

# CANDIDATE FOR MINISTRY

A Manual for Central Florida Presbytery  
[Version 2005]

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Dear Candidate for the Ministry,

The call to ministry is a high call and carries with it many great responsibilities. As ministers of His church, we take the responsibility of preparing men for the ministry very seriously. We have designed a process that we believe will be strenuous and challenging, and also meaningful and useful to you in preparing for the gospel ministry.

This manual was approved on April 17, 1999, at the Central Florida Presbytery meeting. It has been designed to help provide you with clear instructions for coming under care of the Central Florida Presbytery. It also contains many important documents that you will need for establishing an internship (see the appendix). This is a loose-leaf notebook so that you can remove and use these documents as needed.

We consider it a privilege to be serving you as you prepare for the ministry. If you have any questions or if we can be of any assistance, please don't hesitate to call us.

In Jesus Christ our Lord,

The Candidates Committee  
of Central Florida Presbytery

# Coming Under Care of Presbytery

- Step # 1            Establish membership or associate membership at a local PCA church (Book of church Order 18-2, 18-8).
- Step # 2            Request a letter of recommendation from your local church session (BCO 18-2).
- Step # 3            After being a member for at least six months (BCO 18-2), contact the Chairman of the Candidates Committee. He will provide you with a copy of the Presbytery's *Candidate for Ministry* manual (which includes an application) or you can obtain a copy of the manual on sale at the RTS-Orlando bookstore.
- Step # 4            Return your fully completed application (including references), a one-page (single spaced) personal explanation of your Christian experience and call to the ministry, and a letter of endorsement from your Session at least six weeks before the meeting of Presbytery in which you would like to come under care (BCO18-2).

## **Letter of Endorsement must include (BCO 18-2)**

- Testimonials regarding your Christian character.
  - Assessment of your promise of usefulness in the ministry.
  - Description and evaluation of your ministry experience.
  - Confirmation that you have been a member for at least six months prior to this application.
- Step # 5            The Chairman will then schedule you for an interview with the Candidates Committee at their next regularly scheduled meeting (usually a week or two prior to the Presbytery meeting). At this meeting you will give testimony and answer questions of your Christian experience and call to ministry, get to know the entire Committee, be prayed for by the Committee, and be able to ask questions that you might have. This meeting will last about 30 minutes. Upon approval, the committee will recommend you to come under care at the next Presbytery meeting.
- Step # 6            You will need to appear at the next Presbytery meeting and be prepared to give testimony of your Christian experience and your motives for seeking the ministry (BCO 18-3). If your testimony is found satisfactory, then the Presbytery will receive you under its care in the following manner:
- The Moderator will ask you these questions:

1. *Do you promise in reliance upon the grace of God to maintain a becoming Christian character, and to be diligent and faithful in making full preparation for sacred ministry.*
  2. *Do you promise to submit yourself to the proper supervision of the Presbytery in matters that concern your preparation for the ministry?*
- After answering these questions in the affirmative, a member of the Presbytery will give you a brief charge.
  - This portion of the meeting will close with a prayer.
  - Your name will then be recorded on the Presbytery's roll of candidates for the ministry.

