



School of Urban Missions

Student Ministries Handbook

Vice-President of Student Ministry
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School Year: 2009 / 2010

Oakland, California

*The Student Ministry Handbook is subject to change as per department directive and authorization of the Executive Committee of The School of Urban Missions. Refer to the Vice President of Student Ministries for current updates or revisions.
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THE SCHOOL OF URBAN MISSION INTRODUCTION AND BIBLICAL FOUNDATION

The School of Urban Missions (SUM) is a Bible College that equips indigenous leaders from America's urban communities by offering an affordable theological education combining academic instruction with practical hands on ministry. Our mission empowers these leaders to be instruments of change in their respective communities.

The Student Ministries handbook is designed to help familiarize the students with the student ministries program of SUM and its Cohort campuses throughout the United States. The student ministries department focuses on three distinct areas: Practicum ministries, Internship and Outreaches.

The student ministries program has been designed to provide opportunity for the students to experience actual hands on ministry under the guidance of college professors, pastors, and trained ministers who have had years of experience in practical ministry. The ministry program reflects the teachings of *1 Corinthians 12:27-31* and *Romans 12:3-8* that all Christians make up the body of Christ but are called and gifted for various ministries. Students will have the privilege and opportunity to learn foundational ministry skills and exercise their gifts, talents, and calling in many different types of service within their church and to the community.

The challenge of fulfilling the call to ministry was given when Jesus declared, "... *Go ye into all the world, and preach the gospel to every creature. He that believeth and is baptized shall be saved; but he that believeth not shall be damned.*" (*Mark 16:15-16 KJV*) SUM fulfills this challenge by providing opportunities for students to practice what they learn in the classroom in real-life ministry settings.

STATEMENT OF PURPOSE

SUM believes that no school can adequately prepare men and women for front line ministry without first exposing them to the stresses and pressures of real life ministry situations under the guidance of experienced leaders. The student ministry program is designed to provide this experience. Each week students feel the pain of lost humanity and learn to deal with a multitude of urban ministry issues from a biblical perspective.

A wide variety of ministry opportunities are presented in this handbook. Students, under the guidance of the Holy Spirit, are able to co-labor with SUM faculty, local pastors and ministries that are directly impacting our urban communities with the Gospel. This mentoring provides a vital opportunity for students to glean insights and practical experience from those who are on the cutting edge of urban ministry. SUM seeks to fulfill the following goals:

GOALS

1. To increase the student's understanding of the wide variety of ministry opportunities and the importance of working together with God to fulfill His purposes.
2. To develop a basic competence in Christian service and ministry that will allow students to discover their ministry gifts and increase their skills through supervised training, experience, and spiritual development;
3. To increase understanding of all facets of the various ministries;
4. To increase interpersonal skills for functioning as team members with fellow workers.

OBJECTIVES

1. **Personal:** To grow in self-discipline, maturity, adaptability, enthusiasm, and positive outlook.
2. **Spiritual:** To acquire consistency of testimony, practical faith in God and spiritual maturity with a consistent devotional life.

3. **Relationship:** To manifest and demonstrate love for people, tactfulness, teamwork, concern for others, and a cooperative spirit.
4. **Training:** To participate in ministry learning experiences on a regular basis, demonstrating punctuality, dependability, responsibility, leadership, and devotion to ministry.
5. **Faithfulness:** To manifest responsibility and faithfulness to the ministry assignment.
6. **Practical:** To demonstrate the ability to recognize ministry opportunities and to organize the spiritual and practical resources necessary to establish the Kingdom of God in the urban environment.

GENERAL POLICIES

1. **Practicum Requirements:** All full-time students (twelve credit hours or more) are involved in eight hours of supervised ministry practicum per week. This is typically divided into two classes per week of four-hours each. Part-time students are required to complete at least four hours per week of student ministry practicum. Each four-hour practicum successfully completed during the trimester will account for **1 credit** on the student's transcript. Each student must have a minimum of at least **14 practicum credits** (12 practicum credits plus 2 Mardi Gras outreach credits) in order to graduate with an A.A. degree. Any hours of ministry over and above the requirement will be on the student's own time and cannot be counted for course work requirements.
 - a. **Grading:** The Student Ministries practicum is graded on
 - Participation in practicum field ministry, including punctuality, attendance, practicum Reflection Report papers and any assigned reading (1/3 of Practicum grade)
 - Daily Prayer Journal (1/3 of total grade)
 - Two ministry evaluations at midterm and term-end (1/3 of total grade)
 - b. **Servant Of All Accountability Requirements:** Students under "Servant Of All" academic supervision will take Academic Accountability classes in lieu of one practicum. Upon successfully satisfying the SOA requirements, Students will then be enrolled in the next available practicum to fulfill their Student Ministry practicum requirements.
 - c. **Schedule:** Practicum classes are offered once per week for four hours. Each Practicum must be taken two consecutive trimesters. Thus, students who served in a particular Practicum the previous trimester for the first time are required to take the same Practicum the next trimester in order to complete that Practicum.
 - d. **Mardi Gras:** All students enrolled in the trimester in which the Mardi Gras outreach occurs are required to participate in the Mardi Gras Outreach (typically, during the month of February). Approved students who are not participating in the Mardi Gras outreach will not be allowed to stay in the dormitories during this outreach.
 - e. **Alternative Practicum Request:** If a student already has a position in a particular ministry that may qualify for fulfillment of practicum requirements, students are encouraged to communicate such to Cohort Directors or the Vice President of Student Ministries. An Outstation Ministry Application form, available from the Student Ministries Department, must be filled out and approved by the Cohort Director or Vice President of Student Ministries to

qualify for an Internship. An *Outstation Practicum* cannot be offered more than two consecutive Trimesters unless special permission has been granted by the Vice President of Student Ministries. Outstation practicum requests are exclusively reserved for second year students and those who already are serving in a full-time ministry. Outstation practicum requests are approved exclusively by the Cohort Directors and/or the Vice President of Student Ministries on a case-by-case basis.

- f. **Supervision:** All practicum are supervised by Cohort Directors or the Vice President of Student Ministries or their designated practicum leaders. Leaders are responsible for teaching, guiding and evaluating the student's ministry. SUM encourages its students to depend upon the Holy Spirit, to practice sound biblical teaching and to respect, obey and cooperate with practicum Leaders, communicating clearly any successes, struggles or situations which should be brought to the attention of the Vice President of Student Ministries.
2. **Transportation:** students will be expected to provide their own transportation to their ministry assignments away from campus, unless it is provided by the Vice President of Student Ministries or the Practicum leader.
3. **Behavior:** students will be expected to demonstrate Christian conduct at all times.
4. **Remuneration:** the college does not provide any remuneration for involvement in (Practicum) student ministries.
5. **Assignment Adjustments:** Students are expected to remain with and complete the ministry assigned for practicum throughout the trimester. If a change becomes necessary, the student must contact the Vice President of Student Ministries for approval *prior* to any changes being made.

STUDENT MINISTRY PRACTICUM REQUIREMENTS

To fulfill the goals and objectives stated, and to fulfill the academic and accrediting requirements of the Practicum classes, SUM Student Ministries department will create and / or collaborate with local ministries to provide appropriate ministry experience. Students are encouraged to view these assignments as more than "scholastic graduation requirements", rather, as front-line ministry.

The Vice President of Student Ministries and Cohort Directors reserve the right to change or modify practicum assignments based on need or opportunity. Below are the general practicum assignments necessary to fulfill the practicum curriculum requirements.

Practicum Assignments: The following assignments are required for completion of the practicum curriculum:

- a) **Reflection Report:** After each practicum, a one-page Reflection Report must be written and submitted to the Cohort Director or Practicum Leader AND the Vice President of Student Ministries. There are two reflection reports due per week, one each after Practicum 1 and Practicum 2.

