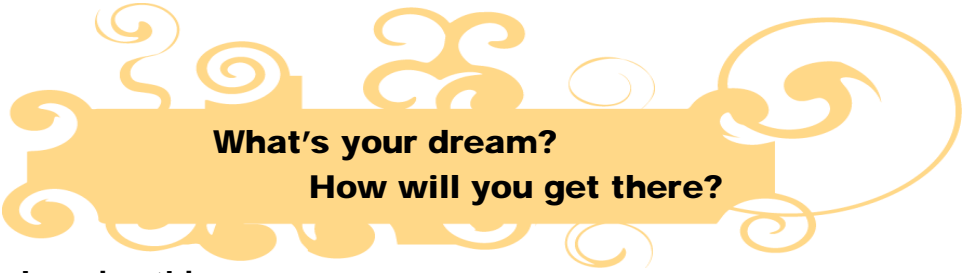


**Warwick**  
*Assembly of God*



# INTERNSHIP PROGRAM



What's your dream?  
How will you get there?

**Imagine this:**

- à Attending Bible College to prepare you for life's adventures and even full-time ministry
- à Leading someone to Christ during an Outreach
- à Declaring His Name as you preach in the Dominican Republic
- à Being in the atmosphere of Growth, Love, and Mentorship

What are you waiting for?

Hey,

I am excited that you are considering this internship. The above list contains just a few dreams we imagine ourselves doing for the Lord. I encourage you to apply as soon as possible, because space is limited. We desire to see your dreams to become reality.

Pastor Timothy Wolfe  
Discipleship Director

## **Why Internship?**

### **Reach Up**

This Internship is a yearlong experience where you will find who God has created you to be and grow in your relationship with Him. The most important thing in life is to know His voice.

### **Reach In**

Our passion is your life. It is our desire for you to develop your character and the gifts God has given you. By committing one year of your life, we hope for you to discover all God has for you and created you to be.

### **Reach Out**

God has a plan for your life. You will learn receive practical hands-on ministry experience along with your education at Bethel College which will prepare you into the future God has for you.

## QUESTIONNAIRE

What is your definition of a servant? \_\_\_\_\_

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What do you believe God has called you to do? \_\_\_\_\_

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Define your idea of ministry? \_\_\_\_\_

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What qualities do you think are necessary for a spiritual leader to have?

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How did you hear about this internship? \_\_\_\_\_

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If accepted, are you willing to make a nine month commitment? Yes No

When you return your application, please include the following:

1. Personal testimony (300 words typed)
2. A recent photo of yourself (will not be returned)
3. A copy of your high school or college transcripts

### Mail to:

Warwick Assembly of God s 1228 Todds Lane s Hampton, VA 23666

## Content:

1. Introduction
2. Definition and Purpose of the Internship Program
3. Opportunities in Internship Program
  - Opportunity to Develop Leadership
  - Opportunity to Relate to Other People
  - Opportunity to Integrate Ministry and Learning
4. Biblical Basis for Internship and Mentoring Relationships
5. Objectives and Ministry Outcomes for the Internship Program
6. Internship Ministry Outcomes
7. The Developing Character of an Intern
8. Relationships within the Internship Program
  - A relationship with God
  - A relationship to one's self
  - A relationship with the supervisor
  - A relationship with the church
9. Relationships within the Internship Program
10. Goals of the Internship Program
11. Responsibilities of the Internship Participants
12. Internship Training Plan
13. Evaluation of the Internship Program
14. Benefits to Intern
15. Requirements of Intern
16. Internship Ministry & Church Life Tracks
17. Internship Schedule
18. Internship Application

## Introduction

The local church provides an excellent opportunity for individuals who sense a call to ministry to receive practical experience in the ministry as well as experience in developing working relationships with others. It is intended through these mentoring, discipling relationships that individuals can improve in the following four areas: confidence, competence, character, and credibility.

The intent of this manual is to outline Warwick's internship program and to provide the procedures to assist the intern and his or her internship pastor. It will explain the purpose for the internship program; the ministry philosophy behind the program, and it will highlight its Biblical foundation. Included are intern training plan and Warwick's Internship forms. The internship program provides a controlled learning environment where an intern can learn from ministry professionals in the local church context.

