

# Manual for Candidates

## *Central Florida Presbytery*

### **Introduction**

This manual is produced to guide candidates for the ministry through the process of coming under care and becoming an intern of Central Florida Presbytery. The process and experiences that lead to ordination are not a simple series of hurdles. These are meant to be a time of evaluation and of preparation, of assessment and of equipping. (BCO 18-1)

We hope that men in the process might gain valuable experience that prepares them for a life of ministry. Some might in this process come to realize that ministry is not the best path for them. Either outcome is to be valued.

Since the process is more than a series of steps to complete, the Candidates for the Ministry Committee desires to take an active role in a candidate's preparation and assessment. It is our hope that this involvement will help make this period in a candidate's life as fruitful as it can be.

This manual is broken up into two sections. The first guides a man into candidacy and the second into internship. We hope you find it helpful.

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# Candidates for the Gospel Ministry

## Definition of Candidacy

The PCA Book of Church Order defines candidacy in this way:

*A candidate for the ministry is a member of the Church in full communion who, believing himself to be called to preach the Gospel, submits himself to the care and guidance of the Presbytery in his course of study and of practical training to prepare himself for this office. (BCO 18-1)*

Notice the criteria here.

- He is a member of the church.
- He has some internal sense, hopefully externally encouraged, of his being called to preach the Gospel.
- He submits himself to the Presbytery for his study and training as a first step in his pursuit of that calling.

These criteria encourage a man to begin his candidacy early so as to enjoy the greatest measure of the presbytery's care in his process. This care is not insubstantial as the BCO makes clear.

*It shall be the duty of the Presbytery to show a kindly and sympathetic interest in him, and to give him counsel and guidance in regard to his studies, his practical training, and the institutions of learning he should attend. (BCO 18-4)*

Further the BCO says,

*For the development of his Christian character, for the service he can render, and for his more effective training, the candidate, when entering on his theological studies, should be authorized and encouraged by the Presbytery to conduct public worship, to expound the Scriptures to the people, and to engage in other forms of Christian work. (BCO 18-5)*

Responsibility for this care and oversight in Central Florida Presbytery is primarily the task of the Candidates for the Ministry Committee. Therefore, most of a candidate's engagement with the presbytery will happen through the committee.

# How to Become a Candidate

There are a number of sequential steps necessary to become a candidate. Many of these have significant time parameters which need to be attended to carefully. All submissions are to be sent digitally as a PDF.

## 1. Maintain membership in a PCA church for six months

A candidate is expected to be a member of the PCA church in which he will be serving and worshipping during the time of his candidacy. In order for the session of that church to be able to speak knowledgeably of that candidate's character and promise, he must have been a member for at least six months prior to coming under care of presbytery. (BCO 18-2)

## 2. Complete application for candidacy

Attached to this manual is an application seeking basic background and contact information. This needs to be completed and submitted (as a PDF) to the chair of the Candidates' Committee six weeks prior to the meeting of presbytery at which the candidate hopes to be received.

## 3. Present a letter of endorsement

A candidate must request a letter of endorsement of the session of his church. (BCO 18-2) This letter must contain the following:

- a testimony to the candidate's Christian character
- an assessment of the candidate's promise of usefulness for ministry
- a description and evaluation of the candidate's ministry experience at the church
- confirmation of the candidate's having maintained membership under that session's care for six months

This letter from the session is to be submitted to the chair of the Candidates' Committee six weeks prior to the meeting of presbytery at which the candidate hopes to be received.

## 4. Interview with the committee

At a meeting, ordinarily three to four weeks before the meeting of presbytery, the candidate must meet with the committee. At this meeting he will be asked to share something of his Christian experience and call to the ministry.

If the committee identifies any red flags or for any other reason is hesitant to encourage the man to move to candidacy, the committee will discuss these concerns with him, together with thoughts on how he might proceed. If there are no concerns, the candidate will be assigned a committee overseer, and he will be docketed to appear before the next meeting of presbytery.