- Style: This paper is expected to comply with Tiburon writing style, must be type-written, single-spaced and include the Student's name, Practicum assignment and date in the upper right-hand corner of the page.
 - Length: The Reflection Report will be no less than 250 words and should not exceed 500 words.
 - Content: Reflection Reports should record the Student's personal struggles related to the ministry, observations or reflections regarding the Practicum assignments and any successes or failures the Student may care to reflect on. Care should be given to composition and content, with no more than two errors per paper.
- b) Reflection Report assignment due dates: Cohort Directors will assign reflection paper and other assignment due dates and posting requirements. SUM campus students assignments are due as following:
- Tuesday (Practicum 1) Reflection Report 1 will be collected at the beginning of morning chapel on Friday by the Student Ministries designate. Papers turned in after chapel begins will be counted as late. Missing assignments will generate an immediate notice to report to the Vice President of Student Ministries office.
 - Thursday (Practicum 2) assignments are collected at the beginning of the Student Ministries Chapel on Tuesday by the Student Ministries designate. Papers turned in after chapel begins will be counted as late. Missing assignments will generate an immediate notice to report to the Vice President of Student Ministries office.

The Reflection Report section, worth 1/3 of the student grade, may also include reading assignments and or additional papers based on current articles or pertinent books required by the Cohort Director, Practicum Leader or Vice President of Student Ministries. Reading assignments or other added assignments are not viewed as extra credit and are assigned (with appropriate deadlines) at the discretion of the practicum leader.

As with every collegiate class, students are encouraged to keep personal copies of their assignments. The Cohort Directors or Student Ministries Department is not responsible for lost papers or tardy submissions when electronic submission is available.

NOTE: SUM will be migrating to digital practicum assignment submissions during the Fall of 2009. Students should be prepared to compose reflection reports in a word processing program and turn in HARD COPY reports until instructions are provided for "cutting and pasting" the paper content onto the PageOut Practicum class assignment web page.

c) Evaluation Reports: Cohort Directors or Practicum Leaders will evaluate Students before mid-term and prior to trimester term end, roughly weeks five and ten of each trimester.

d) Daily Prayer Journals: Students are required to maintain a Daily Prayer Journal throughout the school year, including breaks and holidays. Students are encouraged to maintain their prayer journal as a spiritual discipline during the summer break. Prayer Journals are inspected regularly. Prayer Journal inspections are not to review content, rather to see that specific entries have been made on a regular daily basis. It is expected that the highest Christian ethics will guide the student in their reporting. The DAILY prayer journal is a daily assignment. Where it looks like several days are recorded at one time, students will be asked to give an honest account of their recording habits. As with any discipline, daily exercise is required for maximum benefit.

Note: SUM will be migrating to digital Prayer Journal assignment submissions during the Fall of 2009. Students should be prepared to compose reflection reports in a word processing program and turn in HARD COPY reports until instructions are provided for “cutting and pasting” the paper content onto the PageOut Practicum.

e) Attendance: Students may not miss more than two classes in each of the two practicum classes. Because of the team-orientation of the practicum, students should consider carefully before missing a class. If a student knows they will miss a class, they should communicate at the earliest possible moment to the practicum leader.

f) Tardiness: Because practicum represents a team-oriented field-training experience, timing is critical. Teams must be prepared to leave immediately to provide the greatest amount of time in ministry. Students more than 10 minutes late for practicum will be considered absent, unless cleared by the Cohort Director or the Vice President of Student Ministries. If a student is late it is in their best interest to catch up with their team, fulfill the practicum requirements for the day and meet with the Cohort Director or Vice President of Student Ministries.

PRACTICUM TEAM SELECTION & EVALUATION PROCESS **Fall 2009 – 2010 Academic Year**

Practicum, for the 2009 / 2010 Academic year, will focus on street evangelism, discipleship and outreach. All first and second year students will be divided into teams and assigned an area of approximately ten-blocks. This area will be each teams assigned practicum ministry location for the entire year. SUM practicum teams will operate under the direct supervision of Bay Area Urban Network (BAUN) “Points Of Light” leaders. Teams will also develop relationships with local churches and may also be joined by local church liaison team members.

The purpose of this assignment is to establish the foundation of evangelism as the basis for urban ministry. Students will assess their assigned area, developing an understanding of its unique demographic and create an appropriate evangelistic and discipleship strategy. It is expected that new converts will be linked to local churches who will be working with SUM. Outreach includes handing out flyers for SUM and BAUN events and canvassing neighborhoods for specific SUM community events.

Selection:

1. Teams will be assigned by the Cohort director or the Student Ministries department. Changes or substitutions in team assignments or geographic locations will be discouraged, unless absolutely necessary.
2. BAUN leaders will work with teams to identify their district and area demographics and to develop an outreach strategy. Teams will establish a written plan for evangelism and discipleship.
3. BAUN Leaders will supervise the students, ensuring that each student participates in evangelism and discipleship activities. Teams are encouraged to prayerfully consider their district and area, revising outreach plans as necessary.

Evaluation:

1. SUM Staff and BAUN graduate leaders will supervise teams for evaluation purposes. Points Of Light team leaders will contribute in evaluating student practicum participation. Evaluation forms are included for review in this document.

PRACTICUM PERSONAL REQUIREMENT GUIDELINES

Because of the nature of urban ministry, it is essential that students respect and obey the directions of the practicum leader. Urban ministry, by nature, involves meeting and working with people from the community. Every effort will be made to provide a safe ministry environment, however students should be aware of the inherent risks associated with ministry assignments (Matthew 10:16).

Individual Recommendations for Preparation:

Students should prepare themselves for this practicum by:

1. **Seeking God's wisdom for preparation.** Students may not believe themselves to be gifted or enabled to be evangelists, but all Christian leaders must fulfill the Great Commission (Mark 16:15-18) and be prepared to train, equip and lead others (2 Timothy 2:2). A realistic self-examination and personal and spiritual preparation are necessary for understanding the ministry requirements of each practicum.
2. **Personal Testimony.** Students should be prepared to share their testimony (1 Peter 3:15). It is expected that Students will understand the scriptural basis for the Good News and be able to share their own testimony based on personal experience and founded on the scriptures. Students should be prepared to share their testimony in many different situations, such as the "30-second elevator" testimony, "cold-call" testimonies (to strangers) and, more particularly, to develop the ability to identify with a person and relate the student's personal testimony to what is known about the person being witnessed to.
3. **Evangelistic Tools.** Students should be able to utilize gospel tracts, practical illustrations or other evangelistic tools ("gospel magic", "wordless book"; Romans Road, etc.). Students are encouraged to find and use a tract or evangelistic tool of their choosing.
4. **Reading / Personal Study.** Students are encouraged to read practical helps or inspirational writings on the topic of evangelism and spiritual development to understand better the nature of the spiritual warfare they are engaged in (Ephesians 6:10-18), understand the personal cost which may be demanded of them (2 Corinthians 11:21b-30 & 12:6-9), and the end result of their spiritual labors (2 Corinthians 3:2-6).

Practical Considerations:

As with any "on the job" training experiences, students may feel "pushed" to participate in ministry they may not feel prepared or capable to perform or "stretched" personally and spiritually by their ministry opportunity. The Prayer Journal will be a valuable resource to record personal progress through these growing experiences. There are, however, times when a student will need to communicate frustrations. Speak to the person directly related to your

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concern in an non-emotional and rational manner. If speaking the truth in love (Ephesians 4, Philippians 2:1-14) does not satisfactorily address your concerns, it is appropriate to address the Vice President of Student Ministries or Student Life.