## Definition & Purpose of the Internship Program

The Warwick Internship Program is a supervised system of evaluation, training, mentoring, and discipleship, using a practical, "hands-on" approach offered in a ministry environment of the local church.

The purpose of the Internship Program is to help people who are called into ministry to develop ministry, servant-leadership and inter-personal relationship skills. It also helps the intern understand today's culture in light of scriptures and a worldview of the Great Commission.

Entry into the internship program should be based upon a mutual agreement among the intern, the intern pastor, as reflected in the Internship Learning Contract. The internship should provide a learning environment where a mentoring-discipling relationship can be established, fostered, and developed and a meaningful project or product will be accomplished demonstrating the practical side of ministry.

Ministry is based upon one's own intimate relationship with the Lord Jesus Christ and is nourished by personal daily devotions. Ministry is based upon one's spiritual gifts, a passion for God and people as demonstrated to others through one's personality, spiritual character and natural abilities. Ministry and service are intimately related and cannot be separated: a minister is a servant of the Lord and to the people of God.

## CHURCH BACKGROUND

Name of home church \_\_\_\_\_

Denomination \_\_\_\_\_

Address \_\_\_\_\_

Cit \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Name of Senior Pastor \_\_\_\_\_

Name of Youth Pastor \_\_\_\_\_

How long have you attended this church? \_\_\_\_\_

What is your level of involvement? \_\_\_\_\_

Are you a member of this church? Yes No

When did you accept Christ? \_\_\_\_\_

Where? \_\_\_\_\_

Have you been baptized in water? Yes No

Have you had an Acts 2:4 experience? (Not required for acceptance) Yes No

How many times a week do you attend church? \_\_\_\_\_

How do your parents/guardians feel about you coming to WAG? \_\_\_\_\_

## PERSONAL REFERENCES

*References may not be family members*

Name \_\_\_\_\_

Relation \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_

Relation \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_

Relation \_\_\_\_\_ Phone # \_\_\_\_\_

## MEDICAL BACKGROUND (CONTINUED)

List any medications that you are currently taking \_\_\_\_\_

## LIFESTYLE

What type of activities do you enjoy doing? \_\_\_\_\_

Do you or have you ever smoked? Yes No

If yes, please explain (last date used, etc.) \_\_\_\_\_

Do you or have you ever consumed alcoholic beverages? Yes No

If yes, please explain (last date used, etc.) \_\_\_\_\_

Do you or have you ever used any illegal drugs? Yes No

If yes, please explain (last date used, etc.) \_\_\_\_\_

## EMPLOYMENT

Are you currently employed? Yes No

Present Employer \_\_\_\_\_

Position \_\_\_\_\_ Hire Date \_\_\_\_\_

Past Employer \_\_\_\_\_

Position \_\_\_\_\_ Hire Date \_\_\_\_\_

## FINANCIAL

Do you own a vehicle? (highly recommended) Yes No

Do you have health insurance? (required upon entrance) Yes No

List any debts, loans, and payments that you presently owe \_\_\_\_\_

Will your debt be paid in full by the start of internship? Yes No

If no, how will you make payments? \_\_\_\_\_

## Opportunities in Internship Program

It is expected that each intern will have the following four opportunities during their internship:

**Opportunity to Develop Leadership.** The opportunity will exist to function as a leader or assist a leader in recommending decisions for approval, lead or assist in planning in an area of responsibility, as well as assist and lead in helping to enlist, train, and motivate people for ministry.

**Opportunity to Relate to Other People.** Most ministry happens in relationships, while most problems in ministry grow out of relational problems. Learning about the ways we relate to others is an indispensable part of growth in understanding ourselves and others.

**Opportunity to Integrate Ministry and Learning.** The internship program allows for the intern to be fully involved in ministry and, at the same time, develop skills for ministry. The internship should provide an opportunity for the intern to enhance his/her identity as a minister and also to reflect and evaluate his/her ministry learning experience.