# Establishing a Presbytery Internship

- Step # 1 Realize the importance of the internship. The presbytery is viewing this as a special period of time to examine your gifts, calling, and ability to edify and rule in the Church (BCO 19-12). An internship does not formally begin with coming under care. It is a separate procedure. You can (and are encouraged to) establish your internship at the same presbytery meeting that you come under care (BCO 19-8). Your internship does not begin until the presbytery declares you an intern in an official act of presbytery. Therefore, the sooner you establish this relationship the sooner you can begin getting credit for your ministry involvement and experiences.
- Step # 2 It is your responsibility as a candidate to pursue and secure an internship opportunity (usually with the local PCA church where your membership is held). Most PCA pastors/churches are more than happy to provide internships, as they are committed to helping train up new pastors (BCO 19-12) and they churches receive direct benefits from your internship efforts. Some internship positions may even be able to offer a salary.
- Step # 3 Once the pastor/church has agreed to bring you on as an intern, you will need to determine who will be your mentor. The mentor is the man (usually a pastor on staff at the church) who will be directly overseeing your internship and meeting with you at least once every two weeks for counsel, instruction, evaluation, and prayer.
- Step # 4 You will need to complete the Internship Agreement Contract (see the Appendix) and sign it along with your mentor. This helps to minimize confusion on expectations. In addition to this, you will need for your mentor to provide a job description that **specifically lists** the minimum requirements (e.g. “will preach at least 3 times” see the Appendix) along with any other requirements unique to the desires of the church’s expectations. **This job description needs to be signed by both the mentor and candidate.** Contact the Committee Chairman if you have any questions about this process.
- Step # 5 All of this paperwork needs to be submitted to the Committee Chairman no later than **6 weeks** before the stated presbytery meeting that you hope to have your internship approved. Eight weeks is encouraged to allow time for resubmitting missing or incomplete information.
- Step # 6 If you are already under care of presbytery (i.e. a candidate), you do not be present at the presbytery meeting that you are officially established as an intern (BCO 19-10). If you are present, the moderator will give a formal statement officially declaring and charging you as an intern.  
*“In the name of the Lord Jesus Christ, and by that authority which he has given to the Church*

*for its edification, we do declare you to be an intern of this Presbytery as a means of testing your gifts for the holy ministry wherever God in His providence may call you; and for this Purpose may the blessing of god rest upon you, And the spirit of Christ fill your heart. Amen”  
(BCO 19-10)*

From this point on, your internship “clock” has begun.

**Step # 7** Your internship will be considered complete when all of the minimum requirements have been met, when your internship has met the expectations of 52 weeks at 40 hours a week (BCO 19-7), when final evaluation reports have been submitted by the mentor and candidate, when the committee recommends its approval, and when, finally, presbytery votes to approve the committee’s recommendation.

# While Under Care of Presbytery

*While you are under care of Central Florida Presbytery, the Candidates Committee will be responsible for overseeing your development. The following is a list of responsibilities that we will share together with you.*

## 1. Internships

Internships of at least one year are required for ordination in the PCA (BCO 19-7). The Central Florida Presbytery interprets this one-year internship to be equivalent to working 40 hours a week for 52 weeks (see *Internships Requirements* form). It is your responsibility to apply for and internship (most likely at the church in which you are currently a member). The Presbytery must approve all internships and the internship officially begins at the presbytery meeting where this action is taken. It is the Candidates Committee's responsibility to monitor your development in your internship. To help us monitor your internship, you will be:

- Given a list of internship requirements that must be completed (See Appendix).
- Assigned a mentor during your internship. This will usually be a pastor at the church in which you are interning.
- Assigned an overseer from the Candidates Committee who will be responsible for tracking your development while under care as a candidate for ministry and will meet with you at least once a quarter.
- Required (along with your mentor) to turn in a quarterly evaluation to your committee overseer.

## 2. Reporting

Reporting is the process of you relaying relevant information of your candidacy for ministry (i.e. problems, changes, moving, questions, ect.) to the Candidates Committee. It is important for you to keep your intern mentor and committee overseer as informed as possible. At every Presbytery meeting, the Candidates Committee will present a report on every candidate, which will become a part of the minutes for Presbytery (BCO 19-12). From time to time, the Committee may want to hear a report from your wife as to her evaluation of the preparation of the ministry that you are receiving. For the most part, reporting is a responsibility of the candidate.

## 3. Prayer

We will enter into a prayer covenant with you to pray for you consistently while you are under care of Presbytery. Please keep us informed of relevant prayer requests (be sure to indicate what requests might be confidential). We will also designate part of our committee report at Presbytery to include a special time of prayer for you at each meeting. Therefore, please plan on attending as many Presbytery meetings as possible.

## 4. Overseer

When you are established as a candidate for ministry, you will be assigned an overseer from the Candidates Committee. You will be required to meet with your overseer at least once a quarter to discuss your preparations and development for ministry. Your overseer will provide guidance and instruction, and will oversee your internship. He is there as a resource for you and you are encouraged to take full advantage of the relationship.