## 5. Appear before presbytery

The candidate must stand before the presbytery and answer questions regarding his Christian experience and his call to the ministry. Should these questions be acceptable, the moderator of presbytery will pose to the candidate the following 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 the 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 this, a charge will be spoken to the candidate and his name enrolled in the presbytery's list of candidates. (BCO 18-3)

## Expectations for a Candidate

Candidacy places both the candidate and the committee under certain expectations. (BCO 18-4) Genuine care requires that both committee and candidate do all they can to fulfill those expectations. When both are functioning as they ought, time under care can be spiritually fruitful and experientially productive.

### 1. Overseer

Candidates will be assigned an overseer, ordinarily a member of the committee. This overseer will seek to have substantive contact with the candidate 2-4 times each year. The overseer is to be for the candidate a resource in processing his ministry preparation. As well the overseer will be concerned for the candidate's maturing character and will occasionally check in with him on topics relevant to his personal and spiritual life.

### 2. Social Media

The candidate will on his application form share all social media platforms where he is or has been active, and he will make all activity visible to his overseer. The way a man carries himself online often reveals areas of his private life that may need to be addressed in his preparation for ministry.

### 3. Presbytery Attendance

The committee strongly encourages candidates under care to attend meetings of Presbytery as frequently as possible. Such attendance can give valuable insight into the function of the body for which his candidacy is preparing him for membership.

#### **4. Yearly Report**

BCO 18-6 requires that every candidate make a report and submit it to the presbytery once a year. This manual contains a report to be filled out [[page 18](#)] and emailed to the chair of the candidates committee along with your presbytery overseer by October 15th of each calendar year. This is a requirement of both those completing internships and those who are candidates in our presbytery. If you are completing an internship, we need your mentor (directly overseeing your internship) to fill out the “mentor annual report” [[page 20](#)] and send it to the chair of the candidates committee by October 15th of each calendar year. If your internship is complete or you are not currently engaged in an internship of the presbytery, you do not need to have your mentor fill out a report.

#### **5. Continuation**

There is no time limit attached to candidacy. It will continue until the candidate or presbytery terminates it. A candidate may determine that he is in fact not called to ministry and may ask that his name be removed from the roll of candidates. Or, should the candidate move out of the bounds of presbytery, he may request his candidacy be transferred to the new presbytery into whose bounds his move has brought him. If there is cause, the committee can recommend to the presbytery that a candidate’s name be removed from the roll. Such cause may be failure to remain in contact with the committee, moral failure, or some other cause which raises concerns about the candidate. (BCO 18-7)

# Internship

## Definition of an Intern

The PCA Book of Church Order stipulates that

*. . . some trial be previously made of those who are to be ordained to the ministry of the Word, both concerning their gifts and concerning their ability to rule as teaching elders.*

To this end, an internship is required. Of this internship, the BCO states that

*The nature of the internship shall be determined by the Presbytery, but it should involve the candidate in full scope of the duties of any regular ministerial calling approved by the Presbytery. It is to be both a time of practical instruction and testing by the Presbytery, and may be in any work which the Presbytery deems to be a suitable ministry to test the intern's gifts. The intern should be closely supervised by the Presbytery throughout this trial period.*

And of its length,

*This period of internship shall be at least one year in length, and may be longer at the discretion of the Presbytery so as to give sufficient time for the Presbytery to judge the candidate's qualifications and service. (all from BCO 19-7)*

Within these parameters, presbyteries need to make judgments to determine what is and is not included in the “full scope of the duties of any regular ministerial calling.” Further, presbyteries exercise some discretion regarding the length of an internship. Since interns have financial needs and most churches lack adequate resources to fund those needs, creative means need to be employed to achieve a year’s equivalence. The focus of the plan of this presbytery will be on exposing interns to the full scope of ministry adequate to test his gifts and character. Though a year of full-time ministry experience is the ideal, it is not the primary measure by which successful completion will be determined.

## How to Become an Intern

To become an intern in Central Florida Presbytery, the following are necessary. (All submissions are to be digitally submitted as PDFs.)

### 1. Be or become a candidate

To be an intern one must first be a candidate for the Gospel ministry in this presbytery (BCO 19-8), with all the requirements and expectations that entails. If one is not already a candidate, he may become a candidate and an intern at the same meeting of presbytery.

