

## CHRISTIAN MINISTRY INTERNSHIP

Virgil Warren

### I. Initial Report

- A. Identify the church/organization in which the internship is being done.
- B. Identify/describe the position/role you have for the internship.
- C. In a brief statement, identify the purpose/overall goal if the internship.
- D. Describe/outline the regular duties and responsibilities you have in the internship.
- E. Outline/list the educational objectives of your internship ("As a result of this internship, I will be able to . . .").
- F. Identify (name, title, address, phone numbers) the person who is your field supervisor for the internship.
- G. Submit the initial report prior to (or no later than the first week of) the internship.

### II. Journal and Weekly Meetings

- A. On a daily basis, develop a journal that: (1) outlines what is being done, like a planning guide or appointment calendar; and (2) includes reflections on what is being experienced, like an internship diary. In the case of weekend ministries, enter notations for those days when you were involved in activities associated with the internship.
- B. Meet at least once per week with the field supervisor for direction, planning, guidance, evaluation, encouragement, correction, and general feedback, entering notes about that meeting in the journal.
- C. At the conclusion of the internship submit the journal along with the final report.

### III. Final Report

- A. Identify/describe the strengths and weaknesses of your performance in the internship.
- B. Identify/describe to what extent you achieved the educational objectives of your internship (be specific on each objective).

C. On the basis of the two preceding points and the journal, rate your educational achievement on the academic grading scale (A, B, C, D, or F).

D. At the conclusion of the internship submit the final report along with the journal.