Since every overseer has multiple candidates that he is assigned to and even though he will accept responsibility to initiate meetings with you, it is your responsibility to help initiate these meetings too and to accommodate your schedule to meet at a time/place that is good for your overseer.

#### **5. Accountability**

As a candidate for ministry under the Central Florida Presbytery, the candidates committee will treat accountability as a high priority. As you prepare for the ordained ministry it is imperative that the integrity of your life match the responsibilities of one called to the gospel ministry as an ordained minister (James 3:1, Mark 9:42; 1 Timothy 3:3:1-7, BCO 19-7). Therefore, you will be required to be in some form of high accountability. Your mentor (along with your committee overseer) will be encouraged to hold you accountable, to help facilitate the establishment of spiritual disciplines, and to encourage you to identify idols that attempt to steal your affections from Christ and Him alone. Integrity failures will effect your candidacy process and could possibly lead to its termination (BCO 19-13).

***\*Please note that the licensure and ordination process is overseen and conducted through the Examinations Committee of the Central Florida Presbytery. Please contact their chairman for more information.***

# APPENDIX

## Application for Candidates

Central Florida Presbytery

*Please print or type your answers and return to the Chairman of the Candidates Committee. Realize there are two pages to this application. Use extra paper if needed. Please submit with this application a recent photograph of you and your family (if applicable).*

### Personal History

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
 Marital Status: \_\_\_\_\_ Wife's Name: \_\_\_\_\_ Anniversary Date: \_\_\_\_\_  
 Children & Birthdates: \_\_\_\_\_  
 Your Baptism: \_\_\_\_\_ At what church?: \_\_\_\_\_ (Infant, Other)  
 Current Church Membership: \_\_\_\_\_  
 Church Address: \_\_\_\_\_  
 Employer (Not Internship): \_\_\_\_\_  
 Hours: \_\_\_\_\_ Position: \_\_\_\_\_ (Full-or Part-time)  
 School (If Student): \_\_\_\_\_ Year: \_\_\_\_\_  
 Class Load \_\_\_\_\_ Degree Program: \_\_\_\_\_ (Full-or Part-time)  
 Anticipated Graduation Date: \_\_\_\_\_

**Formal Education:** *Please list the last three institutions you attended.*

Institution	Dates	Major	GPA	Degree

**Employment Record:** *Please list the last three employers.*

Employer	Dates	Position	Description

**Personal Information**

1. What activities and organizations have you been involved in that have given you an opportunity for Christian service?
2. What are the attitudes of your parents (if living) and spouse (if married) towards you entering the ministry?
3. Describe your personal devotional life and other means by which you are seeking to grow as a Christian. Describe your family devotional life (if applicable)?
4. In what ways could the Presbytery be helpful to you during a period of candidacy (should this application be accepted)?
5. Have you ever applied to be received under care of any other presbytery or church body? If yes, please give the name of the church and date of application.
6. Please list 3 references that will be contacted by our committee.

Recent Former Employer                      Pastor/Church Staff                      Personal Friend

Name:

Phone:

**Please answer these questions on a separate piece of paper (typed and single spaced).**

1. When and how did you become a Christian? Describe your relationship to the Lord Jesus Christ.
2. Why do you feel called to the ministry? What people and experiences have influenced you to make this application for candidacy?

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Internship Procedures

Central Florida Presbytery

1. The internship must begin with a completed *Internship Agreement Contract* between the mentor and the intern.
2. The internship must be approved by the Presbytery upon recommendation by the Candidates Committee (BCO 19-9; 19-10), before a length of at least one full year (i.e. equivalent to 40 hours a week for 52 weeks; BCO 19-7), and the start date must be officially recorded.
3. Every intern must have a mentor directly supervising the internship and a committee overseer. The mentor and intern should meet regularly (at least once every two weeks). These meetings should focus on encouragement, evaluation, instruction, and prayer.
4. A quarterly evaluation must be completed by both the mentor and intern and should be openly discussed between the two. An additional copy of both should be sent to the committee overseer. This is for discussion and evaluation purposes only and is not part of your formal record.
5. The overseer will file a written report to the Candidates Committee on the intern's development at each Candidate Committee Meeting.
6. The intern will be required to fulfill a minimal amount of ministry experience (see *Ministry Requirements for Internship*).
7. The intern and mentor will submit a final report to the Candidates Committee at the completion of the internship.
8. When the intern satisfactorily fulfills these requirements, the Candidates Committee will recommend to Presbytery that your internship be approved.

