

Level 3—Ordination

Internship

**In fulfillment of
The General Council of the Assemblies of God
Internship Requirements
For
Persons seeking Ordination Ministry Credentials**

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PennDel School of Ministry (PDSOM)

PDSOM Statement of Purpose:

The PennDel 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 laypersons within the local church. The school 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 faculty and leadership of PDSOM are fully committed to the statement of Fundamental Truths of the Assemblies of God. PDSOM is committed to proclaim and support the principles and polity of the Assemblies of God. PDSOM commits itself to provide training courses that meet District and General Council educational requirements for ministerial credentials.

Furthermore, PDSOM seeks to fulfill the mission of the PennDel Ministry Network of the Assemblies of God in developing healthy leaders, churches and ministries.

Internship Purpose/Mission:

The PDSOM internship strategy enables students to confirm God’s call, develop a Christ like character, gain the competencies of ethical and effective ministry and develop the personal disciplines essential to a successful life and ministry. This strategy uses guided “hands on” ministry experiences, interaction with qualified mentors/coaches, and the exercise of personal spiritual disciplines to accomplish its mission.

Internship Objectives/Goals:

- a. Exposure to a variety of ministry methods, skills and practices
- b. Develop effective people and conflict resolution skills
- c. Establish ethical standards of ministry
- d. Fulfill the Assemblies of God General Council internship requirements
- e. Minister effectively within the fellowship
- f. Seek “best practice” experiences and exposure to effective ministry systems and structures
- g. Develop skills and gifts for maximum effectiveness in ministry
- h. Develop the disciplines of effective servant leadership

Internship Characteristics/Values:

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

Credit for Life Experience:

Students who feel, that based on previous training or ministerial experience, that they have attained the competency described in the Level 3—Ordained Internship may request, in writing, “**credit for life experience.**” The following is a statement from the General Council concerning this exemption. ‘It is the expectation of the General Council and the District that all the education requirements be met because when there is an exception request General Council wants a compelling reason why waiving the education in lieu of life experience is in the best interest of the applicant, the District, and the credential process.’ Students seeking “credit for life experience” for some standards or the entire internship must submit their request to the Secretary-Treasurer of the PennDel Ministry Network of the Assemblies of God.

***Please note: A student may be granted only one “Credit for Life Experience” internship. If credit was given for the Certified or License level internship, that student is not eligible to request life experience for the Ordained level internship.*

Mentors/Coaches:

The selection of an appropriate mentor/coach(es) is critical to the success of the internship process. As used in this portfolio, “mentor” refers to that person overseeing the entire internship. “Coach” refers to those persons with outstanding qualifications recruited by the student to gain a “best practice” experience in a given project. The “mentor” and “coach” may be the same person. Coaches, other than the mentor, are to be selected with the recommendation or approval of the mentor. Often the mentor is the senior pastor, but can be another qualified person, such as the Sectional Presbyter, or another Assemblies of God minister who is fully cooperative and supportive of the ministries and policies of the Penn-Del District of the Assemblies of God. *All mentors must be approved by the Dean of PDSOM.*

The student is responsible for the selection and recruitment of appropriate/qualified mentor/coach(es) in accordance with the following standards.

Mentor Qualifications:

An appropriate and qualified mentor must:

1. Be **Ordained** with the Assemblies of God.
2. Be approved as a PDSOM qualified mentor.
3. Not be a relative of the student.
4. Willingly follow the policies and guidelines of the PDSOM internship process.
5. Review this Internship Portfolio thoroughly with the student and assure themselves that they understand their role and responsibilities as a mentor. Contact the Dean of PDSOM if they have any questions related to their role and responsibilities as a mentor.
6. Exemplify “best practice” in their ministry.
7. Willingly complete and submit the required PDSOM mentor’s reports.
8. Willingly invest significant time in the intern and the internship process.
9. 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.
10. Refer students to others who have greater expertise in areas and when it is in the best interest of the student.
11. Consult with the student and approve and submit the student’s “internship plan”.
12. Communicate concerns regarding the student or the internship process with PDSOM leadership.
13. Maintain a positive, transparent and mutually beneficial relationship with PDSOM, the student and the student’s church, pastor and the leadership of the PennDel Ministry Network of the Assemblies of God.

Selecting a Mentor:

Students are to select an “appropriate and qualified” mentor/coach(es) who meets the standards outlined above. In addition, the student is encouraged to:

1. Seek a mentor/coach(es) who exemplify “best practice” in each standard.
2. Recognize that more than one mentor/coach may be needed.
3. End the relationship if the mentor is unwilling or unable to commit the time needed, comply with PDSOM standards or fails to carry out other responsibilities. When another Pastor/Mentor is chosen, PDSOM Dean must approve. If your current mentor is not able to meet the requirements in this duty for you, please choose a new mentor and let PDSOM know as soon as possible.
4. Recognize that their pastor may not be the best mentor/coach in all areas and seek their recommendation for someone who can better serve.
5. Develop a positive working relationship with PDSOM, mentor and coach(es) based on mutual respect and passion for ministry.