## **2. Secure commitment for internship**

The candidate will need to secure the commitment of a church (ordinarily the church in which he is a candidate) or ministry willing to provide him the opportunities for and to oversee his internship. A person (ordinarily a teaching elder) from this church or ministry needs to be appointed by the the church or ministry to be the intern's mentor and direct supervisor.

## **3. Develop an internship plan**

Guided by the expectations for internship given in this document, the candidate must discuss and develop an internship plan with his mentor. This plan must be acceptable to the church or ministry in which it will be executed. An example and template is provided with this manual.

## **4. Submit request to Candidates' Committee**

The intern will then submit to the presbytery's Candidates for the Ministry Committee a formal request to be received by the presbytery as an intern, together with the developed internship plan.

## **5. Meet with committee**

If all appears in order, a time will be arranged for the intern (and if possible his mentor) to meet with the Candidates' Committee to discuss the plan and manage any changes that might need to be made to it.

Note: since the goal of the internship is to give experience with oversight, ministry experience gained prior to a man's involvement with his stated mentor is not likely to be received as counting toward his internship hours. Experience gained with his stated mentor but prior to his formal reception as an intern on the other hand will most likely qualify toward the internship requirements.

## **6. Appear before presbytery**

With the committee's approval, the candidate will be recommended to be received as an intern by the presbytery. This will happen at a stated meeting of the presbytery and will require very little of the candidate. He may be asked to speak to his call to the ministry (BCO 19-9). Once the presbytery has voted to receive the candidate as an intern, the moderator will pray and read to the intern the following charge:

*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.*



# Expectations for an Intern

The following is what the presbytery believes will expose the intern to the full scope of pastoral duties as well as giving him insight into the various ministries of a church.

## 1. Oversight

The intern will meet with his mentor for discussion and prayer for at least one hour at least every two weeks during the duration of the internship. Discussion should include, but should not be limited to, issues of ministry, evaluation of performance, family relationships, and matters of character and discipline.

In addition the intern will continue to meet with his presbytery overseer as a man under care. Three months into the internship, and at the the conclusion of the internship, the intern, his mentor, and his presbytery overseer will meet together to assess the intern's progress.

## 2. Preaching

The intern will preach, preferably to a regularly gathered congregation, at least three times with evaluation from his mentor.

## 3. Teaching

The intern will teach at least twenty times. Though this can all occur in one setting (leading a small group, for example), it is preferable if these experiences are spread over children, youth, and adult audiences. Whenever possible, the mentor should evaluate the intern's teaching.

## 4. Evangelism

Under the mentor's guidance and with his encouragement, the intern will pray for and seek out growing relationships with non-Christians, and in other ways participate in the church's outreach ministry.

## 5. Worship

The intern should have exposure to the church or ministry's philosophy, planning, and practice of worship. He will participate in worship leadership in some way on at least six occasions.

## 6. Team Ministry

The intern will be given at least one responsibility or project in the life of the church which will require him to gather others and to lead them to the accomplishment of the project.

## **7. Church Government**

The intern will attend at least six session meetings and be given an opportunity to moderate a portion of at least one (within the guidelines of BCO 19-15). As well, he shall attend at least three meetings of the deacons and two meetings of presbytery. He should be exposed and invited to participate in, as much as possible, the development of the church's budget.

## **8. Pastoral Care**

The intern will be expected to develop a discipleship/mentoring relationship with someone in the congregation or in the community. As well, the mentor will give him opportunity when possible to accompany him or other elders on visits to members of the congregation in their homes or in the hospital. Where possible, he will observe and shadow a pastor in the preparation for and officiating of a wedding and a funeral.

## **9. Prayer**

The intern will pray regularly for his ministry and for those to whom his ministry brings him into relationship.

## **10. Church Community Life**

The intern will be expected to participate in all the aspects of the church's community life (worship, small groups, dinners, etc.) as would any other elder in the church.

## **11. Record Keeping**

It is the responsibility of the intern to keep accurate records of the hours invested in his ministry and of his completion of the various benchmarks of the internship plan, to be produced for inspection by his mentor or oversee upon request.