Do —

1. Arrive to practicum assignments on time;
2. Always exemplify the highest Christian values;
3. Be helpful, honest, courteous, and obedient;
4. Dress according to SUM class/chapel dress codes, including appropriate identification
5. Pray for opportunities and “spiritual appointments”; look for these opportunities to witness, without being presumptuous;
6. Look for opportunities to serve;
7. Always record reflection papers in a timely manner (while practicum is still fresh)
8. Strive for consistency in devotional time, recording your prayer journal in a timely manner,

Do Not —

1. Do not be obnoxious;
2. Do not be late;
3. Do not wear ear phones or dark sunglasses (mirrored or obscuring the eyes) or use cell phones (except when absolutely needed);
4. Do not complain about your assignment;
5. Do not pair off as a couple while on practicum assignments or date while on assignment,
6. Do not act inappropriately;
7. Do not argue with supervisor or other students. Disagreements or frustrations should be addressed in an appropriate manner.

GRADING SCALE

A+

Excellent

98-100

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A	Outstanding	92-97
A-	Outstanding	90-91
B+	Very Good	88-89
B	Good	82-87
B-	Fairly Good	80-81
C+	Above Average	78-79
C	Average	72-77
C-	Average	70-71
D+	Below Average	68-69
D	Poor	62-67
D-	Poor	60-61
F	Fail	00-59

AU	Audit	Does not carry grade points
DR	Drop	Does not carry grade points
I	Incomplete	0.0 grade points per trimester hour
NC	No Credit (Repeat Class)	Does not carry grade points
WF	Withdraw Failing	0.0 grade points per trimester hour
WP	Withdraw Passing	Does not carry grade points

STUDENT EVALUATION FORM

(This form must be completed by the Cohort Director, Practicum Leader or Direct Supervisor of the Student)

Name of Student: _____

Name of your Organization or Ministry: _____

Name of Practicum Leader: _____

E-mail Address of Practicum Leader: _____

Phone # of Practicum Leader: _____

Address of Practicum Site: _____

The following scale will be used:

1 = unacceptable 2 = poor 3 = average 4 = above average 5 = excellent
N/A = didn't observe the student in this context

Cooperation with <u>the Practicum Leader</u>	1	2	3	4	5	N/A
Cooperation with others	1	2	3	4	5	N/A
Desire to learn	1	2	3	4	5	N/A
Punctuality	1	2	3	4	5	N/A
Personal appearance	1	2	3	4	5	N/A
Interest in spiritual things	1	2	3	4	5	N/A
Level of commitment to the Practicum	1	2	3	4	5	N/A
Demonstration of leadership skills	1	2	3	4	5	N/A
Respect of others and colleagues	1	2	3	4	5	N/A
Friendliness	1	2	3	4	5	N/A
Passion and Confidence	1	2	3	4	5	N/A
Acceptance of correction	1	2	3	4	5	N/A
Dependability	1	2	3	4	5	N/A
Maturity Level displayed	1	2	3	4	5	N/A

Additional comments:

Signature: _____

Date: _____

Phone: _____

**PRACTICUM LEADER
FINAL EVALUATION**

(This form is completed by the Student and evaluates the Cohort or Practicum Leader)

Name of Student: _____

Name of Practicum Site: _____

Name of Practicum Leader: _____

The following scale will be used:

1 = unacceptable 2 = poor 3 = average 4 = above average 5 = excellent
N/A = didn't observe the student in this context

<i>Practicum Leader's</i> cooperation with you	1	2	3	4	5	N/A
The compassion of the Practicum Leader	1	2	3	4	5	N/A
Punctuality & commitment of Practicum Leader	1	2	3	4	5	N/A
Personal appearance	1	2	3	4	5	N/A
Interest in spiritual things	1	2	3	4	5	N/A
Devotional habits	1	2	3	4	5	N/A
Passion & Friendliness	1	2	3	4	5	N/A
Acceptance of correction	1	2	3	4	5	N/A
Dependability & Confidence	1	2	3	4	5	N/A
Ability to communicate	1	2	3	4	5	N/A
Adaptability to change	1	2	3	4	5	N/A
Leadership abilities	1	2	3	4	5	N/A
Preparation for individual sessions	1	2	3	4	5	N/A
Ability to support and affirm others	1	2	3	4	5	N/A
Spiritual understanding of <i>Practicum Leader</i>	1	2	3	4	5	N/A
Accessibility & Reception	1	2	3	4	5	N/A

Additional comments: _____

Signature: _____ Date: _____

SCHOOL OF URBAN MISSIONS
STUDENT MINISTRIES DEPARTMENT – Practicum Survey Questionnaires
STUDENT EVALUATION

As the student completing this Practicum, please rate the following questions on a scale of 1-5, where one (1) is the lowest rating and five (5) is the highest. Please submit this completed form to the Student Ministries Department.

1. The Practicums/Internship inspired me to reflect on my call to the ministry.

1. 2. 3. 4. 5.

2. I recognized my call to the ministry through my services at the Practicum.

1. 2. 3. 4. 5.

3. The Practicums/Internship were not relevant to my call to ministry.

1. 2. 3. 4. 5.

4. There was nothing beneficial from my Practicum/Internship experiences.

1. 2. 3. 4. 5.

5. The Practicum/Internship leadership supervised me intimately.

1. 2. 3. 4. 5.

6. The Practicum/Internship leadership stimulated my passion for ministry and people.

1. 2. 3. 4. 5.

7. The Practicum/Internship leadership did not spend enough time with me.

1. 2. 3. 4. 5.

8. The Practicum/Internship leadership is spiritually inclined and helped me spiritually.

1. 2. 3. 4. 5.

9. My passion for the ministry was aroused through my Practicum/Internship.

1. 2. 3. 4. 5.

10. My Practicum/Internship sessions helped me to understand the work of the ministry.

1. 2. 3. 4. 5.

SCHOOL OF URBAN MISSIONS
STUDENT MINISTRIES DEPARTMENT - Practicum Survey Questionnaires
PRACTICUM LEADER SURVEY

As the Practicum leader, please rate the following questions on a scale of 1-5, where one (1) is the lowest rating and five (5) is the highest score. Please submit this completed form to the Student Ministries Department.

1. How best would you rate the spiritual level of SUM students that serve in your organization?

1. 2. 3. 4. 5.

2. Did you recognize the spirit of servant hood in the students that served under you?

1. 2. 3. 4. 5.

3. Did you recognize unity, compassion and commitment in the students who served under you?

1. 2. 3. 4. 5.

4. The student of SUM brought strength and transformation to community/school/ministry.

1. 2. 3. 4. 5.

5. SUM students are always welcome to serve in our community/school/ministry.

1. 2. 3. 4. 5.

6. The leadership skills of SUM students transformed my community/school/ministry.

1. 2. 3. 4. 5.

7. We offered SUM students the needed tools to be serve in our community/school/ministry.

1. 2. 3. 4. 5.

8. I have no hesitation of recommending SUM students to others in our community/school/ministry.

1. 2. 3. 4. 5.

9. The presence of SUM students inspired the children whom they served.

1. 2. 3. 4. 5.

10. Our community/school/ministry knows SUM as a Bible College for training indigenous leaders.

1. 2. 3. 4. 5.

Student Ministries Department Prayer Journal



Fall Trimester 2009

PRAYER JOURNAL GUIDELINES

Daily Prayer Journal entries are part of your Practicum requirement. Prayer Journals are guided by the following objectives:

- To develop a disciplined, regular and accountable devotional time
- To build a sensitivity and spiritual awareness of what the Holy Spirit is doing in and through you.
- To help the student to track patterns of spiritual growth and areas of shortcomings in their lives. (Examples: documenting times of explosive faith and trust in God; the Lord's deliverance from seasons of depression; chronicle of struggles and testing in your spiritual walk; obstacles and overcoming them in student ministry; etc.)
- To aid students in disciplining themselves through a consistent time of prayer.
- Prayer Journal entries are worth **33%** of the Practicum grade.