# Ministry Requirements for Internship

Central Florida Presbytery

## 1. Preaching.

The intern is required to preach in a pulpit setting at least 3 times. The mentor should evaluate those sermons.

## 2. Teaching.

The intern is required to teach at least 20 times. The mentor should evaluate whenever possible

## 3. Evangelism.

The intern is required to be regularly involved in personal witnessing.

## 4. Worship.

The intern is required to plan 3 actual worship services along with his mentor. The intern should be involved in the worship service if possible.

## 5. Church Government.

The intern is required to attend at least 6 Session meetings, moderate a portion of one session meeting (with the guidelines of BCO 19-15), 3 Diacomate meetings, and 2 Presbytery meetings. He should also be acquainted with the workings of a church budget.

## 6. Counseling.

Although it is not expected that the intern would be looked to for much formal counseling, it is expected that some personal, pastoral counseling will take place.

## 7. Prayer.

The intern is required to be regularly setting aside time for prayer in his ministry (in addition to personal devotional time).

## 8. Special Experiences.

The intern should be exposed to and even participate (when appropriate) in special pastoral functions (e.g. funerals, weddings, hospital visits, ect.) as often as there is opportunity.

# Internship Agreement Contract

Central Florida Presbytery

Name of Church/Organization \_\_\_\_\_  
Phone: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Mentor: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Intern: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_  
Terms of Remuneration: \_\_\_\_\_ Committee Overseer: \_\_\_\_\_  
(paid or volunteer)

## Internship Length:

Please note that internships must be for the length of one year (equivalent to 40 hours a week; for 52 weeks). Below check the appropriate internship length that is proposed:

- 1 year full-time (40 hours a week; 52 weeks)
- 2 years part time (20 hours a week; 104 weeks)
- 3 years (13 hours a week; 156 weeks)
- Other (Please describe in detail on back and total the hours and weeks)

We understand that this internship is being established to help equip and prepare men for the gospel ministry. Therefore, we commit to the following terms:

1. We will honor the guidelines established by the Presbytery for this internship.
2. We will meet together at least every two weeks to focus on encouragement, evaluation, instruction, and prayer.
3. We will complete quarterly evaluations, discuss them, and submit a copy to the appointed overseer from the Candidates Committee.
4. We will complete a final evaluation, discuss, and submit a copy to the appointed overseer from the Candidates Committee.
5. We understand that this agreement may be terminated through mutual consent of the church and intern.

Please attach a formal job description (**with both mentor and intern signatures**) to this contract that outlines the specific tasks and responsibilities that the intern is expected to fulfill. This job description **should meet the minimum requirements** that are listed on the *Ministry Requirements for Internship* form.

Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

Intern: \_\_\_\_\_ Date: \_\_\_\_\_

## Candidate Quarterly Self-Evaluation

Central Florida Presbytery

*This evaluation is to be taken quarterly and reviewed by your internship mentor and by your Candidates Committee overseer. The scale is as follows: 1- Strongly Disagree; 2-Disagree; 3-Not Sure; 4-Agree; 5-Strongly Agree. Circle the appropriate number. Questions in **bold** print correspond to questions on the Mentor Quarterly Evaluation of the Intern form.*

