

**ELDERS  
PREACHERS  
CHURCH LEADERS  
DID YOU KNOW  
THAT...**

**1** Sunset  
Student  
+  
**1** Mentoring  
Congregation  
=

**Sunset  
Post-Graduate  
and  
Summer  
Intern Programs**

# INTERNSHIP - PARTNERSHIP

**Congregational  
Preaching**



**Teaching Bible  
Classes**

**Community Outreach**

**One-on-One Bible Study**

## ***Rationale and Guidelines***

Statistics tell us that ministry training programs lose a significant percentage of graduates to other careers. Many leave after only 12 months of full-time ministry. The problem is not with the quality of training these students received, but with unrealized expectations both on the part of the new ministers and the people to whom they minister. Those who enter ministry training do so with varying amounts of experience. Many come to Sunset International Bible Institute (SIBI) with little, if any, practical training. The classroom experience provides knowledge, but Sunset strongly believes additional training, practice, and mentoring from mature ministers and church leaders is vital for those leaving the classroom.



For many years, as trainers of full-time ministers and missionaries, SIBI has been aware of the need and potential benefits of additional practical ministry training. The classroom, while essential, cannot fully prepare students for the wide scope of ministry activities and responsibilities. The goal of equipping new ministers through practical ministry training is to maximize their potential and provide churches with ministers who are better prepared for service. As SIBI hands off its graduates to interning congregations and mentors, they will be able to continue their training and development in a supportive, positive, and helpful atmosphere.

Intern congregations will serve to advance the intern's studies, broaden his ministry experiences, and mature his ministry skills. Interns will experience teamwork and accountability. In all, they will gain valuable insights, confidence, and clarity regarding their particular ministry arena, whether local or foreign. ***It is not the desire of SIBI to direct intern programs in local congregations. Our intent is to assist congregations to develop their own intern program that our graduates can benefit from if they are chosen to participate. While each congregation develops and maintains its own intern program, SIBI requests that participating congregations and mentors help us keep track of the intern's development with occasional reports and dialogue. SIBI stands ready to provide program guidance to any congregation that seeks our input in the development of an intern program.***

The following pages of this document are intended to represent SIBI's guidelines for an intern program. While we believe these guidelines are good, we respect each congregation's ability to form their programs according to their own desires and expectations.

## ***Duration of Internship***

Upon graduation, the SIBI graduate will begin his internship on the date that has been agreed upon with the intern congregation. The duration of the internship should be no less than 12 months and no more than 24 months. Occasionally, in special circumstances (like with mission interns), the period may be significantly shorter. ***While interns can begin looking for ministry opportunities toward the end of their internship, an intern should not take a position with another congregation before completion of his intern program.***

## ***The Cyclical Vision of Internships***

The goal of an internship is to better prepare men to take the gospel throughout the world and to strengthen churches of Christ. Interning congregations are strongly encouraged to honor a cyclical vision of sending and re-enrolling a new intern in their program. The “cycle” remains vital only if interns move on to more permanent ministries at the conclusion of their prescribed internship, making room for a new intern.

## ***Guidelines:***

### **1. Congregational**

- a. The congregation must share in the vision of internships.
- b. The congregation should have deep esteem, respect, and care for ministers and their service.
- c. The congregation must be willing to invest in the program according to their financial ability.

### **2. Mentors**

- a. The local minister is expected to be the primary mentor.
- b. The mentor should have at least 10 years of dedicated ministry experience.
  - Mentors must have a healthy perspective of ministry. While “ten” years ministry experience is desired, it is by no means a singular expectation. A mentor’s ministry experience must be one of integrity, competence, goodwill, and maturity. The intern program needs healthy and whole mentors training up healthy and whole ministers.
- c. The mentor should have the willingness and expertise to guide the intern in:
  - academic growth
  - human relations/people skills
  - public speaking
  - sermon and lesson preparation
  - evangelism
  - weddings and funerals
  - hospital and home visitation
  - member restoration
  - leadership
  - personal spiritual growth
  - personal family health
- d. The mentor should have a working syllabus to present to the intern at the beginning of the internship (see sample syllabus).
  - It would be beneficial to SIBI if we had a copy of a congregation’s/mentor’s intern syllabus so that they could learn each congregation’s intern focus and be better able to communicate those details to potential interns.