# **Completion of the Internship**

When an intern and his mentor believe that the intern has completed all the requirements outlined in his internship agreement and that sufficient time has been invested to meet the requirements of BCO 19-7, the intern may apply to the presbytery through the Candidates' Committee to have his internship deemed complete. This will involve several steps.

### **1. Submit final reports**

When an internship has been completed, every candidate must fill out the "Intern Final Report" [[page 19](#)] and submit it to the chair of the candidates committee to your presbytery overseer. The mentor who has overseen your internship must also fill out the "Intern Mentor Final Report" [[page 21](#)] and submit it to the chair of the candidates committee. This must be done a month prior to the presbytery meeting in which you desire to have your internship voted on as complete and a minimum of a week before the scheduled candidates committee meeting.

## **2. Meet with the Committee**

The intern will meet with the committee to answer any questions relative to his intern experience and his written documents. If satisfied, the committee will recommend to the presbytery that his internship be approved as completed.

## **3. Approval before Presbytery**

Ordinarily with the committee's recommendation the request to have one's internship approved as completed is uncontested. It is therefore not necessary that the intern attend the meeting of presbytery where this is to be presented and acted upon. (BCO 19-13)

# **Forms**

For candidacy and internship application and annual reporting.

# Application for Candidates

*Central Florida Presbytery*



Upon completion of this form, submit it as a PDF to the chairman of the Candidates' Committee. If possible, please submit as well a recent digital photograph of yourself.



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

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Social media user names (please include all):

Facebook: \_\_\_\_\_ Twitter: \_\_\_\_\_

Instagram: \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_

Birthdate: \_\_\_\_\_ Marital status: \_\_\_\_\_

Wife's name (if applicable) and contact information: \_\_\_\_\_

\_\_\_\_\_

Children's names and ages (if applicable):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Please describe the circumstances of your baptism.

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Current church membership: \_\_\_\_\_

Have you ever been under care of, licensed, or ordained in any other presbytery or church? \_\_\_\_\_

If so, when / where? \_\_\_\_\_

**Educational background (post high school)**

Institution	Years attended	Degree recv'd
1. _____		
2. _____		
3. _____		

Current educational status:

Current employment status:

Signature: \_\_\_\_\_

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

## Prior Experience Internship Application *Central Florida Presbytery*

BCO 19-16

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

Church: \_\_\_\_\_

Are you currently under care of the Central Florida Presbytery? \_\_\_\_\_

This application lists each of the categories that are required for completing an internship within the Central Florida Presbytery. Please type out the experiences you've had under each of the 8 categories listed below, along with where the training was received. We also require a reference at the end who supervised your work in these areas. For more information about these categories, please see the Central Florida Presbytery's Manual for Candidates. Understand that this application does not guarantee that these will be credited toward your internship. To accept prior experience is exceptional and you must meet with the committee to explain why this is necessary. On completion, please email this document as a pdf to the chairman of the candidates committee for consideration.

1. **Preaching** - The intern will preach, preferably to a real congregation, at least three times with evaluation from his mentor.

*Experience:*

*Where:*

*Mentor and contact information:*

2. **Teaching**- The intern will teach at least twenty times. Though this can all occur in one setting (leading a small group, say), it is preferable if these experiences are spread over children, youth, and adult audiences. Whenever possible, the mentor should evaluate the intern's teaching.

*Experience:*

*Where:*

*Mentor and contact information:*

3. **Evangelism** - Under the mentor's guidance and with his encouragement, the intern will pray for and seek out growing relationships with non-Christians.

*Experience:*

*Where:*

*Mentor and contact information:*

4. **Worship**- The intern should have exposure to the church or ministry's philosophy, planning, and practice of worship. He will participate in worship leadership in some way on at least six occasions.

*Experience:*

*Where:*

*Mentor and contact information:*

5. **Team Ministry**- In order to demonstrate an ability to gather others toward a common ministry goal, the intern will \_\_\_\_\_ (describe the ministry for which he will be given responsibility).