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **A. Personal**

1. I am in good physical condition  
1 – 2 – 3 – 4 – 5
2. I exercise regularly.  
1 – 2 – 3 – 4 – 5
3. I practice good stewardship with my possessions.  
1 – 2 – 3 – 4 – 5
4. I live within my means (i.e. not spending more than I take in).  
1 – 2 – 3 – 4 – 5
5. I spend quality time and quantity time with my wife.  
1 – 2 – 3 – 4 – 5
6. I spend quality and quantity time with my children.  
1 – 2 – 3 – 4 – 5
7. I generally get enough sleep most nights.  
1 – 2 – 3 – 4 – 5
8. I tithe regularly.  
1 – 2 – 3 – 4 – 5
9. I pray for my wife regularly.  
1 – 2 – 3 – 4 – 5
10. I pray for my children regularly.  
1 – 2 – 3 – 4 – 5
11. I sincerely ask for forgiveness of my wife and children when I have wronged them.  
1 – 2 – 3 – 4 – 5
12. I lead my family in a regular devotional time.  
1 – 2 – 3 – 4 – 5
13. I have regular personal devotional time.

1 – 2 – 3 – 4 – 5

14. I am engaged in the following regularly in my devotional time:

Reading God's Word.

1 – 2 – 3 – 4 – 5

Meditating and personally applying God's Word.

1 – 2 – 3 – 4 – 5

Singing songs of praise to God.

1 – 2 – 3 – 4 – 5

Praying prayers of praise and adoration.

1 – 2 – 3 – 4 – 5

Praying prayers of thanksgiving.

1 – 2 – 3 – 4 – 5

Praying prayers of supplication.

1 – 2 – 3 – 4 – 5

Praying prayers of intercession.

1 – 2 – 3 – 4 – 5

15. I am remaining faithful to my wife (or future wife) and to God's word by taking every lustful thought captive, by not engaging with any form of pornography, and by not being involved in any form of infidelity.

1 – 2 – 3 – 4 – 5

#### **B. Professional**

1. I am prepared in advance for my assigned task(s).

1 – 2 – 3 – 4 – 5

2. I arrive on time or early to meetings and appointments

1 – 2 – 3 – 4 – 5

3. I manage my time well.

1 – 2 – 3 – 4 – 5

4. When assigned a task, I carry it to completion without needing reminding.

1 – 2 – 3 – 4 – 5

5. I set goals in my leadership endeavors.

1 – 2 – 3 – 4 – 5

6. I keep my appointments with my internship mentor.

1 – 2 – 3 – 4 – 5

7. I keep up on ministry related reading in my field of interest.

1 – 2 – 3 – 4 – 5

8. I take advantage of opportunities for continued education.

1 – 2 – 3 – 4 – 5

9. I handle ministry crises well.

1 – 2 – 3 – 4 – 5



10. I handle personal conflicts according to biblical principles.  
1 – 2 – 3 – 4 – 5
11. I meet and befriend new people well.  
1 – 2 – 3 – 4 – 5
12. I receive correction well.  
1 – 2 – 3 – 4 – 5
13. I am comfortable with ministering to people older than I am.  
1 – 2 – 3 – 4 – 5
14. I honor my authorities.  
1 – 2 – 3 – 4 – 5
15. I keep my appointments with my committee overseer.  
1 – 2 – 3 – 4 – 5

### **C. Performance**

1. I am well prepared for my sermons.  
1 – 2 – 3 – 4 – 5
2. My sermons are biblically based.  
1 – 2 – 3 – 4 – 5
3. My sermons are relevant to the congregation.  
1 – 2 – 3 – 4 – 5
4. My sermons include the gospel  
1 – 2 – 3 – 4 – 5
5. My sermons are appropriate in length.  
1 – 2 – 3 – 4 – 5
6. I am well prepared for my teaching responsibilities.  
1 – 2 – 3 – 4 – 5
7. My teaching is biblically based.  
1 – 2 – 3 – 4 – 5
8. My teaching is relevant to my audience.  
1 – 2 – 3 – 4 – 5
9. I handle questions from the audience well.  
1 – 2 – 3 – 4 – 5
10. My teaching includes the gospel.  
1 – 2 – 3 – 4 – 5