NOTE: Prayer Journal inspection is NOT meant to critique content, only to visually inspect that the student is recording their assignment each day. There is no minimum or maximum length requirement, however there should be at least one page reserved for each day. To expedite the reviewing process, the following instructions must be followed.

- Do not write journal notes on the top line(s) of your journal
- For each journal day, center the date on the middle of the top line. If multiple pages are used, you only need to write the date on the first page.

- In the outer most margin, record the *number* of the assignment
 - **For Fall, 2009, Tuesday, August 18 marks the first day of your prayer journal.**
 - If you begin your journal on the left-hand page, the top margin would have the number 1 and the middle margin would have the date “August 18, 2009”.
 - Each subsequent day would have the next assignment and date.

In this manner, journals may be quickly flipped and reviewers will see one page per entry and successive numbers.

NOTE: SUM will be migrating to digital practicum assignment submissions during the Fall of 2009. Students should be prepared to compose reflection reports in a word processing program and turn in HARD COPY reports until instructions are provided for “cutting and pasting” the paper content onto the PageOut Practicum class assignment web page.

Evaluators will *not* read journal entries for content, however if it becomes apparent the student is not putting forth an effort to utilize this assignment as a tool to develop a consistent spiritual discipline that will help them to grow spiritually, the student may be asked to give an account to the Cohort Director or the Vice President of Student Ministries.

Prayer Journal Inspection Schedule:

Cohort Directors will establish their own prayer journal inspection dates. SUM Oakland students will have their prayer journals inspected weekly.

Weekly Inspection Procedure:

Students will bring their prayer journal to the Student Ministries chapel each Tuesday. Alphabetical stations will be set up and students will report to their designated area. A staff member or an assignee of the Student Ministries department will review each journal to record the number of days students completed their assignment. If it becomes apparent the journal is not being kept, the reviewer may request the student to speak with the Vice President of Student Ministries.

Guidelines:

1. SUM Oakland students will begin their prayer journals using a standard Collegiate ruled composition notebook. Preferred journals will be made available for purchase from the SUM bookstore as supplies are available.
2. Prayer Journals are hand written and must be legible
3. **Prayer journals are to be completed DAILY, seven days per week! Trying to “catch up” days missed by recording multiple days from memory at one sitting relying on memory is neither honest nor correct.**
4. Continuation of the Prayer Journal is **REQUIRED** over holidays including: **Thanksgiving, Memorial Day, and Easter and Christmas.**

Prayer Journal Content and Reflections:

The prayer journal reflects the student's personal devotions. Devotions should include a scripture reading and time of prayer. Journals should answer the following questions:

- Scripture verses read today: _____
- Personal reflection on the scripture I read: ("What is God showing me or teaching me through this scripture?")
- "How will I apply these verses in my life today?"
- "My prayer focus for today..."

Students are encouraged to follow a written Bible reading plan and, where possible, integrate class reading requirements into the written Bible reading plan. Several resources are available online.



Student Ministry Department -- Internship Manual 2009 / 2010

Administered by

Rev. John Bankas, M.Div.
August 18, 2008

Oakland, California

INSTRUCTIONS TO STUDENTS

1. Read this Manual carefully and completely. Mark the items you need to do immediately.
2. If you need clarification for requirements or procedures, see the (i) Internship Coordinator/Vice-President of Student Ministries; or, (ii) Vice-President of Academic Affairs.
3. Begin immediately accomplishing the items you can do now, which may include, but is not limited to:
 - *Identify the area(s) of ministry you will be involved or your passion for ministry*
 - *Submit a "Supervisory Mentorship Application Form" to your appointed/selected Mentor for completion and return to the Vice-President for Student Ministries/Internship Coordinator for approval*
 - *Schedule your meeting days and times with your Mentor ASAP. (Minimum meeting time per week should be 4 hours per week)*
 - *Select the book(s) to be read alongside your meeting with Mentor [it is recommended that your Mentor assist you in making the selection of book(s)]*
4. Please, detach the Supervisory Mentor Responsibilities sheet and the Introductory Letter to Supervisory Mentors, and hand deliver them to your Supervisory Mentor.
5. Legibly complete the Internship Application Proposal Form after choosing your Supervisory Mentor and submit it to the Vice-President of Student Ministries or Internship Coordinator for approval.
6. Upon approval, ensure that your registration process is completed for the trimester.
7. Secure the book(s) you will read for your Internship and begin your journal entries. *(Please, ensure that your meeting notes with your Mentor are inserted in your Portfolio).*
8. **All assignments must be completed by the week of final exams of each trimester.**
9. **NOTE:** Students are responsible for securing a copy of the statement of beliefs of the organization / ministry they will be involved and submit it to the Internship Coordinator / Vice-President of Student Ministries. *(The statement of faith may be required prior to final approval).*
10. The BA Degree completion Internship program runs from August through May each school year. Students must therefore endeavor to follow the above directions in order to earn full credit for their Internship.

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INTRODUCTION

Introductory Letter to Students

You are about to begin an exciting academic journey in your Bachelor of Arts Degree Completion Program at SUM under the banner of the “Servant of All” (SOA) philosophy - “*one who serves, gives up his/her will to the will of another.*” The School of Urban Missions is a Christian College that equips indigenous leaders for America’s urban communities by offering an affordable theological education, combining academic instruction with practical hands-on-ministry. Our mission empowers these leaders to be instrument of change in their respective communities. As you read the guidelines to the Internship Program in this manual, you will become aware of the overall format, structure, learning outcomes, procedures and forms for an effective Student Ministry Internship. Your responsibilities are spread out over the course of approximately one year. During registration and again in the Internship, the Student Intern will be informed of the nature and purpose of the Internship Program, as well as proper protocol in contacting a Field Supervisor or Supervisory Mentor for your project. The Student Intern will first be instructed on the proper use of the Internship Proposal Request Form. Next, the Student Intern is required to review the “**Tips on Selecting an Internship**” found in the manual.

The total Internship experience involves a close mentoring relationship between the Student Intern, and the Supervisory Mentor. The benefits for the Student Intern’s involvement in a church or ministry should be mutual for both Student Intern and the sponsoring organization or ministry, including the Supervisory Mentor. A church or ministry receives either another hand to get the work done or a part-time person to head a particular ministry area.

However, the primary purpose of the Internship Program is to equip, empower and train the Student Intern. The College is interested in helping the Student Intern get involved in healthy and challenging ministry situations where mentors will be able to take the Student Intern to “new places” – situations and experiences that will function as a “training ground” for the Student Intern. The College wants the Student Intern to develop relationships with seasoned ministers, leaders, and practitioners, in order to learn more about himself/herself, his/her strengths, giftedness, areas for growth, etc. Everyone who is blessed with a mentor will agree that this can be a life-changing relationship. To have the opportunity to call on a person with more experience, maturity and depth is an incredible gift.

The College also wants the Student Intern to be involved in ministries that are rooted in the Word of God; ministries that are changing people and having an effect on the world around them; ministries where staff will take seriously the idea of pouring themselves into the lives of people (as exhibited through their present daily ministries); and ministries that will challenge the Student Intern to greater depths, accountability, and integrity.