Mentor/Student Interaction:

Once a student selects a mentor and submits the electronic Internship Application on the PDSOM website, the student’s electronic application will be reviewed and approved by the Dean of PDSOM. Then the student will receive an approval email instructing them to register and pay for their Internship. *The date the student registers and pays for Internship is the official start date of Internship.* The Student is responsible for contacting their mentor to set up appointments to meet and to remind the mentor of the paperwork that must be completed.

Students and mentors should meet frequently during the internship. They should meet at least one time during each project to review the student’s progress with each project of the internship. **An internship will require a minimum of three months and a maximum of six months to complete.**

Mentor/Coach Evaluation:

Students are required to meet the standards and objectives stated in this internship portfolio. Students and mentors are to closely adhere to the process outlined in the “steps to completion” section of each project which are designed to insure the value and integrity of the internship process. Mentors/Coaches are to hold students to a high standard of compliance and performance.

Mentors/Coaches 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 mentor/coach to identify concerns and design a plan to repeat or create an appropriate substitute learning project. Mentors/coaches are to notify the PDSOM 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 mentor/coach is to submit a statement 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 needs to be submitted with Internship reports to the PDSOM Internship Coordinator for the Dean of PDSOM of the Penn-Del Ministry Network of the Assemblies of God.** Mentors are to sign all report forms as indicated. Students may appeal any mentor/coach decision to the PDSOM leadership.

At the end of the Internship, the following reports must be submitted together for complete credit of Internship:

1. Ordination Internship Report: Student Summary (p. 9-10)
2. Ordination Internship Report: Mentor/Coach Summary (p. 11-12)
3. One page summary of student’s overall suitability for Ministry completed by the Mentor submitted with the Mentor/Coach Summary.
4. One page written report on each project completed by the student.

Internship Pre-Requisites:

The pre-requisites listed below **MUST** be completed **BEFORE** the student begins the Internship:

- a. Complete at least three (3) PDSOM or Global University course at the ordained level before beginning their internship.
- b. Identify and recruit the qualified mentor/coach(es) needed to complete each standard.
- c. Wait to receive a confirmation email from the PDSOM office that will inform you of the approval of your internship application. You will have a minimum of 3 months and a maximum of 6 months to complete your Internship from date of registration.
- d. Successfully complete registration for the Ordained Internship and pay the \$100 Internship registration fee.

Rewards/Achievements:

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

- a. Meet the Assemblies of God-General Council internship requirement for the ordained credential.
- b. Develop significant relationships and knowledge of resources that will enhance their future ministry through practical learning projects.
- c. Be better equipped for effective, efficient, ethical and God honoring ministry.
- d. Develop a clearer understanding of their personal gifts, abilities and areas needing further development.
- e. Develop personally, professionally, relationally and spiritually toward the high calling of “Christ-likeness” in all they are and do.
- f. Completion of educational requirements meets the requirement to ‘walk the line’ at PDSOM Graduation.

Internship Projects

Overview:

The PDSOM internship consists of six projects at Ordained level (see attached list). Completing each project enables the student to meet the standard and achieve the learning objective. In addition to the five standards required for credentials within the General Council of the Assemblies of God, the PDSOM internship includes a project designed to encourage the development of healthy relationships with other ministers, District and Sectional leaders, PDSOM students, and others.

Projects:

The projects designated in this internship portfolio as “mandatory” (*) are components of the credentialing requirement for the General Council of the Assemblies of God. As such, they cannot be altered by PDSOM or the PennDel Ministry Network of the Assemblies of God. To successfully complete their PDSOM internship students MUST complete all six projects at ordained level.

Written Work:

The student is required to submit a written report for each project, as is explained in the “Steps to Completion” of each project. Each report must follow the outline below.

Examination: A brief description of their experience.

Evaluation: A brief reflection on the “pros and cons” of their experience.

Strategy for Improvement: A description of the steps the student plans to take to improve their competency in the area.

All reports are to be submitted to the PDSOM leadership for evaluation. They are due at the end of the internship process along with the **PDSOM Internship Student Summary, PDSOM Internship Mentor/Coach Summary, and Suitability for Ministry Statement from Pastor/Mentor**. Reports are to be typed, double-spaced, 1 full page in length and meet the generally accepted standards of grammar, punctuation, spelling and notation, and have a 1 inch border at the top, bottom, and on both sides. Students who fail to submit acceptable reports and summaries or meet other standards will not receive credit for their internship.