11. My teaching is appropriate in length.  
1 – 2 – 3 – 4 – 5
12. I plan biblical worship services.  
1 – 2 – 3 – 4 – 5
13. I plan worship services that are relevant to the congregation.  
1 – 2 – 3 – 4 – 5
14. I plan worship services that are participatory.  
1 – 2 – 3 – 4 – 5
15. I plan worship services that are God-focused.  
1 – 2 – 3 – 4 – 5
16. I take opportunities to pray extendedly for the Lord's leading.  
1 – 2 – 3 – 4 – 5
17. I take advantage of special opportunities for ministry (e.g. weddings, funerals, ect.).  
1 – 2 – 3 – 4 – 5
18. I attend presbytery meeting.  
1 – 2 – 3 – 4 – 5
19. I attend elder and deacon meetings.  
1 – 2 – 3 – 4 – 5
20. I know all of my surrounding neighbors.  
1 – 2 – 3 – 4 – 5
21. I share the gospel with non-believers.  
1 – 2 – 3 – 4 – 5
22. My counseling is biblically based.  
1 – 2 – 3 – 4 – 5
23. My counseling is fruitful.  
1 – 2 – 3 – 4 – 5
24. I pray before my ministry responsibilities for God's strength, guidance, and glory.  
1 – 2 – 3 – 4 – 5
25. I pray regularly for the people that I am ministering to.  
1 – 2 – 3 – 4 – 5
26. I fast.  
1 – 2 – 3 – 4 – 5

**D. Scriptural Qualifications (1Timothy 3 & Titus 1)**

1. I desire to be a pastor/shepherd.  
1 – 2 – 3 – 4 – 5
2. I believe that my life is above reproach.  
1 – 2 – 3 – 4 – 5
3. I am remaining faithful to my wife.  
1 – 2 – 3 – 4 – 5
4. I believe m life models temperance.  
1 – 2 – 3 – 4 – 5
5. I believe my life models self-control.  
1 – 2 – 3 – 4 – 5
6. I believe my life is seen to be respectable by others and by God.  
1 – 2 – 3 – 4 – 5
7. I believe my life models hospitality.  
1 – 2 – 3 – 4 – 5
8. I believe that I have a growing ability to teach others.  
1 – 2 – 3 – 4 – 5
9. I am not given to drunkenness or any other substance abuse.  
1 – 2 – 3 – 4 – 5
10. I believe that my life demonstrates gentleness with others.  
1 – 2 – 3 – 4 – 5
11. I am not quarrelsome.  
1 – 2 – 3 – 4 – 5
12. I believe that my life demonstrates that I am not a lover of money.  
1 – 2 – 3 – 4 – 5
13. My wife would say that I manage our family well.  
1 – 2 – 3 – 4 – 5
14. My children obey me out of an earned respect.  
1 – 2 – 3 – 4 – 5
15. My co-workers and/or neighbors would have nothing but good things to say about my character.  
1 – 2 – 3 – 4 – 5
16. I believe that my life models good disciplines.  
1 – 2 – 3 – 4 – 5
17. I believe my life models personal holiness and purity.  
1 – 2 – 3 – 4 – 5

18. I am able to refute false teachings from the Scriptures.

1 – 2 – 3 – 4 – 5

## Mentor Quarterly Evaluation of Candidate

Central Florida Presbytery

*This evaluation is to be taken quarterly and reviewed by your intern and by your Candidates Committee overseer. Note: the mentor is answering these questions based on his impressions of the intern. The scale is as follows: 1- Strongly Disagree; 2-Disagree; 3-Not Sure; 4-Agree; 5-Strongly Agree. Circle the appropriate number. Questions in **bold** print correspond to questions on the Mentor Quarterly Evaluation of the Intern form.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **A. Personal**

1. He is in good physical condition.  
1 – 2 – 3 – 4 – 5
2. He exercises regularly.  
1 – 2 – 3 – 4 – 5
3. He practices good stewardship  
1 – 2 – 3 – 4 – 5
4. He lives within his means (i.e. not spending more money than he is taking in).  
1 – 2 – 3 – 4 – 5
5. He spends quality and quantity time with his wife.  
1 – 2 – 3 – 4 – 5
6. He spends quality and quantity time with his children.  
1 – 2 – 3 – 4 – 5