Ideally, the Student Intern will be able to do his/her Internship right in his/her local church in which he/she is currently involved. However, students are encouraged to seek for leaders/ministers outside their church contexts, in the hope of learning from other experienced ministries or leaders, ostensibly for the benefit of their own ministries or churches. For some, it might mean choosing an alternative ministry in order to observe and become actively involved in the kind of ministry which he/she is drawn toward. This Internship Program is somewhat different from other Internship Programs in that it focuses not only upon doing ministry, but there is a strong emphasis upon a **mentoring relationship** with an experienced ministry leader who will covenant with the Student Intern in a supervisory mentoring role for one school year.

As the Student Intern becomes involved in this growing, extended learning experience, the Student Intern should feel free to contact the Faculty Internship Coordinator/Vice-President of Student Ministries with any questions and/or suggestions about the Internship experience or the Program as a whole.

Now that you are ready to begin your Internship, it is vitally important that you read carefully the Internship Description, Learning Outcomes, Student Evaluation criteria, and especially the Student Assignments. Prepare for your Introductory Internship by asking God to give you the kind of mentoring relationship and equipping experience that will best prepare you to be effective in ministry to both God and his people.

I. COURSE DESCRIPTION

This course focuses on practical application and development of ministry concepts as part of a one year Practical Internship in a ministry setting under the direct guidance of a ministry supervisor. This educational experience allows students to learn by being involved in the observation, and practice of ministry. Learning about a task by becoming involved is integral to all walks of life. The Student Intern, in a sense, finds a counterpart in the student teacher, apprentice, medical intern, and many other learner roles.

The Student Intern, prior to signing a Covenant, "I Understand That..." with the Internship Coordinator or the Vice-President of Student of Ministries, will engage in regular meetings with the Supervisory Mentor for evaluation and ministry development, will journal their own experiences, learning activities and observations throughout the one year BA Degree Completion Internship Program by submitting the following at the end of each trimester in a Project binder – Internship Portfolio:

1. Internship Proposal Application Form
2. Activities/Events Form
3. Intern's Reading Report
4. Intern's Monthly Activity Log
5. Supervisory Mentor's Written Evaluation of Intern,
6. Student Intern's Evaluation of the Internship and/or,
7. Internship Personal Interview Form
8. Final Internship Portfolio

The Internship Program of the School of Urban Missions purposely seeks to place Student Interns with experienced Leaders/Ministers who work in a variety of cultures and ministries. Their relationship with the Leaders/Ministers will ultimately challenge the Student Interns to continue their own God-given ministry locally or nationally.

Many Bible College graduates remember their Internship as a critical factor in preparation for ministry. Direct application of those studies to real life is seen in the words of **J. Herbert Kane**: "*the theories of the classroom are tested in the laboratory of experience.*" (Understanding Christian Missions, Baker, 1986). Internship is frequently the means by which an understanding of God's call to a life of ministry is clarified and confirmed.

II. PURPOSE

The Internship provides practical field work, emphasizing relational and servant-leadership ministry skills under the joint supervision of an experienced Leader/Minister and SUM.

It is intended that the Student Intern will bring glory to God in all relationships in the in-service setting, and that in the process of learning he/she will grow and mature in:

- vision of God's work throughout the world;
- Christ-like qualities of servant-hood and humility;
- appreciation of the differences between cultural and trans-cultural Christian theology and ministry;
- the ability to live and work as a team member;

It is hoped that the lasting result will be:

- a deepened life-long commitment to empowering others;
- a deepened theological and spiritual maturity.

III. OBJECTIVES

By participating in the Internship Program, the Student Intern will be able to:

- Discover and decide whether he/she will in fact pursue such ministry path or direction;
- Decide whether he/she will, in future work/ministry, integrate concepts and/or methods learned through this Internship experience;
- Provide the on-site Supervisory Mentor and Internship Coordinator/Vice-President of Student Ministries an opportunity to observe/evaluate the Student Intern's performance and to enable assessment of aptitude for ministry;
- Demonstrate concrete evidence of the effectiveness of the training program at SUM in preparing ministers for ministry, thereby enabling the school to evaluate its own Internship Program and role in such training.

IV. LEARNING OUTCOMES

At the end of this Internship, students will be able to:

1. Apply knowledge of Biblical ministry models to Christian ministry (*as a result of learning leadership skills through observing the examples of a Supervisory Mentor who makes himself/herself accessible to the student*);
2. Integrate principles relationally with people in a ministry context (*as a result of working with others in a team situation, and learning how to adapt one's role to accomplish assigned tasks and projects*);
3. Appraise personal readiness for ministry, possessing adequate knowledge, competencies, and spiritual development which will make the Student Intern more effective in Christian leadership and ministry;
4. Identify personal spiritual gift(s) and evaluate their ministry effectiveness (*as a result of the Supervisory Mentor assisting the Student Intern in the discovery, confirmation and/or development of his/her spiritual gifts and natural abilities*);

5. Recognize and practice the spiritual principles of ministry, including the utilization of resources available for the various aspects of ministry;
6. Experientially know and use the mentoring relationship to enhance his/her ministry;
7. Present both oral and written report that reflects the student's Internship experiences;
8. Reflect on and seek to model the Biblical examples of mentorship as a style of leadership development.

V. DEFINITION OF TERMS

Terms used throughout this document are defined by the Internship Program of SUM as follows:

- **Internship Coordinator** – the facilitator or contact person of the Student Ministries Department;
- **Supervisory Mentor** – the field supervisor of the Student Intern, that will mentor, guide, challenge and model leadership qualities and experiences to the Student Intern as well as evaluate him/her at the end of each trimester;
- **Student Intern** – the student who has successfully enrolled in the BA degree completion Internship Program at SUM and under the observation of a Supervisory Mentor;
- **Intern's Activities/Events Form** – the preferred/selected activities/seminars or events that the Student Intern anticipates to attend, (e. g., *Wedding, Baptism, Naming Ceremony, Ordination, Eucharist, Communion or the Lord's Table etc*);
- **Intern's Monthly Activity Log** – the periodic ministry encounters or ministry involvements of the Student Intern;
- **Intern's Reading Reports Log** – the Book Report of the Student Intern per trimester;
- **Supervisory Mentor's Written Evaluation of the Student Intern** – The Supervisory Mentor's personal overall objective observations and evaluation of the Student Intern;
- **Internship Personal Interview Form** – This form relates to the Student Intern who is already a Pastor of a local church or ministry. The student must periodically in person interview other ministry leaders or pastors from whom he/she will glean knowledge, understanding, and principles in fulfillment of his/her Internship;
- **Internship Forum** – This pertains to the general meeting of all Supervisory Mentors and Student Interns with the Internship Coordinator at the beginning and/or end of each trimester.
- **Intern's Evaluation of the Internship and Supervisory Mentor** – The Student Intern will evaluate his/her Supervisory Mentor and the Internship he/she is involved at the end of each trimester;
- **Journal/Encounter Entries** – The Student Intern's weekly recorded encounters with his/her Supervisory Mentor.

VI. CREDIT HOURS

The credit value of a Student's Internship will be **one (1) credit hour per trimester** and a total of **three (3) credit hours per year**.

VII. TIME REQUIREMENTS

In order to maximize the Student Intern's experience, the minimum designated hours per week for an Internship is **four (4) hours** (*At least 30 minutes to an hour must be spent with the Supervisory Mentor per week, and three 3 hours on projects pertaining to the Internship Program*) under the supervision of the Leader/Minister to whom the Student Intern is held responsible.

VIII. INTERNSHIP PROGRAM REQUIREMENTS

A. Prerequisites:

The Internship program is designed for students who have registered for the **Bachelor of Arts** degree program at SUM (*or are in the process of completing their A.A. degree*).

- The Student Intern would have completed his second (2nd) year of studies toward a B.A. degree at SUM;
- The Student Intern must work with a Leader/Minister approved by SUM, and must have the Leader's/Minister's consent to work with him/her for the duration of the Internship.