*Experience:*

*Where:*

*Mentor and contact information:*

6. **Church Government**- The intern will attend at least six session meetings and be given an opportunity to moderate a portion of at least one (within the guidelines of BCO 19-15). As well, he shall attend at least three meetings of the deacons and two meetings of presbytery. He should be exposed and invited to participate in, as able, the development of the church's budget.

*Experience:*

*Where:*

*Mentor and contact information:*

7. **Pastoral Care**- The intern will be expected to develop a discipleship/mentoring relationship with someone in the congregation or in the community. As well, the mentor will give him opportunity, when possible, to accompany him or another elder on visits to members of the congregation in their homes or in the hospital. Where possible, he will observe and shadow a pastor in the preparation for and officiating of a wedding and a funeral.

*Experience:*

*Where:*

*Mentor and contact information:*

8. **Prayer**

The intern will pray regularly for his ministry and for those to whom his ministry brings him into relationship.

*Experience:*

*Where:*

*Mentor and contact information:*

9. **Other Relevant Experiences** *Experience:*

*Where:*

*Mentor and contact information:*

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***Below Information for Candidates Committee to Fill Out***

Recommended by Candidates Committee to CFP? \_\_\_\_\_

Approved by <sup>3</sup>/<sub>4</sub> of Central Florida Presbytery (BCO 19-16) \_\_\_\_\_



Presbytery Meeting Date: \_\_\_\_\_

## **Candidate Annual Report** *Central Florida Presbytery*

*Please email your completed report as a pdf to the Candidates Committee chairman.*

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

Church: \_\_\_\_\_

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

1. What are the activities of your internship that you've worked on/completed this last year? (*See the full list in the Central Florida Presbytery Candidates Manual*). (If you're not or no longer completing an internship, simply write N/A).
2. What are the activities that you still need to complete for your internship? What are your plans to accomplish these tasks? (If internship is completed, tell us about your next steps in pursuing pastoral ministry).
3. Are you in Seminary? If so, please tell us about your studies and provide an academic reference, along with an email for them, so that we can contact them.
4. What are the spiritual disciplines of your personal, family, and work life? Are you regularly participating in worship?
5. Are you meeting regularly with your ministry mentor? Tell us about this working relationship? (If your internship is complete mark N/A).
6. What have you learned through the internship so far? What do you feel the Lord is teaching you in ministry?
7. What does repentance look like in your life?
8. Do you believe you still meet the qualifications of a pastor according to 1st Timothy 3:1-7? Are there any of these areas in which you struggle?
9. Do you still plan on pursuing pastoral ministry? Why or why not?

## **Intern Final Report** *Central Florida Presbytery*

*Please email your completed report as a pdf to the Candidates Committee chairman.*

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

Church: \_\_\_\_\_

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

1. How would you describe your internship experience? What are your biggest take-aways as you complete your internship?
2. What do you believe are your greatest gifts for pastoral ministry, encouraged through this internship?
3. What are your greatest weaknesses discovered/examined through this internship?
4. How have you grown spiritually through this internship process? What disciplines do you hope to maintain as you enter pastoral ministry?
5. *If applicable* – Does your spouse still affirm your pursuit of pastoral ministry? *If applicable*- Do your children?
6. Do you believe you still meet the qualifications of a pastor according to 1st Timothy 3:1-7? Are there any of these areas in which you struggle?
7. Did your mentor encourage you to pursue pastoral ministry? Have the members of the congregation in which you've served?
8. Do you still plan on pursuing pastoral ministry? Why or why not?
9. Do you have any final thoughts on the internship process that you'd like us to consider as a presbytery?

## **Intern Mentor Annual Report** *Central Florida Presbytery*

*Please email your completed report as a pdf to the Candidates Committee chairman.*

Mentor name and church: \_\_\_\_\_

Candidate: \_\_\_\_\_

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

1. Describe your assessment of the candidate's spiritual walk at this point of internship?
2. Do you believe this candidate displays growing skills in Bible/theology? Is the candidate growing in his abilities to teach/preach?
3. Do you believe this candidate displays growing skills in love for people and shepherding them as a pastor?
4. Are there significant weaknesses or concerns that you have for this candidate?
5. Do you believe this candidate should continue to pursue pastoral ministry at this point in his apprenticeship?
6. Other thoughts the committee should be aware of in aiding this candidate in his calling?