### **B. Professional**

1. He is prepared in advance for his assigned tasks.  
1 – 2 – 3 – 4 – 5
2. He arrives on time or early to meetings and appointments.  
1 – 2 – 3 – 4 – 5
3. He manages his time well.  
1 – 2 – 3 – 4 – 5
4. When assigned a task, he carries it to completion without needing reminding.  
1 – 2 – 3 – 4 – 5
5. He sets goals in his leadership endeavors.  
1 – 2 – 3 – 4 – 5
6. He keeps his appointments with you.  
1 – 2 – 3 – 4 – 5

7. He keeps up on ministry related reading in his fields of interest.  
1 – 2 – 3 – 4 – 5
8. He takes advantage of continued educational opportunities.  
1 – 2 – 3 – 4 – 5
9. He handles ministry crisis well.  
1 – 2 – 3 – 4 – 5
10. He handles personal conflicts according to biblical principals.  
1 – 2 – 3 – 4 – 5
11. He meets and befriends new people well.  
1 – 2 – 3 – 4 – 5
12. He receives correction well.  
1 – 2 – 3 – 4 – 5
13. He is comfortable with ministering to people older than he is.  
1 – 2 – 3 – 4 – 5
14. He honors his authorities  
1 – 2 – 3 – 4 – 5

**C. Performance**

1. He is well prepared for his sermons.  
1 – 2 – 3 – 4 – 5
2. His sermons are biblically based.  
1 – 2 – 3 – 4 – 5
3. His sermons are relevant to the congregation.  
1 – 2 – 3 – 4 – 5
4. His sermons include the gospel.  
1 – 2 – 3 – 4 – 5
5. His sermons are appropriate in length.  
1 – 2 – 3 – 4 – 5
6. He is well prepared for his teaching responsibilities.  
1 – 2 – 3 – 4 – 5
7. His teaching is biblically based.  
1 – 2 – 3 – 4 – 5
8. His teaching is relevant to the audience.  
1 – 2 – 3 – 4 – 5
9. He handles questions from the audience well.  
1 – 2 – 3 – 4 – 5
10. His teaching includes the gospel.  
1 – 2 – 3 – 4 – 5

11. His teaching is appropriate in length.  
1 – 2 – 3 – 4 – 5
12. He plans biblical worship services.  
1 – 2 – 3 – 4 – 5
13. He plans worship services that are relevant to the congregation.  
1 – 2 – 3 – 4 – 5
14. He plans worship services that are participatory.  
1 – 2 – 3 – 4 – 5
15. He plans worship services that are God-focused.  
1 – 2 – 3 – 4 – 5
16. He takes opportunities to pray extendedly for the Lord's leading.  
1 – 2 – 3 – 4 – 5
17. He takes advantage of special opportunities for ministry (e.g. weddings, funerals, ect.).  
1 – 2 – 3 – 4 – 5
18. He attends presbytery meetings.  
1 – 2 – 3 – 4 – 5
19. He attends elder and deacon meetings.  
1 – 2 – 3 – 4 – 5

**D. Scriptural Qualifications (1 Timothy 3 & Titus 1):**

1. He desires to be a pastor/shepherd.  
1 – 2 – 3 – 4 – 5
2. His life is above reproach.  
1 – 2 – 3 – 4 – 5
3. He is faithful to his wife.  
1 – 2 – 3 – 4 – 5
4. His life models temperance.  
1 – 2 – 3 – 4 – 5
5. His life models self-control.  
1 – 2 – 3 – 4 – 5
6. His life is respectable by others and by God.  
1 – 2 – 3 – 4 – 5
7. His life models hospitality.  
1 – 2 – 3 – 4 – 5
8. He has a growing ability to teach others.  
1 – 2 – 3 – 4 – 5