B. Application Process:

The potential Student Intern should adhere to the following steps for application.

- Complete the Internship Proposal Application Form (*available in your manual/handbook*). The application form will be reviewed by the Internship Coordinator/Vice-President of Student Ministries. Approval will be granted on the basis of the student's good academic, financial, and moral integrity at SUM, and upon the basis of the student's demonstrated attitude and adaptability toward new and different things, experiences, and people. The applicant will be notified of acceptance or denial into the Internship Program.
- Choose the Leader/Minister with whom he/she desires to work. Upon approval, the Internship Coordinator/Vice-President of Student Ministries will assist in matching the Student Intern with a Supervisory Mentor, depending upon the availability and type of ministry performed by the Supervisor Mentor. This will be done as continuous dialogue with the Student Intern and the potential Supervisory Mentor. The location and/or scope of the Internship should seek to encompass diversity, but is not mandatory.
- The exact dates and times for mentorship should be determined between the Supervisory Mentor and the Student Intern.

C. Internship Grading Requirements:

Students will be graded as follows:

1. Activities/Events Attended	-	10%
2. Reading Reports	-	10%
3. Monthly Activity Log	-	10%
4. <u>Supervisory Mentor's</u> Written Evaluation	-	20%
5. Internship Personal Interviews	-	10%
6. <u>Final Internship Portfolio</u>	-	30%
7. Prayer Journal entries	-	10%

IX. TEXTBOOKS & MATERIALS

At least three (3) books will be read by all Student Interns during the Internship Program. One (1) book per trimester is required.

Recommended Textbooks:

1. Hendricks, Howard and William. As Iron Sharpens Iron. Chicago: Moody Press, 1995.
2. Stanley, Paul D., and J. Robert Clinton. Connecting: The Mentoring Relationships You Need To Succeed In Life. Colorado Springs, CO: NavPress, 1992.

The student is to read one of the following books on the subject of spiritual gifts among several other recommended lists below:

- Clinton, J. Robert, and Richard W. Clinton. Unlocking Your Giftedness. Altadena, CA: Barnabas Resources, 1993.
- Flynn, Leslie. 19 Gifts of the Spirit. Wheaton, IL: Victor Books, 1974.
- Gilbert, Larry. How to Find Meaning and Fulfillment Through Understanding the Spiritual Gift Within You. Lynchburg, VA: Church Growth Institute, 1995. Eighth printing.
- Hummel, Charles, and Anne Hummel. Spiritual Gifts. Downers Grove, IL: InterVarsity Press, 1989.
- Lloyd-Jones, D. Martyn. The Sovereign Spirit: Discover His Gifts. Wheaton, IL: Shaw Publishers, 1986.
- Staton, Knefel. Spiritual gifts for Christians Today. Joplin, MO: College Press Publishing Company, 1989.
- Unger, Merrill F. The Baptism and Gifts of the Holy Spirit. Chicago, IL: Moody Press, 1992.
- Wagner, C. Peter. Your Spiritual Gifts Can Help Your Church Grow. Ventura, CA: Regal Books, 1974, 1979.
- Yohn, Rick. Discover Your Spiritual Gift and Use It. Wheaton, IL: Tyndale House Publishers, 1974, 1982.

X. GRADE SCALE

A+	Excellent	98-100
A	Outstanding	92-97
A-	Outstanding	90-91
B+	Very Good	88-89
B	Good	82-87
B-	Fairly Good	80-81
C+	Above Average	78-79
C-	Average	72-77
C	Average	70-71
D+	Below Average	68-69
D	Poor	62-67
D-	Poor	60-61
F	Fail	00-59

AU Audit	Does not carry grade points
DR Drop	Does not carry grade points
I Incomplete	0.0 grade points per trimester hour
NC No Credit (Repeat Class)	Does not carry grade points
WF Withdraw Failing	0.0 grade points per trimester hour
WP Withdraw Passing	Does not carry grade points

XI. A MUTUAL UNDERSTANDING OF EXPECTATIONS

A. SUPERVISORY MENTOR'S RESPONSIBILITIES

1. Meet regularly for one-on-one meetings with the Student Intern.

- The desired ideal is once each week for approximately **30 minutes to one hour** at each meeting.
- Supervisory Mentors and Student Interns should meet for one-on-one mentoring relationship for a **minimum of five (5) hours per trimester**.
- The Intern-Mentor meetings should be private** (i.e., one-on-one). Staff meetings, retreats, regular weekly worship services and other such events should not be considered Intern-Mentor meetings since they are not one-on-one. However, these could learning opportunities for Student Interns.
- The purpose of the one-on-one meetings is primarily **to discuss spiritual and personal issues related to the development of the Student Intern's call to ministry** and not simply to discuss day-to-day operations and ministry strategies that should take place in other settings (e.g., in staff meetings).

2. Assist the Student Intern in developing as a strong minister/leadership zest for ministry.

3. Supervise the hands-on ministry assignments of the Student Intern.

- a. The Supervisory Mentor does not need to observe the Student Intern directly at all times but is responsible for making sure that such oversight is provided (e.g., by other staff members).
- b. The Supervisory Mentor should observe the Student Intern enough to be able to evaluate his/her abilities at the end of each trimester.

4. Communicate problems and suggestions to the Internship Coordinator of the school.

The primary goal is to provide a positive, nurturing ministry experience for all SUM Student Interns that is mutually beneficial to the Supervisory Mentor and the Internship site.

A secondary goal is to find ways to improve the quality of the Internship Program required at SUM.

5. Complete and submit a written evaluation of the Student Intern at the end of each trimester to the Internship Coordinator/Vice-President of Student Ministries of SUM.

6. It is however the responsibility of the Student Intern to remind the Supervisory Mentor of the dates for submitting the evaluations each trimester.

B. RESPONSIBILITIES OF THE STUDENT INTERN TO THE SUPERVISORY MENTOR:

The following is a summary of the responsibilities that specifically involve the Supervisory Mentor, the Student Intern and the Internship Coordinator.

1. Accept responsibilities assigned to you (*and completed by the designated due date*).
2. Meet with your Supervisory Mentor regularly (*at least weekly*) for training, planning, evaluation, prayer and other things that he/she may consider necessary.
3. Discuss with your Supervisory Mentor any problems that arise during your Internship.
4. Complete and discuss any Reports which your Supervisory Mentor requires from you.
5. Discuss with your Supervisory Mentor his/her completed Supervisory Mentors Evaluation Form of the Student Intern (*to be submitted at the end of each trimester*).
6. Support your Supervisory Mentor's ministry or organization with prayer.
7. Maintain an attitude of loyalty to your Supervisory Mentor's ministry even when there are things with which you may not agree or things that you do not understand.
8. Strive to work smoothly with the leaders, staff members and in harmony with overall objectives

9. Demonstrate (or develop) an interest in the entire ministry of your Supervisory Mentor, not just in the tasks for which you are responsible.
10. Submit your completed Intern's Evaluation of the Internship and Supervisory Mentor to your faculty Internship Coordinator before the end of each trimester.

Tips on Selecting an Internship

1. A Student Intern may select a local church outside his/her context or ministry for service. **However, it is highly recommended that the Student Intern seeks a mentor outside his/her familiar context or church.** A positive Internship will occur in a setting where personal skills may be clearly discovered and developed. The Student Intern should seek a model of ministry which may be observed, understood, and experienced under the loving mentorship of a pastor/church staff member/supervisor or mentor. The Supervisory Mentor should have **at least 3-5 years of ministry experience** and be willing to devote the time to pour into the Student Intern.
2. Students are to take the initiative in negotiating for potential Internship ministry or sites. Often the primary concern of the church or organization will be to fill a given role or ministry gap. The wise student will listen carefully to the church/organization's concerns and use the interview as a time to convince the interviewers of his/her ability and willingness to meet the church/organizations' needs. The student will want to negotiate an agreement in which both the church/organization's needs and the Intern's needs can be met. The choice of Mentor/Field Supervisor and the Internship Proposal Application Form **must** be approved by the Faculty Internship Coordinator.