### **Intern Mentor Final Report** *Central Florida Presbytery*

*Please email your completed report as a pdf to the Candidates Committee chairman.*

Mentor name and church: \_\_\_\_\_

Candidate: \_\_\_\_\_

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

1. Describe your assessment of the candidate's spiritual walk at the conclusion of his internship?
2. Do you believe this candidate displays adequate skills in Bible/theology? Is the candidate matured in their abilities to teach/preach?
3. Do you believe this candidate has a love for people and a heart to shepherd in becoming a pastor?
4. Do you believe this candidate meets the qualifications for an elder in 1st Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-3?

5. Are there significant weaknesses or concerns that you have for this candidate?
6. Has the intern fulfilled all those tasks agreed upon at the commencement of his internship? If not, please explain.
7. Do you recommend this candidate for pastoral ministry? Why or why not?
8. Other thoughts the committee should be aware of in the conclusion of this candidate's internship?

**Internship Agreement (Sample #1)**  
*Central Florida Presbytery*



Upon completion of this form, submit it as a PDF to the chairman of the Candidates' Committee.



Intern:

Phone:

Name of Church/Ministry:

Address:

City/State:

Zip:

Mentor:

Phone:

Start Date:

End Date:

Hours Per Week:

Committee Overseer:

-----  
Internship Length:

*We understand that the Book of Church Order envisions an internship that is one full year of full-time ministry in length. We also understand that this is in most cases impractical. Nevertheless, this internship agreement is to be worked out through a serious engagement of time and effort sufficient as a trial for pastoral ministry.*

Internship Agreement:

- A. \_\_\_\_\_ (The church/ministry) commits to providing for the intern the opportunities necessary for him to complete the internship expectations of Central Florida Presbytery.

- B. The intern and his mentor commit to meeting every other week for discussion to include but not be limited to issues of ministry, evaluation of performance, family relationships, and matters of character and discipline.
- C. The intern will continue to meet with his presbytery overseer as a man under care. Three months into the internship, and at the end, the intern, his mentor, and his presbytery overseer will meet together to assess the intern's progress.
- D. When necessary, the intern is responsible for initiating these meetings.
- E. The intern will actively and faithfully participate in \_\_\_\_\_ (regular activities of church community life particular to this church/ministry).
- F. It is the responsibility of the intern to keep accurate records of the hours invested in his ministry and of his completion of the various benchmarks of the internship plan, to be produced for inspection by his mentor or overseer upon request.
- G. The intern will fulfill the following expectations of internship (with deviations noted):
  - 1. Preaching  
The intern will preach, preferably to a real congregation, at least three times with evaluation from his mentor.
  - 2. Teaching  
The intern will teach at least twenty times. Though this can all occur in one setting (leading a small group, say), it is preferable if these experiences are spread over children, youth, and adult audiences. Whenever possible, the mentor should evaluate the intern's teaching.
  - 3. Evangelism  
Under the mentor's guidance and with his encouragement, the intern will pray for and seek out growing relationships with non-Christians.
  - 4. Worship  
The intern should have exposure to the church or ministry's philosophy, planning, and practice of worship. He will participate in worship leadership in some way on at least six occasions.
  - 5. Team Ministry  
In order to demonstrate an ability to gather others toward a common ministry goal, the intern will \_\_\_\_\_ (describe the ministry for which he will be given responsibility).
  - 6. Church Government  
The intern will attend at least six session meetings and be given an opportunity to moderate a portion of at least one (within the guidelines of BCO 19-15). As well, he shall attend at least three meetings of the deacons and two meetings of

presbytery. He should be exposed and invited to participate in, as much as possible, the development of the church's budget.

7. Pastoral Care

The intern will be expected to develop a discipleship/mentoring relationship with someone in the congregation or in the community. As well, the mentor will give him opportunity when possible, to accompany him or another elder on visits to members of the congregation in their homes or in the hospital. Where possible, he will observe and shadow a pastor in the preparation for and officiating of a wedding and a funeral.

8. Prayer

The intern will pray regularly for his ministry and for those to whom his ministry brings him into relationship.