## Biblical Basis for Internship and Mentoring Relationships

*Discipleship is the primary process whereby Christians are to spiritually reproduce themselves. Jesus commissioned His disciples to "Therefore, go and make disciples of all nations..." (Matthew 28:19). He told the disciples in Acts 1:4, "...do not leave Jerusalem, but wait for the gift my Father promised..."*

The process of discipleship in the early church can be identified in Paul's relationship to Timothy. In II Timothy 2:2, Paul instructed his disciple Timothy to, "...entrust (what you have learned) to reliable men who will also be qualified to teach others." During their years of missionary travels and extended church-planting, Paul found Timothy to be faithful (2 Tim. 3:10) in what he had received. In turn, Timothy was to pass on what he had learned to faithful disciples who would, in turn, be able to train, disciple, and mentor others.

Many people do not realize that more than fifty percent of the Nobel Prize winners were previously mentored by other Nobel Prize winners. Mentoring relationships are important because of the level of commitment and the bonds formed as of a result of the relationships. The church establishes disciples by intentionally forming long-term relational bonds between individuals. We have a responsibility to raise up strong people for the Kingdom.

Through mentoring relationships people are connected to one another for the express purpose of having someone speak into their lives. Most people tend to be drawn to people who encourage, speak positively, and build them up rather than tear them down. Proverbs 27:17 says, "As iron sharpens iron, so one man sharpens another." People need strong Christians who speak into their lives, helping them mold, shape, and transform their essence into what God has called them to be in Him.

There are several examples of mentoring relationships in the Bible. Because of the relational experience of mentoring and the work of the Holy Spirit, God will transform the relationship into what is beautiful and pleasing in His sight.

- Moses and Jethro (Ex.18:13-23)
- Moses and Joshua (Num.27:18-23)
- Ruth and Naomi (Ruth 1& 2)
- David and Saul (1 Sam. 17:57;18:2)
- Paul and Timothy (Acts 16:1-3)
- Paul and Silas (Acts 15:40)
- Barnabas and Paul (Acts 11:25-26)
- Jesus and the twelve Apostles (Matt-Acts)
- Elizabeth and Mary (Luke 1:39-44)

Jesus is the most important example of mentoring in the Bible. He poured Himself into the lives of those who were part of His inner circle of influence. Isaiah 54:2, says to us, "Enlarge the place of your tent, stretch your tent curtains wide, do not hold back; lengthen your cords, strengthen your stakes." This passage is not directly speaking of discipleship, however, it serves to help us understand our role and responsibility to increase our borders for the Kingdom of God.

## Warwick Assembly of God Internship Application

*Pleas answer the following questions to the best of your ability...*

### PERSONAL INFORMATION

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Cit \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_  
Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Male Female (Circle One)  
Social Security Number \_\_\_\_\_

### FAMILY BACKGROUND

Name of Father or Guardian \_\_\_\_\_  
Address \_\_\_\_\_  
Cit \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Accepted Christ (Circle One) Yes No  
Occupation \_\_\_\_\_  
Name of Mother or Guardian \_\_\_\_\_  
Address (If different than above) \_\_\_\_\_  
Cit \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Accepted Christ (Circle One) Yes No  
Occupation \_\_\_\_\_

### MEDICAL BACKGROUND

How would you describe your health? Excellent Good Fair Poor  
List any allergies \_\_\_\_\_  
\_\_\_\_\_  
List any physical limitations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Schedule:

### Sundays:

7:30am	Prayer
9:00am	Passionate Core Prayer
9:30am	Service Prep
10:45am	Sunday Morning Service
12:15pm	Dismissed

Mondays: (Free Time)

### Tuesdays:

9am	Prayer
10am	Personal Development
10:30am	Staff Devotions
11am	Personal Development (Reading)
12noon	Lunch
1pm	Ministry Development
5pm	Dismissed

### Wednesdays:

9am	Prayer
10am	Scripture Memory
10:30am	Ministry Development
12noon	Lunch
1 - 5pm	Ministry Development
5pm	Dinner
5:30pm	Service Prep
6:30pm	Service
8pm	Dismissed