The following steps will be helpful in selecting an Internship work site:

- Prepare a list of possible people whom you would like to be your Supervisory Mentor for a minimum of **one (1) year period**. Be sure they are involved in a ministry or vocational context that reflects your call to ministry or passion.
- An Internship should be selected on the basis of getting the opportunity for growth and learning in new areas of ministry. If you have doubts or questions about the appropriateness of this option, talk it over with the Internship Coordinator.
- Prayerfully consider your choice of mentor and complete the Internship Proposal Application Form located in this manual. Set up an appointment to meet with the Faculty Internship Coordinator to discuss the proposal. It is important to get the Coordinator's permission before contacting your mentor.
- Meet with your approved Supervisory Mentor to briefly explain your Internship requirements and secure his/her approval to serve as your Supervisory Mentor for one (1) year.
- Submit to your Supervisory Mentor, the "Supervisory Mentorship Application Form," enclosed in this manual. Ask him/her to send this to the Faculty Internship Coordinator upon completion.
- Share with the Supervisory Mentor the date, time and location of the **Internship Forum** and inform him/her the importance of attending the **Internship Forum**. Mention also that the Faculty Internship Coordinator will contact him/her to a meeting upon the receipt of the completed "Supervisory Mentorship Application Form."

An Introductory Letter to Supervisory Mentors

Dear Partner,

Thank you for agreeing to serve as a Supervisory Mentor to a Student Intern for a period of **one (1) year**. This time commitment is greatly appreciated and we are confident that your investment in the Student Intern's life and ministry will certainly be rewarding.

The School of Urban Missions is a Christian College that equips indigenous leaders for America's urban communities by offering an affordable theological education, combining academic instructions with practical hands-on ministry. Our mission empowers these leaders to be instruments of change in their respective communities. The Internship curriculum is based on the philosophy of "**Servant of All**," (SOA) – "one who serves, gives up his/her will to the will of another." The Internship experience involves a close mentoring relationship between the Student Intern and you as his/her Supervisory Mentor. Your responsibilities will also involve in evaluating the Student Intern at the end of each **trimester** (*three months*).

Part of the purpose of the Internship Program is designed to help the Student Intern develop leadership skills that will arouse, enhance and form part of his/her future ministry. Consequently, we want the Student Intern to be exposed and involved with ministries and churches that are rooted in the Word of God; ministries that are changing people and having an impact on the world around them; ministries where staff will take seriously the idea of pouring themselves into the lives of people; and ministries that will challenge the Student Intern to greater depths, accountability, and integrity.

From all indications expressed by the Student Intern, it is assumed that you have agreed to the Supervisory Mentorship role as a ministry and an opportunity to significantly impact another person's life and ministry, while seeing ministry experienced right before you.

Prior to the end of the Internship, you'll receive an invitation to attend the Internship Forum, a special event in your honor for the unequal service to our student at the College with other Supervisory Mentors of our students.

For your convenience, I am providing you with my e-mail address and contact phone number in advance, and in readiness to address any questions regarding the Student Intern or the Internship Program. My e-mail address and phone number are as follows: ibankas@sum.edu; (510) 567-6174.

Thank you again for investing in a life!

Committed to His Service,

Rev. John Bankas

GETTING STARTED:

Steps to Take...

1. **Review** the Internship Package thoroughly.
2. **Prayerfully** list possible Supervisory Mentors – choose the one you believe is the most suitable for you or contact your Faculty Internship Coordinator for assistance.
3. **Verify** your choice with the Internship Coordinator.
4. **Contact** your Supervisory Mentor immediately after approval.
5. **Complete** and immediately submit the “Internship Proposal Application Form to the Faculty Internship Coordinator.”
6. **Always** include the **Program** of any event/seminar you attend during your Internship Portfolio.
7. **Prepare** a personal binder with photocopies of **ALL** your Internship documents, to be inserted in your Internship Portfolio for inspection and grading at the end of each trimester (see *sample copy of Portfolio in the library*).
8. **Always** have a **back-up photocopy** of all your Internship documents.

AN INTERNSHIP IS...

1. ACCOUNTABILITY:

Accepting responsibilities and executing them in a timely fashion.

2. CREDIBILITY:

Taking responsibility for right and wrong decisions.

3. INTEGRITY:

Speaking the truth and acting upon it at all times without fail.

4. LEADERSHIP:

Performing ministry tasks while being observed and supervised by an experienced mentor.

5. OBSERVATION:

Watching an experienced mentor perform ministry tasks.

6. PARTICIPATION:

Performing ministry tasks **side-by-side** with an experienced mentor.

7. RESPONSIBILITY:

Taking spontaneous initiatives that **demonstrate maturity** with action.

CHARACTERISTICS OF A GODLY MENTOR

- Love for the LORD, His Word and is prayerful
- Have a walk of integrity and is honest
- Love for the Church
- Ability to teach and communicate
- Ability to recognize potentials in others
- Ability to guide and lead others in fulfilling their call to ministry
- Flexibility in dealing with people and circumstances
- Demonstrate a gift of encouragement
- Leadership
- Honesty and faithfulness
- Professionalism

What Mentors Do...

- Exemplify godliness
- Model godly, Biblical leadership
- Work to build confidence and credibility into the student
- Provide advice, information, possible finance and freedom to minister
- Direct/guide student to available resources in field of interest
- Sacrifice themselves for service

INTERNSHIP PROPOSAL APPLICATION FORM

Name of Student Intern: _____ Date: _____

Name of Ministry or Organization: _____

Name of Supervisory Mentor: _____

Address: _____

E-mail: _____ Phone: _____

Signature of Student Intern: _____

Approved By: _____ Date: _____

Internship Coordinator's Signature

SUPERVISORY MENTORSHIP INFORMATION FORM

(Please, complete and return this form to the *Faculty Internship Coordinator* at SUM)

Supervisory Mentor's Name: _____

Position/Title: _____

Church/Ministry's Name: _____

Supervisory Mentor's Address: _____

City: _____ State: _____ Zip: _____

Contact Phone No.: _____ E-mail: _____

Student Intern's Name: _____

*** Please, briefly describe who you are as a person and what ministry experience you have had:

INTERNSHIP PERSONAL INTERVIEW FORM

(If you are already the Pastor or head of your ministry, you must choose another Pastor or leader who is authentic, spiritual and available in guiding you to fulfill your call to ministry)

Name of *Student Intern*: _____

Name of Supervisory Mentor: _____

Name of Ministry/Organization: _____

Address: _____

E-mail: _____ Phone: _____

Signature of Supervisory Mentor: _____ Date: _____

Signature of *Student Intern*: _____ Date: _____

ACTIVITIES/EVENTS PROPOSAL FORM

**(You are required to attend a total of 3 Events/Seminars outside your context per trimester - one per month)*

Name: _____ Date: _____

Activities/Events you will attend:

1) _____

2) _____

3) _____

4) _____

A. What is your intended outcome of the event/seminar? What is it that you want to learn as a result of attending this event/seminar?

B. Describe exactly the intended event/seminar. What are you going to do to facilitate the learning of event/seminar?

C. How are you going to evaluate your learning? This plan of evaluation must be specific i.e., (number of sessions, amount of people, percentage of increase, etc).