Level 3—Ordination Internship PROJECT # 1



Project 1: Strategic Planning*

Objective: To gain competence in strategic planning by leading a group of local church leaders through a process of planning and implementing a significant change in the life and ministry of the church OR within a particular ministry of the church, OR by leading a group of local church leaders through a process of planning and implementing a special ministry or project, such as; a Vacation Bible School, a special community outreach event, etc.

Steps to Completion:

1. Identify and recruit a qualified mentor and/or coach for this standard.
2. Seek an appropriate opportunity to fulfill the objective in consultation with the mentor, pastor, lay leadership or others.
3. Review and discuss insights and questions regarding strategic planning with your mentor/coach.
4. Complete a report, based on their participation in a vision team planning meeting, (2 page maximum) that examines, evaluates and identifies areas for improvement in strategic planning and leading change within the church. The compilation of this report will suffice as the fulfillment of the written report due for the Strategic Planning Project. This report is to be completed as described in the paragraph titled **Written Work** on page five (5).
5. Meet with and discuss your report with your mentor.

Level 3—Ordination Internship PROJECT # 2

Project 2: Pulpit Ministry*

Objective: To gain competence in pulpit ministry by having a preaching coach/mentor and members of the congregation critique five preached sermons.

Steps to Completion:

1. Identify and recruit a qualified mentor and/or coach for this standard.
2. Seek an appropriate opportunity to fulfill the objective by Preaching and recording each sermon and providing members of the congregation with an appropriate evaluative tool. Send the recording to the mentor/coach for their critique. Facilitate congregational feedback. Incorporate suggestions for improvement from the mentor/coach and the congregants into the next sermon. Repeat this process until the project is completed.
3. Review and discuss insights and questions regarding sermon preparation, presentation and skills with the mentor/coach.
4. Complete a report, based on the observations and evaluation of congregational feedback tool and mentor feedback (2 page maximum) that examines, evaluates, and identifies areas for improvement in the student's pulpit ministry. The compilation of this report will suffice as the fulfillment of the written report due for the Pulpit Ministry Project. This report is to be completed as described in the paragraph titled **Written Work** on page five (5).
5. Meet with and discuss your report with your mentor.

Level 3—Ordination Internship PROJECT # 3



Project 3: Church Finance*

Objective: To gain confidence in managing church finances by developing an annual church budget (actual or sample) to be evaluated by a mentor.

Steps to Completion:

1. Identify and recruit a qualified mentor and/or coach for this standard.
2. Seek an appropriate opportunity to review church finances, prepare a church budget for the coming year in consultation with the mentor/coach, church treasurer and/or others.
3. *Read:* Church Accounting: The How To Guide for Small & Growing Churches (Accountant Beside You) Paperback October 31, 2020 - by [Lisa London](#) (Author), [Vickey Richardson](#) (Author)
4. Complete a report, based on the development of the church budget, (2 page maximum) that examines, evaluates and identifies areas for improvement in the management of church finances and the budgeting process. The compilation of this report will suffice as the fulfillment of the written report due for the Church Finance Project. This report is to be completed as described in the paragraph titled **Written Work** on page five (5).
5. Meet with and discuss your report with your mentor.

Level 3—Ordination Internship PROJECT # 4



Project 4: Vision*

Objective: To gain competence in developing a vision by assembling a “vision team” in the local church or within a department of ministry of the church, and leading them through the vision discovery process OR if the church has a vision statement, leading a team of lay leaders through the process of evaluating the church’s implementation of their vision in terms of its policies, procedures, practices and budgets. Produce a vision statement OR implementation report.

Steps to Completion:

1. Identify and recruit a qualified mentor and /or coach for this standard.
2. Seek an appropriate opportunity to fulfill the objective by recruiting a “vision team” in consultation with the mentor/coach, pastor, lay leaders or others.
3. Review and discuss insights and questions with the mentor/coach regarding value, use and creation of a church vision statement with the mentor/coach.
4. Complete a report (2 page maximum) that examines, evaluates and identifies areas for improvement in the development and use of a church vision statement. The compilation of this report will suffice as the fulfillment of the written report due for the Vision Project. This report is to be completed as described in the paragraph titled **Written Work** on page five (5).
5. Meet with and discuss your report with your mentor.

Level 3—Ordination Internship PROJECT # 5



Project 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 and 6) Reflections on personal spiritual growth including insights, challenges and victories.

Steps to Completion:

1. Identify and recruit a qualified mentor/coach 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 mentor/coach 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. This report is to be completed as described in the paragraph titled **Written Work** on page five (5).
5. Meet with and discuss your report with your mentor.

Level 3—Ordination Internship PROJECT # 6



Project 6: Ministerial Relationships

Objective: To gain competence in ministry by developing significant relationships with other students, ministers, missionaries, sectional and District leadership and those who lead District ministries.

Steps to Completion:

1. Seek your mentor's help to identify and, if possible, contact sectional and district leaders and those who lead District ministries.
2. Seek an appropriate opportunity to attend a Sectional fellowship, District Ministries Summit, Sectional Council, and a local ministerial association meeting.
3. Join a small group of other ministers or ministry students facilitated by PDSOM or another group recommended and/or approved by the mentor/coach.
4. Meet with your mentor/coach to review and discuss insights and questions regarding healthy relationships with other churches and ministers, sectional and network leadership and network ministries.
5. Complete a report (2 page maximum) that examines, evaluates and identifies areas for improvement in ministerial relationships at the local, Sectional and District levels. This report is to be completed as described in the paragraph titled **Written Work** on page five (5).
6. Meet with and discuss your report with your mentor.

Level 3—Ordination Internship

Student Summary

When you have completed the required internship projects fill out this report form and return it to: **Rev. Cole McClenthian, c/o Central A/G, 1300 Eaton Ave., Bethlehem, PA 18018** along with the reports required for each standard.

(You may photocopy this form for ease of use.)

1. Strategic Planning:

Standard	Yes	No
Lead a group of local church leaders through a process to achieve a specific		

2. Pulpit Ministry: Five messages critiqued by preaching coach/mentor and congregants.

Topic	Text	Date	Mentor/Coach
1.			
2.			
3.			
4.			
5.			

3. Church Finance:

Standard	Yes	No
Developed an annual church budget:		
Budget reviewed and approved by mentor/coach:		
<i>Read the book "Church Accounting: The How to Guide for Small & Growing</i>		
Completed (Date: _____):		

4. Vision:

Standard	Yes	No
Assembled a "vision team" to produce a vision statement for the church:		
OR Evaluated the implementation of the church's vision statement:		

5. Personal Spiritual Life:

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

Continue

Level 3—Ordination Internship
Student Summary

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6. Ministerial Relationships:

Standard	Yes	No
Attended Sectional Council:		
Attended Sectional Fellowship:		
Attended PennDel Ministries Summit:		
Attended Ministerial Association meeting:		
Participated in Small Group:		
Participated in peer mentoring group (small group):		

Student _____

Mentor/Coach _____

Date _____

Date _____

Level 3—Ordination Internship

Please complete and return this report form **along with** the other Internship reports to: **Rev. Cole McClenithan, c/o Central A/G, 1300 Eaton Ave., Bethlehem, PA 18018**. Indicate whether or not the student completed each required project. Please include both pages of this summary. You may photocopy this form for ease of use.

1. Strategic Planning:

Standard	Yes	No
Lead a group of local church leaders through a process to achieve a specific		

2. Pulpit Ministry: Five messages critiqued by preaching coach/mentor and congregants.

Topic	Text	Date	Mentor/Coach
1.			
2.			
3.			
4.			
5.			

3. Church Finance:

Standard	Yes	No
Developed an annual church budget:		
Budget reviewed and approved by mentor/coach:		
<i>Read the book, "Church Accounting: The How To Guide for Small & Growing Churches (Accountant Beside You)"</i>		
Completed (Date: _____):		

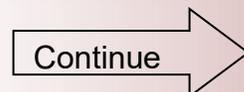
4. Vision:

Standard	Yes	No
Assembled a "vision team" to produce a vision statement for the church:		
OR Evaluated the implementation of the church's vision statement:		

5. Personal Spiritual Life:

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

Student _____ Mentor/Coach _____
 Date _____ Date _____


 Continue

6. Ministerial Relationships:

Standard	Yes	No
Attended Sectional Council:		
Attended Sectional Fellowship:		
Attended PennDel Ministries Summit:		
Attended Ministerial Association meeting:		
Participated in Small Group:		
Participated in peer mentoring group (small group):		

In discussion with the student, please rate their performance (excellent, average, unacceptable) in each project, 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
Strategic Planning:				
Pulpit Ministry:				
Church Finance:				
Vision:				
Personal Spiritual Life:				
Ministerial Relationships:				

Suitability for Ministry:

Submit a statement of not more than one page of your overall impression of the student’s capabilities and potential for ministry identifying strengths, weaknesses and recommendations for improvement. **This statement needs to be submitted with other Internship Reports & Summaries to the PDSOM Internship Coordinator.**

Mail to:
Rev. Cole McClenithan
c/o Central A/G, 1300 Eaton Ave
Bethlehem, PA 18018