## ***Guidelines: (continued)***

- e. The mentor should involve elders, deacons, teachers, and any other mature Christians that have ministry talents and expertise that would benefit the intern's growth.
- f. The mentor is to complete a monthly and quarterly written evaluation of the intern (see "Monthly" and "Quarterly" evaluation templates).
  - The "Monthly" reports are to be reviewed with the intern.
  - The "Quarterly" reports are to be reviewed with the intern.
  - Once again, it would be beneficial to SIBI if they received copies of the "Quarterly" reports in order that they might know of the intern's progress.
- g. The mentor is to write a final report/review of the intern's overall performance, attitude, strengths, and weaknesses. He should also make recommendations as to the intern's ability and readiness for ministry and/or the ministry area the intern should move toward.
  - The mentor is to get adequate input from all who were involved with the intern's training.
  - SIBI requests that a copy of that final report be shared with them in order that they might be able to determine needed improvements in their two-year program and update their understanding of the graduates development.

### **3. Interns**

- a. The intern must submit to the guidance of the mentor and take to heart his critiques.
- b. The intern is to give the needed time and efforts to the completion of all assignments.
- c. The intern is to keep a daily log of his activities.
- d. The intern is to have daily devotional time.
- e. The intern is to write a detailed monthly report of his activities, performance, and learning during the month (see "Monthly Report" template).
- f. The intern is to write a final report concerning the growth in the ministry skills that he believes has taken place during the internship, his ministry strengths and weaknesses, an evaluation of his attitude and performance, and his overall readiness for full-time ministry.
  - The intern is to submit a copy of his final report to his mentor.
  - SIBI requests a copy of that report for the purpose of updating its understanding of the graduate's development.
- g. The intern should conduct himself in a Christ-like manner during his internship. Failure to be cooperative and moldable may result in the termination of his internship. \*\*

### **4. Director of Internships**

Speedy Hart is available to assist congregations according to their particular internship needs.

**\*\*NOTE: SIBI WILL BE PLEASED TO ASSIST THE INTERNING MENTOR/CONGREGATION IN MATTERS OF DISCIPLINE AND TRANSITION OF INTERN UPON REQUEST.**

## ***Encouragement:***

For the internship to be God-glorifying, successful, and beneficial to the Kingdom, all concerned must understand the goal and be willing to make a commitment to its achievement. All must understand that there will be some mountain-top experiences and some valleys to walk through. Every action must be bathed with prayer and performed in love.



# *INTERNSHIP SYLLABUS*

1. Daily:
  - a. Daily ministry log
  - b. Personal devotional time:
    - Bible reading
    - Meditation journal and/or prayer journal
  
2. Weekly:
  - a. Sermon outline(s)
    - The intern should develop at least one outline from one of the following preaching styles each week. The mentor is to evaluate and help the intern revise the outline. There should be a balance in styles throughout the internship.
      - i. Expository
      - ii. Textual
      - iii. Topical
      - iv. Doctrinal
      - v. Narrative
    - Sermon outlines should be coordinated with teaching, preaching, and research assignments when possible.
    - There should be a balance of Old Testament, New Testament, Gospels, Epistles, and Apocalyptic texts used.
    - There should be a balance of texts assigned by the mentor and texts chosen by the intern.
  - b. Teaching outline(s)
    - Lecture
    - Discussion outline
    - The intern is to present an outline to the mentor for review before presentation in class.
  - c. Sunday or Wednesday teaching situation – adult or children
    - The intern is to teach or co-teach in a classroom setting each week.
  - d. Sermon Presentation and Evaluation Time
    - The intern, outside of assembly times, is to present a sermon each week to be evaluated by the mentor.
    - Once again, coordination with current teaching and research assignment is recommended.
  - e. Small Group and Home Study - The intern is to be leading or co-leading:
    - Small group Bible study
    - Non-member Bible study
  - f. Visitation:
    - Hospital and nursing home
    - Home (sick and encouragement)
    - Struggling members



# ***INTERNSHIP SYLLABUS (continued)***

- g. Outreach: (examples)
  - Contacting non-members for the purpose of setting up Bible studies.
  - Contacting former members of the church for the purpose of restoration.
  - Local jail or prison ministry.
  - Community activities for relationship building (ball games, school board meetings, science fairs, etc.).
  - Promotion of upcoming church activities by going door to door, handing out flyers, writing ads for local paper, etc.
- h. Study Time:
  - Intern and mentor should spend at least one hour a week studying together for the purpose of mutual growth and learning.
  - This is not to be a time in which the mentor “teaches” the intern, but a time in which mentor and intern are studying scripture together to glean its spiritual blessings.
- i. Bulletin Article
  - Intern is to write one bulletin article per month or more if gifted in writing.