STUDENT INTERN'S MONTHLY ACTIVITY LOG FORM

(Please use additional sheets if necessary)

Name of Student Intern: _____

Ministry Focus for this period: _____

Field Supervisor/Mentor: _____

Name of *Internship Coordinator*: _____

Report Period Beginning: _____ Ending: _____

Date of Report: _____

List **ministerial activities** within which ***you have personally been involved*** during this reporting period.

1. _____

2. _____

3. _____

4. _____

5. _____

How many hours did you spend with your *Supervisory Mentor*? _____

How many hours did you spend working independently? _____

Discuss your perception of the results and lessons learned.

STUDENT INTERN'S READING REPORT

(You are required to submit **only one (1) Book Report** per trimester – minimum 250 pages)

Name of Student Intern: _____

Ministry Focus for the month: _____

Field Supervisor/Mentor: _____

Internship Coordinator: _____

Title of Book: _____

Name of Author: _____

The purpose of this Book Report is to discuss the things gleaned from the book read. It should not be a restatement of the book, but rather a personal statement of how the book has affected you. This form should be used as the **cover page** for your report (2-3 pages in length, typewritten, double-spaced on plain paper). Discuss any ideas you received from this book?

How have you struggled because of this reading?

What did you disagree with in this reading?

What did you glean from the book that you might try to incorporate into your ministry?

What is your overall evaluation of the book?

SUPERVISORY MENTOR'S WRITTEN EVALUATION OF THE STUDENT INTERN

(Please use this form for your trimester evaluation of Student Intern)

Student's name: _____

Ministry Focus: _____

Supervisory Mentor's Name: _____

Number of hours spent with the Student Intern during the trimester: _____

Evaluation of the Internship

The following scale will be used:

1 = unacceptable 2 = poor 3 = average 4 = above average 5 = excellent
N/A = didn't observe the student in this context

Cooperation with <u>Supervisory Mentor</u>	1	2	3	4	5	N/A
Cooperation with others	1	2	3	4	5	N/A
Desire to learn	1	2	3	4	5	N/A
Punctuality	1	2	3	4	5	N/A
Personal appearance	1	2	3	4	5	N/A
Interest in spiritual things	1	2	3	4	5	N/A
Knowledge of Scripture	1	2	3	4	5	N/A
Devotional habits	1	2	3	4	5	N/A
Poise	1	2	3	4	5	N/A
Friendliness	1	2	3	4	5	N/A
Tact	1	2	3	4	5	N/A
Acceptance of correction	1	2	3	4	5	N/A
Dependability	1	2	3	4	5	N/A

Comments:

Signed: _____ Date: _____

**STUDENT INTERN'S EVALUATION OF THE INTERNSHIP AND
THE SUPERVISORY MENTOR**

(Please complete this form and turn it in at the completion of your Internship project – submission date will be announced during the trimester)

The following scale will be used:

1 = unacceptable 2 = poor 3 = average 4 = above average 5 = excellent
N/A = didn't observe the student in this context

<u>Supervisory Mentor's</u> cooperation with you	1	2	3	4	5	N/A
Mentor's attentiveness to you	1	2	3	4	5	N/A
Punctuality	1	2	3	4	5	N/A
Personal appearance	1	2	3	4	5	N/A
Interest in spiritual things	1	2	3	4	5	N/A
Knowledge of Scripture	1	2	3	4	5	N/A
Devotional habits	1	2	3	4	5	N/A
Passion	1	2	3	4	5	N/A
Friendliness	1	2	3	4	5	N/A
Acceptance of correction	1	2	3	4	5	N/A
Dependability	1	2	3	4	5	N/A
Ability to communicate	1	2	3	4	5	N/A
Adaptability to change	1	2	3	4	5	N/A
Confidence	1	2	3	4	5	N/A
Commitment	1	2	3	4	5	N/A
Leadership abilities	1	2	3	4	5	N/A
Prayer life	1	2	3	4	5	N/A
Preparation for individual sessions	1	2	3	4	5	N/A
Ability to support and affirm others	1	2	3	4	5	N/A
Biblical knowledge and understanding	1	2	3	4	5	N/A
Spiritual understanding of <u>Supervisory Mentor</u>	1	2	3	4	5	N/A
Accessibility & Reception	1	2	3	4	5	N/A

Student Ministries Handbook – 2009 / 2010

I Understand That...

- The Internship Program should be treated as any other academic course.
- Assignments are to be completed as instructed and are to be submitted on the designated due dates.
- The completing and submitting of assignments are my responsibilities and I will not hold the Supervisory Mentor, my Internship Coordinator, or any other person responsible for reminding me of assignments and due dates.
- Late work will result in a lower grade that may affect my G.P.A.
- Accurate and organized documentation is essential to the Internship Program for which I will be held responsible for any negligence.
- The Internship Program include the following:
 1. Internship Proposal Application Form
 2. Activities/Events Form
 3. Intern's Monthly Activity Log
 4. Supervisory Mentor's Written Evaluation of Intern,
 5. Student Intern's Evaluation of the Internship and/or,
 6. Internship Personal Interview Form
 7. Intern's Reading Reports - **three (3) books** during the Internship Program
(1 Book per trimester)
 8. Final Internship Portfolio
- I agree to invite my Supervisory Mentor to the **Internship Program Forum** prior to the end of each trimester (*dates to be scheduled during each trimester*).

Signature of Student Intern

Date

Student Ministries Handbook – 2009 / 2010

STUDENT MINISTRIES DEPARTMENT Mentor's Internship Survey Questionnaires

(Please, rate questions on a scale of 1- 5. (1) = lowest and (5) = highest score).

1. How best would you rate the spiritual level of SUM students that serve in your organization?
1. 2. 3. 4. 5.
2. Did you recognize the spirit of servant hood in the students that served under you?
1. 2. 3. 4. 5.
3. Did you recognize unity, compassion and commitment in the students who served under you?
1. 2. 3. 4. 5.
4. The student of SUM brought strength and transformation to community/school/ministry.
1. 2. 3. 4. 5.
5. SUM students are always welcome to serve in our community/school/ministry.
1. 2. 3. 4. 5.
6. The leadership skills of SUM students transformed my community/school/ministry.
1. 2. 3. 4. 5.
7. We offered SUM students the needed tools to be serve in our community/school/ministry.
1. 2. 3. 4. 5.
8. I have no hesitation of recommending SUM students to others in our community/school/ministry.
1. 2. 3. 4. 5.
9. The presence of SUM students inspired the children whom they served.
1. 2. 3. 4. 5.
10. Our community/school/ministry knows SUM as a Bible College for training indigenous leaders.
1. 2. 3. 4. 5.

**SCHOOL OF URBAN MISSIONS BIBLE COLLEGE
STUDENT MINISTRIES DEPARTMENT**

Student's Internship Survey Questionnaires

(Please, rate questions on a scale of 1- 5. (1) = lowest and (5) = highest score).

1. The Internship inspired me to understand my call to the ministry.
1. 2. 3. 4. 5.
2. I recognized my call to the ministry through my services at the Internship.
1. 2. 3. 4. 5.
3. The Internship was not relevant to my passion or call to ministry.
1. 2. 3. 4. 5.
4. The Internship experiences were relevant to my passion and call to ministry.
1. 2. 3. 4. 5.
5. The Internship did not offer what it claimed to offer.
1. 2. 3. 4. 5.
6. The Internship leadership stimulated my passion and call to ministry.
1. 2. 3. 4. 5.
7. The Internship leadership did not spend enough time with me.
1. 2. 3. 4. 5.
8. My leadership skills and abilities were challenged at the Internship.
1. 2. 3. 4. 5.
9. My passion for ministry was aroused through my Internship.
1. 2. 3. 4. 5.
10. My Internship sessions helped me to understand the work of the ministry.
1. 2. 3. 4. 5.