

**HANDBOOK FOR
CHRISTIAN MINISTRY INTERNSHIP (CMI-387)
Point Loma Nazarene University
School of Theology and Christian Ministry
San Diego, CA**

Ministry Internship Handbook

This Handbook Belongs to:

Rationale for CMI-387 Ministry Internship

The Christian Ministry Internship Program is an essential extension of the student's academic program at Point Loma Nazarene University. The administration of the University and the faculty of the School of Theology and Christian Ministry recognize that the dynamics of the practice of ministry cannot be contained within the academic setting of the University. On the other hand, the practice of ministry demands the academic rigor of the classroom that the student might be able to comprehend the relationship that exists between Gospel, Church, and Ministry. CMI-387 enables the Church and University to partner together in order that the student might begin to develop a broad view of contemporary ministry.

While specific goals for the program vary according to the ministry setting which the student is placed, several general goals can be identified. The student needs to recognize:

1. the role time plays in the daily structure of ministry;
2. how adequate preparation is the foundation for effective ministry;
3. the crucial relationship between theology and ministry in the contemporary church;
4. how team work enhances ministry – in any context;
5. the value of people in the work of the ministry;
6. the dynamic interaction between one's personal devotional life and the spiritual character of the corporate body of believers; and...
7. the normative role that scripture plays in doing the work of ministry.

CHRISTIAN MINISTRY INTERNSHIP PROGRAM (CMI-387)
School of Theology and Christian Ministry
Point Loma Nazarene University

Faculty Supervisor:

Prof. Rebecca Laird
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Purpose:

The purpose of the Christian Ministry Internship Program is to provide PLNU students with an opportunity to develop specific ministry skills in selected ministry settings. Under the combined direction of a ministry supervisor and a professor from the University, the student seeks to integrate prior classroom knowledge, a reading program, and ministry experiences into the formation of Christian character appropriate to engaging in a life of service to God.

Requirements:

The student must spend a minimum of 40 hours of ministry for each unit of credit received through the program.

Required Texts:

Daniel, Lillian and Martin Copenhaver. *This Odd and Wonderous Calling*. Grand Rapids:Eerdmans, 2009.

Nouwen, Henri J.M and Rebecca Laird and Michael Christensen. *Discernment: Reading the Signs of Daily Life*. San Francisco: Harper One, 2013.

Course Objectives:

1. To develop and improve ministry skills and understandings.
2. To begin a pattern of critical, informed, and faithful reflection as a necessary component of ministry.
3. To synthesize thought, reading, and experience into a coherent and faithful agenda for future ministry.
4. To experience ministry as a means of grace, transforming one's character into the image of Jesus Christ.

Learning Outcomes: Students who successfully complete the internship course will be able to:

1. Understand more fully the complex structures, systems and relationships within a particular local church and/or ministry context.
2. Apply basic ministry skills to specific tasks and responsibilities.
3. Develop an increased self-awareness regarding personal strengths, talents and gifting that can be utilized for greater ministry effectiveness.
4. Create, plan and implement a ministry program or event.

Course Requirements:

1. A Job Description clearly articulating your responsibilities in ministry worked out by you and your ministry supervisor. Description should include name and address of ministry position and ministry supervisor.

2. Personal Journal: The student is required to keep a personal journal with a minimum of two meaningful entries per week. The journal should include (a) a record of the experiences in ministry that one encounters; (b) an evaluation of one's personal reactions to those experiences; (c) reflection on the skills, knowledge, character, and spirituality necessary to deal faithfully with these experiences; (d) recording how these experiences change one's understanding of self and ministry, and how the experiences transform one's character.
3. Reading: For one to three units, the student must read the required books. A four page analytic book summary is required for each book. We will also discuss the books together in our supervisory meeting.
4. Communication with the Professor: Communication to discuss the student's experience and reflections on ministry is absolutely necessary. Discussion may take place on-site as well as by telephone, e-mail, etc. in order to integrate the practical experience and the theological dimensions of ministry. The student will communicate his/her schedule with the professor and maintain weekly contact.
5. Final Essay: On completion of the internship, the intern will write a 1500 word essay that will bring together one's classroom education, the assigned reading for CMI-387, and the ministry experience of the internship. This essay is intended to be more than a presentation of random thoughts or anecdotes drawn from the readings and ministry experiences. Rather, its intent is to demonstrate critical and theological reflection that integrates the theory and practice of ministry in a specific context.