Intern:

Date:

Mentor:

Date:

## **Internship Agreement (Sample #2)**

*Central Florida Presbytery*



As an intern of \_\_\_\_\_ Church, under the care of the Central Florida Presbytery, \_\_\_\_\_ will complete the following requirements under the oversight of TE \_\_\_\_\_ who will serve as his ministry mentor.

Preaching – Each intern will preach two times per year. Each sermon will then be assessed and reviewed by the mentor after completion at the church.

- Date 1 \_\_\_\_\_ Date 2 \_\_\_\_\_
- Date 3 \_\_\_\_\_ Date 4 \_\_\_\_\_

Teaching – Each intern will teach and lead a small group Bible study a minimum of 10 times per ministry year.

- Year 1 (10 times) Completed by date \_\_\_\_\_.
- Year 2 (10 times) Completed by date \_\_\_\_\_.

Worship - Each intern will plan 2 worship services with mentor oversight per ministry year. The intern will also lead the liturgy that they plan at worship that Sunday.

- Date 1 \_\_\_\_\_ Date 2 \_\_\_\_\_
- Date 3 \_\_\_\_\_ Date 4 \_\_\_\_\_

Church Government – Each intern will attend 3 session meetings per year, and will moderate a portion of 1 session meeting per year. Each intern will also attend 2 diaconate meetings per year, and 1 presbytery meeting per year. Each intern will discuss the church budget with their mentor before internship completion.

Year 1

Session (circle the date where you moderated a portion of the meeting).

- Date 1 \_\_\_\_\_ Date 2 \_\_\_\_\_ Date 3 \_\_\_\_\_

Diaconate

- Date 1 \_\_\_\_\_ Date 2 \_\_\_\_\_

Presbytery

- Date 1 \_\_\_\_\_ (Optional) Date 2 \_\_\_\_\_

Year 2

Session (circle the date where you moderated a portion of the meeting).

- Date 1 \_\_\_\_\_ Date 2 \_\_\_\_\_ Date 3 \_\_\_\_\_

Diaconate

- Date 1 \_\_\_\_\_ Date 2 \_\_\_\_\_

Presbytery

- Date 1 \_\_\_\_\_ (Optional) Date 2 \_\_\_\_\_

- Examined Church Budget with Mentor – Completed by date \_\_\_\_\_.

Evangelism – Each intern will be working to develop one to two intentional relationships with the unchurched, praying for them. The mentor agrees to spend time talking about gospel communication and coaching them in evangelism.

- Year 1 Evangelism Coaching Completed by Date \_\_\_\_\_.
- Year 2 Evangelism Coaching Completed by Date \_\_\_\_\_.

Counseling – Each intern will discuss pastoral counseling with the pastor and will participate in one pastoral counseling session with a member of the church per year. Each intern will also make two hospital visits per ministry year. One accompanied by their mentor, and one on their own.

- Pastoral Counseling Session with Pastor - Completion Date \_\_\_\_\_.
- Hospital Visit (Accompanied) - Completion Date \_\_\_\_\_.
- Hospital Visit (Alone) - Completion Date \_\_\_\_\_.

Prayer & Devotions – Each intern will be expected to be practicing regular devotional times with the Lord in prayer and study. The mentor reserves the right to credit each with completion of this task on a case-by-case basis.

- Year 1 Completion Date \_\_\_\_\_.

- Year 2 Completion Date \_\_\_\_\_.

Special Experiences – The mentor agrees to coach each intern on preparation of a wedding and a funeral service. If one is available during that ministry year, the intern will be highly encouraged to participate in preparation with the mentor. Each intern will also read and discuss one book on leadership with the mentor and read **Resilient Ministry** to be discussed with the mentor before internship is complete.

- Wedding Preparation - Completion Date \_\_\_\_\_.
- Funeral Preparation - Completion Date \_\_\_\_\_.
- Leadership Book & Discussion – Completion Date \_\_\_\_\_.
- **Resilient Ministry** Book Reading & Discussion – Completion Date \_\_\_\_\_.

Starting:

Intern Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

Completion:

Intern Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_