## 3. Monthly:

- a. Academic Assignment
  - Mentor is to assign the intern specific biblical topics to research, Greek and/or Hebrew studies, or ministry books to read and evaluate.
- b. Interpersonal Skills Development
  - Mentor is to evaluate the intern’s interpersonal skills and provide assignments to develop lacking skills (example: meeting and greeting strangers).
- c. Preaching
  - Mentor is to provide at least two (2) opportunities to preach to the congregation or to an area congregation.\*\*

**\*\*Note: External preaching assignments should be taped or mentor should be present in order to evaluate the presentation. Evaluations of sermon presentations should be done on the first work day following the presentation.**

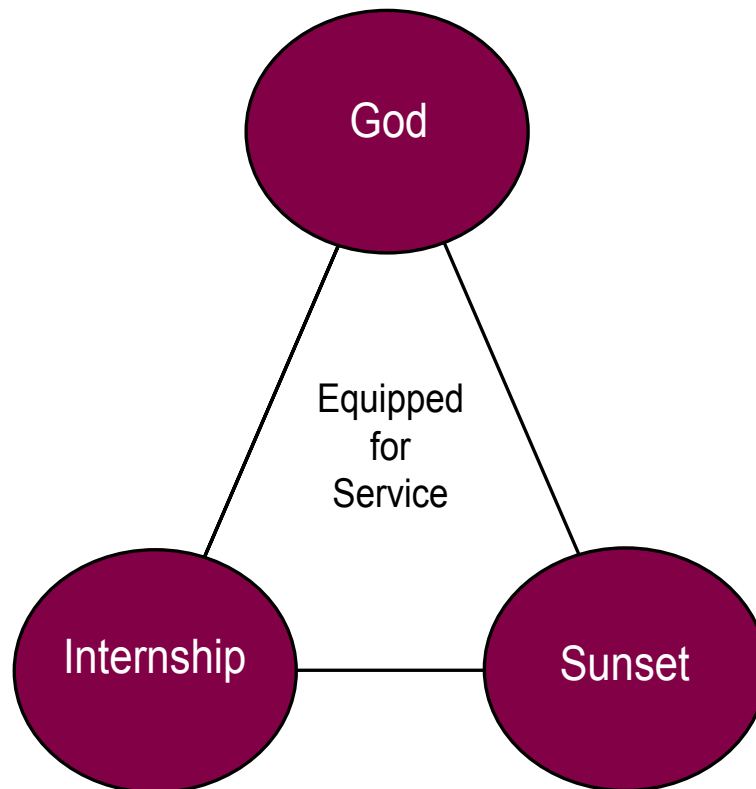
- d. Leadership Development
  - Mentor is to discuss leadership skills with the intern.
  - Mentor is to provide opportunities for the intern to develop leadership skills (example: give him the lead role in VBS development)
  - The intern is to be allowed to attend elders meeting as often as appropriate.
  - The intern should accompany elders and/or ministers during shepherding activities as situations allow.
- e. Hospitality
  - Intern is to have people in his home to provide a meal or refreshments at least twice a month.
- f. Complete and present monthly intern report to mentor for review.



## ***INTERNSHIP SYLLABUS (continued)***

4. Quarterly:
- a. Wedding or Funeral Lesson Outline
    - Mentor is to provide death scenario and individual's profile for the intern to develop a funeral/memorial service. The intern should attend and/or help with funerals and weddings as opportunities are presented.
  - b. Quarterly Report
    - The intern is to complete and send a copy of the Quarterly Report to the mentor.
    - SIBI requests a copy of the Quarterly Report (this is not imperative but helpful).
  - c. Quarterly Leadership Meeting
    - The intern is to attend a meeting with the mentor and leadership of the congregation to keep the leadership informed of the intern's activities, progress, and special areas of focus for growth or change.

*A cord of three strands is not quickly torn apart (Ecclesiastes 4:12)*



# SUNSET...



## Maturing through Experience!

We are eager to find church leaders who want to partner with us in this vision and share in its good fruit. We are also looking for summer internship opportunities.

Congregations who can provide (preaching school graduates/ or summer interns) the opportunity to practice day-to-day ministerial duties alongside a mature minister and a caring eldership are prime candidates for this exciting and much needed partnership.



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# MEANS THE WORLD