9. He is not given to drunkenness or any other substance abuse.  
1 – 2 – 3 – 4 – 5
10. His life demonstrates gentleness with others.  
1 – 2 – 3 – 4 – 5
11. He is not quarrelsome.  
1 – 2 – 3 – 4 – 5
12. His life demonstrates that he is not a lover of money.  
1 – 2 – 3 – 4 – 5
13. His wife would say that he manages their family well.  
1 – 2 – 3 – 4 – 5
14. His children obey him out of an earned respect.  
1 – 2 – 3 – 4 – 5
15. His co-workers and/or neighbors would have nothing but good things to say about his character.  
1 – 2 – 3 – 4 – 5
16. His life models good disciplines.  
1 – 2 – 3 – 4 – 5
17. His life models personal holiness and purity as a child of God.  
1 – 2 – 3 – 4 – 5
18. He is able to refute false teachings from the Scriptures.  
1 – 2 – 3 – 4 – 5



## **Final Intern Self-Evaluation**

Central Florida Presbytery

*This evaluation is to be completed, along with your final quarterly evaluation, at the end of your internship. It is designed as a tool to enable you to reflect on and evaluate your internship experience, as well as to communicate to the Candidates Committee the overall value that the internship had to you personally and in preparation for the ministry. Answer the below questions in a two to four page (typed & single spaced) essay and discuss this evaluation with your mentor. Please send an additional copy to your committee overseer. Please include any additional insights that you may want to add.*

### **Questions for Evaluation**

#### **A. Personal.**

1. How would you describe your intimacy with Christ during the internship?
2. How did you struggle personally?
3. How did you grow spiritually?
4. How were you challenged personally?
5. How did you handle pressures and demands on your family?
6. Are you more or less exited about ministry? Why?
7. Is your family more or less exited about ministry? Why?

#### **B. Professional.**

1. What are some areas of weakness that you need to sharpen?
2. What are some areas of strength that you need to continue to develop?
3. How would you evaluate your relationship with the following people: your mentor, the Senior Pastor, the Session, and the church congregation.
4. Did the congregation encourage you in your sense of call to the ministry?

#### **C. Performance.**

1. How well did you fulfill your job description?
2. What were the greatest helps and hindrances to your ministry?
3. How would you evaluate your overall effectiveness in ministry?

**How would you evaluate the Candidates Committee's assistance to you during this internship?**

## Final Mentor Evaluation of Candidate

Central Florida Presbytery

This evaluation is to be completed, along with your final quarterly evaluation, at the end of your internship. It is designed as a tool to assist you in drawing final evaluation of your intern during his internship with you. Answer the below questions by checking the appropriate box. Discuss this evaluation with your intern and then send a copy to the committee overseer. Please include any additional insights that you may want to add.

**Mentor's Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Intern's Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Questions for Evaluation

#### **A. Personal.**

1. Do you believe that he has an active, growing, personal relationship with Jesus Christ?  Yes  No  Not Sure
2. Do you see any major character flaws that are hindering him from living a Christ-honoring life?  
 Yes  No  Not Sure
3. Do you believe that he is displaying the qualities of one who is qualified for the office of elder?  
 Yes  No  Not Sure
4. Are there any "red flags" about his personal life that concern you as his mentor?  Yes  No  Not Sure

If yes or not sure, please explain:

#### **B. Professional.**

1. Does he display Christ-like character in his ministry roles?  Yes  No  Not Sure
2. Do you believe that he has the professional core competencies needed to be teaching an elder?  
 Yes  No  Not Sure

3. Are there any "red flags" about his professional life that concern you as his mentor?  
 Yes  No  Not Sure

If yes or not sure, please explain:

#### **C. Performance.**

1. Does he have a biblical work ethic (i.e. hard worker, but not a "workaholic")?  Yes  No  Not Sure
2. Does his ministry reflect glory to God, rather than glory to self?  Yes  No  Not Sure
3. Are there any "red flags" about his performance in ministry that concern you as his mentor?  
 Yes  No  Not Sure

If yes or not sure, please explain:

**D. Other.**

1. If he asked for a recommendation one day, would you give him a strong one?

Yes

No

Not Sure

If no or not sure, please explain:

2. If he interviewed for a staff position at your church, would you hire him?

Yes

No

Not Sure

If no or not sure, please explain: