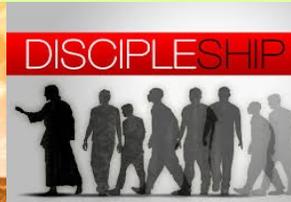
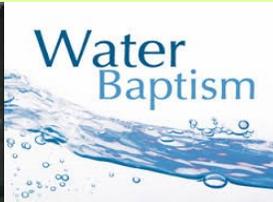
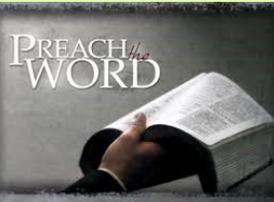


P D S O M

PENDEL SCHOOL OF MINISTRY

Certified



Student Copy

— 2022 —

Certified

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

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Certified Internship

Penn-Del School of Ministry (PDSOM)

PDSOM Statement of Purpose:

The Penn-Del 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 and 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 Penn-Del District 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 Certified Internship may request, in writing, **“credit for life experience.”** The request must include a clear statement of how the standard has been met according to each project objective and documentation (if possible and appropriate). Students seeking “credit for life experience” from some standards must submit their request to Dean Lecocq of PDSOM **PRIOR** to the completion of their internship. Students seeking “credit for life experience” for the entire internship must submit their request to the Secretary-Treasurer of the Penn-Del District of the Assemblies of God.

***Please note: A student may be granted only one “Credit for Life Experience” internship. If credit is given for the certified level internship, that student is not eligible to request life experience for any other 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 Dean Lecocq of the Penn-Del District.*

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 or credentialed (with the Assemblies of God) one level above the credential the student is seeking.
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 Penn-Del District 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.
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 the 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 Dean Lecocq. 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 the 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 the Penn-Del District 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:

1. Certified Ministry Internship Report: Student Summary (p. 11-12)
2. Certified Ministry Internship Report: Mentor/Coach Summary (p. 13-14)
3. One page summary of student’s overall suitability for Ministry completed by the Mentor submitted with the Mentor/Coach Summary. 4

Certified

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 courses at the certified 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 choice of mentor. 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 Certified Internship and pay the \$ 100.00 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 certified 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.

Internship Projects

Overview:

The PDSOM internship consists of six projects at each credential 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 Penn-Del District of the Assemblies of God. To successfully complete their PDSOM internship, students MUST complete all six projects at each credential 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**, and the **PDSOM Internship Mentor/Coach Summary**. Reports are to be typed; 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.

Certified Internship PROJECT # 1



Project 1: Sacerdotal Functions*

Objective: To gain competence in performing sacerdotal functions by planning and/or participating in and/or observing and evaluating a communion, baptism, wedding and funeral service under the guidance of a mentor.

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 for each sacerdotal function.
3. Review and discuss insights and questions with the mentor/coach for each sacerdotal function.
4. Complete a report that examines, evaluates and identifies areas for improvement for each sacerdotal function (2 page maximum per function). The compilation of these reports will suffice as the fulfillment of the written reports due for the Sacerdotal Functions Project. These reports are to be completed as described in the paragraph titled **Written Work** on page five (5). The reports should include information gleaned from any interviews completed for the project.
5. Meet with and discuss your report with your mentor.



Communion: Participate in a Communion Service and Interview at least two pastors using the questions listed below. Then prepare a written report about your experience and the knowledge you gained from the interviews.

- 1.) How often does the church serve communion?
- 2.) Who prepares the sacraments?
- 3.) Who serves the sacraments? Are people other than deacons and ministers allowed to serve the sacraments—women, youth, children? Why or why not?
- 4.) Who cleans up when communion is finished?
- 5.) Do you take time to explain the meaning and significance of communion every time communion is observed? If so, how is this done?
- 6.) Do you offer prayer for salvation or healing during the observance of communion?
- 7.) Is the schedule or structure of a service in which communion observed any different than any other worship service? If so, how and why?
- 8.) Is anyone prohibited from participating in communion (young children, non-members, etc)? If so, who and why? If not, why not?



Water Baptism: Participate in a Baptism Service and Interview at least two pastors using the questions listed below. Then prepare a written report about your experience and the knowledge you gained from the interviews.

- 1.) Do you offer/require counseling for baptismal candidates? If so, what is the nature and extent of that counseling? Do you explain the theological and practical significance of baptism?
- 2.) What are your prerequisites for water baptism?
- 3.) Do you require that baptismal candidates share their testimony of salvation at their baptism? Why or why not?



Water Baptism (cont.)

- 4.) What is the format/schedule of a typical baptismal service?
- 5.) Do you provide the baptismal candidates with a baptismal certificate?
- 6.) Since water baptism is closely associated with Spirit baptism in the scriptures, do you either during the counseling session(s) or at the baptism service include any reference to or counseling regarding the baptism in the Holy Spirit? Why or why not?
- 7.) Do you provide an opportunity for water baptismal candidates to receive prayer and the laying on of hands for the baptism in the Holy Spirit at the baptismal service? Why or why not?
- 8.) Does the church provide any kind of reception following the water baptismal service? If so, are relatives and friends of those being baptized invited to attend?



Wedding: Observe a Wedding (if possible) and Interview 2 pastors using the questions listed below. Then prepare a written report about your experience and the knowledge you gained from the interviews.

- 1.) What is the church's policy regarding any rental fees, custodial fees, etc. related to the rehearsal, wedding and reception?
- 2.) What is the pastor's/church's policy regarding performing marriages for people who have been divorced?
- 3.) What is the pastor's/church's policy/philosophy regarding performing marriages for unbelievers, same sex couples, and/or couples living together before marriage?
- 4.) What are the legal requirements for a pastor performing a marriage in Pennsylvania / Delaware?
- 5.) What are the essential pieces of a wedding ceremony?
- 6.) What does the pastor do with a marriage certificate?



Funeral: Interview a pastor, observe 2 funerals at your local funeral home and interview a funeral home director. Use the questions below for the interviews. Then prepare a written report about your experience and the knowledge you gained from your observations at the funerals and the interviews.

Interview a Pastor:

- 1.) In what ways does the pastor offer comfort, counseling and guidance to the family of the deceased?
- 2.) How does the pastor determine the order of service and the message he will share at the funeral service?
- 3.) What does the pastor do at the graveside/burial?
- 4.) What is the philosophy of the pastor regarding the purpose for his ministry at a funeral?
- 5.) Does the church offer to provide a meal for the family of the deceased? If so, who organizes the meal and where is it prepared and served?
- 6.) How does the pastor provide care to the family after the funeral? For how long?

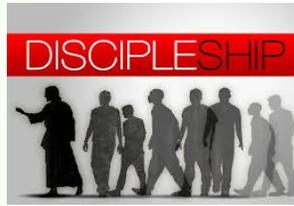
Observe 2 Funerals:

- 1.) Describe the flow/agenda of the service (how long did the pastor speak? Who else shared in the service?)
- 2.) How did the pastor comfort the family? (ex. Personal references to the deceased, Scriptures...)
- 3.) Were there any aspects of the service that appeared to be discomfoting (ex. too long, lack of relevance?)
- 4.) Describe how the service could have been more meaningful and comforting to the family of the deceased.

Interview a Funeral Home Director:

- 1.) What are a few things (a list of 3-5) that you have witnessed at funerals/burials, that you feel a pastor should never do.
- 2.) What are a few things (a list of 3-7) that you feel a pastor should always do when ministering to the family of a deceased love one.

Certified Internship PROJECT # 2



Project 2: Discipleship*

Objective: To gain competence in discipleship by planning and participating in an established lay discipleship process within the church or creating a mentoring relationship with another believer.

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 participating in a discipleship process or creating a mentoring relationship with another believer.
3. Review and discuss insights and questions with the mentor/coach while engaged in the discipleship process in a mentoring relationship with another believer.
4. Complete a report (1 page maximum) that examines, evaluates and identifies areas for improvement in the discipleship process. This report is to be completed as described in the paragraph titled **Written Work** on page (5).
5. Meet with and discuss your report with your mentor.

Certified Internship PROJECT # 3



Project 3: Pre-Marital Counseling*

Objective: To gain competence in pre-marital counseling by planning and/or participating in, or observing and evaluating a pre-marital counseling session OR reviewing and evaluating a pre-marital counseling resource recommended or approved by the mentor.

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 attending a pre-marital counseling session with the permission of those being counseled and the mentor/coach OR identifying an appropriate pre-marital counseling resource for review.
3. 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 mentor/coach.

4. Complete the following interviews and integrate the information in your written project report.

Interview a pastor on the following questions:

- a.) Do you require pre-marital counseling with the engaged couple who ask you to perform their marriage ceremony? If so, what materials do you use? How do you obtain or develop those materials? How many sessions are required? How much time is allowed between sessions? How long of a period of time is required for the pre-marital counseling to be completed?
- b.) Do you require that the couple complete assignments between sessions? If so, what is the nature of those assignments?
- c.) If you require premarital counseling, does the counseling include counseling on the sexual relationship in marriage or finances? If you offer financial counseling, does it include any of the following: costs of the wedding, costs of the rehearsal, costs of the honeymoon, preparing a household budget, etc.
- d.) Do you require that the couple read books, portions of the Bible or complete a workbook of any kind?
- e.) If the pastor performs marriages for divorced people, does he offer or require any counseling regarding blended families?

Interview at least 2 married couples on the following questions:

- a.) When you were married, did you receive any pre-marital counseling?
 - b.) If you did receive pre-marital counseling what was the nature and extent of it?
 - c.) If you received pre-marital counseling, was it beneficial? Why or why not?
 - d.) What would you recommend that a pastor require/offer regarding pre-marital counseling?
 - e.) What topics do you think a couple should be counseled on before the wedding ceremony?
5. Complete a report (2 page maximum) that examines and evaluates premarital counseling. 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.

Certified Internship PROJECT # 4



Project 4: Personal Evangelism*

Objective: To gain competence in personal evangelism by 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 recruit a qualified mentor and /or coach for this standard.
2. Identify and master a personal evangelism strategy (recommended or approved by the mentor/coach), seek an appropriate opportunity to present the gospel to a non-believer and to engage them in pre-conversion or post-conversion discipleship.
3. Review and discuss insights and questions regarding personal evangelism with the mentor/coach.
4. Complete a report (1 page maximum) that examines, evaluates and identifies areas for improvement in personal evangelism. 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.

Certified 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.

Certified Internship PROJECT # 6



Project 6: Ministerial Relationships

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

Steps to Completion:

1. Seek your mentor's help to identify and, if possible, contact sectional and district leaders and those who lead Network ministries.
2. Seek an appropriate opportunity to attend a Sectional fellowship, District Council/Network Ministry Convention and Sectional Council and a local ministerial association meeting.
3. Join a cohort/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.

Certified 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. Sacerdotal functions:

	Date	Duties	Mentor/Coach
Baptism			
Communion			
Funeral			
Wedding			

2. Discipleship:

Standard	Yes	No
Discipled/mentored a lay person(s) in a local church:		

Person or persons discipled: _____

Areas of discipleship taught: _____

3. Premarital counseling:

Standard	Yes	No
Conducted/observed a session conducted by a pastor/counselor:		
Reviewed a pre-marital counseling resource:		

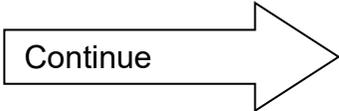
mentor monitoring/conducting session or resource reviewed: _____ Pastor/

4. Personal Evangelism:

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

5. Personal Spiritual Life:

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



Certified Internship Student Summary

(page 2 of 2)

6. Ministerial Relationships:

Standard	Yes	No
Attended Sectional Council:		
Attended Sectional Fellowship:		
Attended District Council/Network Ministry Convention:		
Attended Ministerial Association meeting:		
Participated in Cohort Group:		
Participated in peer mentoring group (small group):		

Student _____

Mentor/Coach _____

Date _____

Date _____

Certified 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. Sacerdotal functions:

	Date	Duties	Mentor/Coach
Baptism			
Communion			
Funeral			
Wedding			

2. Discipleship:

Standard	Yes	No
Discipled/mentored a lay person(s) in a local church:		

Person or persons discipled: _____

Areas of discipleship taught: _____

3. Premarital counseling:

Standard	Yes	No
Conducted a session, observed a session conducted by a pastor or other counselor or reviewed a pre-marital counseling re-		

Pastor/mentor monitoring/conducting session or resource reviewed: _____

4. Personal Evangelism:

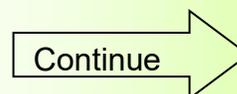
Standard	Yes	No
Presented the gospel to a non-believer:		
Engaged in pre-conversion and or post/conversion discipleship:		

5. Personal Spiritual Life:

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

Student _____ Mentor/Coach _____

Date _____ Date _____



Certified Internship Mentor/Coach Summary

6. Ministerial Relationships:

Standard	Yes	No
Attended Sectional Council:		
Attended Sectional Fellowship:		
Attended District Council/Network Ministry Convention:		
Attended Ministerial Association meeting:		
Participated in Cohort 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.

Sacerdotal functions: Attach additional sheets as needed.

Project	Excellent	Average	Unacceptable
Baptism			
Communion			
Wedding			
Funeral			

Project	Ex./Avg./ Unacc.	Strength	Weakness	Improvement
Sacerdotal Functions:				
Discipleship:				
Pre-Marital Counseling:				
Personal Evangelism:				
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 directly to the PDSOM Internship Coordinator for the Dean and should accompany the other reports.**

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