6. Exit Interview: Following the internship, the student must set up a time to meet with the Professor to discuss how the internship (ministry + reading + reflection) has impacted the student.
7. Grade: The grade assigned for the internship work will be C (Credit) or NC (No credit). To earn credit for the class, the student must complete all assignments.

Directions for Ministry Supervisor

Thank you for your participation in the Ministry Internship Program of Point Loma Nazarene University. Your work with our students insures the integrity of their preparation for ministry. The University has few requirements for the Ministry Supervisor. We believe that if our directions were too specific, it would limit local churches and religious organizations from working with our students. We have found that a job description outlining the work and expectations for the student is crucial for a meaningful internship. The job description functions as a contract that keeps both Ministry Supervisor and student on track.

Our primary concern is that you, as the Ministry Supervisor, will care for the student who is under your charge – taking time to meet with the student weekly noting his/her effectiveness or ineffectiveness; noting anything that might be troubling the student as he/she works under your charge – thereby holding the student to a pre-determined accountability.

I will be available throughout the semester to discuss the work of the student with you. You may contact me at any time you feel I need information about the student's progress. Please note my phone numbers, address, and e-mail address:

Office phone: 619-849-2993

Cell phone: 973-489-5680

E-mail: rlaird@pointloma.edu

Mail Address: Point Loma Nazarene University
School of Theology and Christian Ministry
3900 Lomaland Drive
San Diego, CA 92106

Evaluation by the Ministry Supervisor

The purpose of this evaluation is to help the student discern his/her strengths and weaknesses in the work of Christian Ministry. The information you provide will be used by the director of the program in the exit interview with the student. If you wish for your evaluation – or specific parts of the evaluation – to be held in confidence, please be sure to notify the director.

1. How did the intern function within the context of this specific ministry?
 - a. Did the intern demonstrate positive initiative?
 - b. Did the intern complete assigned tasks?
 - c. Did the intern work well with others?
2. Did the intern accept the authority of the Ministry Supervisor:
 - a. Did the intern demonstrate a teachable spirit?
 - b. Did the intern work well with those assigned to his/her care?
3. Do you perceive that the intern possesses the maturity and integrity necessary for a life of ministry?
4. Was the intern a positive or negative influence on this specific ministry setting?
5. Please identify specific gifts and graces that the intern demonstrates for ministry.
6. Where does the intern need work as he/she continues to prepare for ministry?

Self Evaluation for Interns

Please respond to the following concerns. Your responses will provide significant content for your exit interview.

1. What, exactly, did you learn from your ministry internship?
2. What was the most difficult task in your assignment?
3. What did you enjoy most about your internship?
4. Based on what you have learned this semester, please define the word “ministry.”
5. Did your internship change or challenge what you previously thought of ministry?
6. Did your work in ministry meet your expectations?

Please Attach a Copy of Your Job Description!

Date	Assignments	Discussion Topic
Sept. 14		Overview of Internship Expectations; buy books
Sept 21	Read: Nouwen, Preface, Intro, Foreward, Intro Start Journal Job Description Due	Listening for God's Guidance
Sept 28	Nouwen, chp 1-2 Journal	Solitude, Community, Ministry
Oct 5	Nouwen, chp 3 Journal	Bible and Ministry
Oct 12	Nouwen, chp 4 Journal	Re-creation and Ministry
Oct 19	Nouwen, chp 5 JOURNALS TO BE TURNED IN	People, People, People
Oct 26	Nouwen, chp 6 Journal	Culture and Ministry
Nov 2	Nouwen, chp 7	Vocational Reflections
Nov 9	Nouwen, chps 8-9	Where is God in all This?
Nov 16	Nouwen, chp 10 Book review due	Discerning Time
Nov 23	Coperhaver & Daniel Chp 1-9	Early Challenges of Ministry
Nov 30	Coperhaver & Daniel, chp. 10-19 Make sure supervisor has evaluation	Ministerial Identity

	form	
Dec 7	Coperhaver & Daniel, chp. 20-28 Book review due	Ministry for the Long Haul
Dec 14 Finals Week	Final Essay Due Supervisors Evaluation Due Exit Interview	Celebrating Ministry