Most of our students have part-time jobs, so if you need them to be at events outside of this regular schedule, please be sure to communicate those dates with them at least a month in advance so that they can get off work.

WEEKLY SCHEDULE					SEU JOURNEY
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	
09:00 AM - 12:00 PM <b>Sit One, Serve One</b>	09:00 AM - 03:00 PM <b>Class Time</b>	09:00 - 09:45 AM <b>All Staff Prayer</b> 09:00 AM - 3:00 PM <b>Internship</b>	09:00 AM - 10:00 AM <b>Chapel</b> 10:00 AM - 12:00 AM <b>Study Hall**</b> 10:30 AM - 03:00 PM <b>Internship</b>	09:00 AM - 03:00 PM <b>Internship</b>	

## Adult Student Schedule

Students on the Adult Track are those that have full-time jobs and cannot take off for typical office hours. For this reason, weekly SEUJ commitments, like classes and chapels, are not required of them, but they are always welcome to join if their schedule allows! If you have an Adult Track Student interning under you, all of the expectations and forms laid out below will still apply.

Unlike traditional students, those on the Adult Track must have a minimum of 8 internship hours each week. These can easily be filled with weekend services and weeknight events, but may require a late night office meeting or zoom call to complete their weekly mentorship hour. You can fill their remaining hours by updating them on meetings, doing one-on-one training, mentorship, or having them work on individual projects.

These students have full-time commitments to careers and family, so please be sure to communicate those dates with them at least a month in advance so that they can plan accordingly.

## Expectations

It is SEU Journey's goal to produce hireable and teamable employees for the future church and YOU play a huge role in that. It is by working alongside you that these students will gain experience - and a few failures - in order to be fully qualified for a ministry position after graduation.

Here's a few ways that our internships achieve that:

- **Weekly Mentoring** - This could happen in one-on-one settings, or with multiple interns. Our goal with this is to make sure that we are developing the individual through personal discipleship. Ask them how they're doing emotionally or spiritually, talk through personal goals, give them specific feedback on recent projects. YOU have buy-in and input on their life, so make sure you get to know them and invest in them as the unique individual God has created them to be.
- **Training & Ownership in Projects** - We get it, busy work is unavoidable, but they also need tasks to help stretch their leadership skills. By the time they graduate, we want SEU Journey students to have experience leading projects from start to finish. Put them in charge of a team or an event, providing training, feedback, and encouragement along the way. If you don't know where to start, the MAPS EVALUATION described in the next section will give you some good ideas.
- **Backstage Access** - Ministry isn't always easy or pretty. Let your student be a fly on the wall when it comes to crucial conversations or fixing big problems. Watching how you handle these challenging circumstances will set an example for when they have to face these in the future. Ministry also has some AWESOME opportunities: bring them to

events, introduce them to special guests, or even just let them see who *you* are outside of the office.

- **Academic Accountability** - Our student's academics is a priority to us! If a traditional student's grades drop below a C, we will require them to attend a mandatory study hall on Thursday mornings until their grades are up (usually 4 weeks). This is a great motivator for our students to maintain their grades (because they don't want to miss out on valuable time with you!). In the event that your student has to participate in this mandatory study hall, we expect your support.

## Forms

Obviously, SEU Journey staff won't be involved in the ins-and-outs of your department, but we have a few different ways to provide some accountability for all internships. Here's some of the "assignments" you can expect to pop up during the year. All of these forms can be found on [journeycollege.com/backdoor](http://journeycollege.com/backdoor) along with other resources for you as an internship leader.

- **Journey Map Evals** - At the middle, and end of each year, we ask students and internship leaders to fill out a similar questionnaire about student skill sets and goals. Then, our team will sit down with you guys to talk through the results. This is helpful for a few reasons:
  - It helps our internship leaders understand where our new students are at (we'd hate for a student to not be challenged enough or be challenged too much).
  - It helps everyone to evaluate the last semester, and get everyone on the same page for how best to move forward.
  - It's useful information for students to include on resumes and in interviews to have a metric for growth and capabilities!
- **Journey Map Goals** - After reviewing the Map evals, we need each internship to let us know what their students' three goals are for the semester. This way we can help provide some accountability for growth.
- **SEU Internship Form** - Required by SEU for their class credit, this form must be filled out each semester. This is a grade for SEU Journey students, so they should take initiative to have you sign it. SEU just needs to know who their internship leader is, as well as what kind of projects they'll be working on this semester (AKA: Map goals). At the end of the semester, you'll be asked to evaluate how your student did in achieving said goals.
- **Student Leader Nominations** - We want to give back to our students who are investing so much into our church! At the end of each semester, if you think your intern was AMAZING, you can nominate them for the Student Leader Scholarship. Tell us about

how your student exhibited exceptional servant leadership this last semester, and you can help them get \$500 towards their school bill!

## FAQs

### **Three weekdays is a long time, what if I don't have enough time/work for them?**

Our traditional students must have a 16 hour minimum in their internships: this includes mentorship, services, and office projects (for a frame of reference, the schedule above has 20 hours marked out already). If you need some ideas for how to fill this time, just reach out to Brooke or Pastor Rob and I'm sure we can give you some ideas! Have them meet a volunteer for coffee, take them with you to a meeting or serving opportunity, ask them to come up with a proposal for a future event, or have them do some research or find resources.

Feel free to be a little flexible by letting your students come in an hour late, leave an hour early, or take a longer lunch. Even let them know they can work on some homework; just please make sure they're not sitting around twiddling their thumbs or distracting others in the work space.

### **What about holiday and summer breaks?**

Our students do get time off for Thanksgiving and Christmas; you can find these dates on the [seu@ourjourneychurch.com](mailto:seu@ourjourneychurch.com) google calendar. You cannot require them to do events over these dates, but some students do choose to stick around, and are happy to help if you ask them!

### **What if they want to switch internships?**

Our expectation is that students will remain in their internship for the whole school year. At the end of the fall semester, if we do not feel the fall semester has been beneficial for the student, an exception might be made for some students to start a new internship in the spring semester. This is only in rare cases after considering the MAP evaluations.

### **Can I send them to other campuses?**

Yes! We want to produce well-rounded pastors, and Journey has the unique capability of showing our students what a church looks like in multiple different communities and sizes. While all students are required to intern at a smaller campus for at least one year before they graduate, we encourage you to communicate with other campus teams to plan "field trips" and show them the context of the whole Journey family! Have your student attend a service, be a part of a meeting, or even speak to a different audience just so that they can get a feel for how things are done at different places.

### **Can students do two internships at the same time?**

No. We do not allow students to intern in two different departments because it makes it hard for them to be fully-invested when their attention and schedule is pulled in so many different directions. We've also found that this can lead to a lack of communication and accountability between the two departments, and we would hate for any students to slip through the cracks. If a student wants to experience multiple different ministries, they can change their internship each year, or do short term internships with other departments in the summer.