### Thursdays:

9am	Prayer
9:30am	Ministry Development
11am	Pastoral Discipleship w/ Intern's Pastor
12noon	Dismissed

Fridays: (Free time)

Saturdays: (Free time)

(Schedule may adjust due to Bethel College Classes)

## Objectives and Ministry Outcomes

- à The intern will primarily serve in an area of ministry, while gaining additional exposure and experience in other areas of the ministry of the church or ministry.
- à Each intern will have a personalized Internship Training Plan (ITP) relating to their ministry opportunities, skill, spiritual and character development.
- à The intern will meet each week with the internship pastor for encouragement, guidance, feedback, and evaluation within a mentor relationship.
- à Interns must be evaluated at the mid point and end of their internship.
- à The intern will attend all required meetings, (i.e., weekly staff meetings, staff devotions, prayer, and services as stated in Internship Learning Contract (ILC)).
- à The minimum number of internship hours is **20 hours** and **no more 30 hours** per week.
- à The internship must successfully complete all pre-agreed items in the Internship Learning Contract to be approved (if desire) for a second year of the Internship Program.

## Internship Ministry Outcomes

- à **Servant Leadership:** Possesses the heart of a servant and a passion to serve God and others. A servant leader demonstrates Christ-like servant hood in all relationships and Christ-like leadership in ministry -- the leader of all is the servant of all.
- à **Loyalty:** A commitment to the Lord and the church's vision and ministry.
- à **Faithfulness:** Be consistent in both duties and service.
- à **Humility:** Always be willing to be a learner.
- à **Obedience:** Follows the direction of the Lord and leadership.
- à **Spiritually Alive:** Ability to minister and impart spiritual life and truth to others.

## The Developing Character of an Intern

Leaders must become intentional and focused in their character development before they can impact the character of their ministries. Leaders must develop genuine character in order to successfully minister. Some indications of this genuine character involve the following:

- à Service to the Lord by participation in Warwick's Internship Program.
- à Respect for and submission to the spiritual authority of church leadership, and an openness to direction and guidance.
- à Walk diligently and faithfully, seeking the Lord, studying His Word, and witnessing that Jesus Christ is the Savior and Lord of his/her life.
- à Unceasing desire to develop his/her own spiritual life and to serve as a model of submission and service to those to whom he/she ministers.
- à Promise to be faithful with all confidences given and received while participating in the ministry and life of the church and ministry.
- à Each area of the intern's personal life, such as his/her finances and personal relationships, should be in Godly order.
- à A demonstrated spirit of brokenness and humility.

## Relationships within the Program

The Intern should always seek to develop:

**A relationship with God.** It is expected that the intern will sharpen his/her time of devotions with the Lord during the time of involvement in the responsibilities and stresses of ministry. All who minister should experience a strong sense of having received a measure of spiritual strength that can then be imparted to those to whom they minister.

**A relationship to One's Self.** An essential part of learning to minister is to become increasingly aware of one's strengths, weaknesses, and tendencies. To this end, the keeping of a daily devotional journal is required and specific times of evaluation, reflection, and reports will be required.

**A relationship with the Internship Pastor.** A chief benefit of the Intern Ministry is the opportunity to observe, relate to, and learn from a more experienced minister. As well as providing a model for personal and professional lifestyle, this relationship should include praying together and sharing insights, struggles, and situations in ministry life.

**A relationship with the Church.** The intern should understand and work toward fulfilling Warwick's vision for the church's ministry in its Jerusalem, Judea and Samaria, and the uttermost parts of the earth (Acts 1:8). The intern's development in ministry flows out of the intern's service toward fulfilling the church's God-given and Spirit-breathed vision and mission. To this end, the intern should seek to understand the values, relationships, and administrative and organizational structure of the church.

**Internship Director:** Pastor TJ Wolfe

**Internship Pastor:** (Depending on what track is chosen)

Internship Ministry & Church Life Tracks:  
**(Pick one Ministry Track & one Church Life Track)**

### Ministry Tracks:

**Youth Ministry** (Pastor Dave)

**Children's Ministry** (Pastor TJ)

### Church Life Tracks:

**Spiritual Life** (Pastor Karen)

Worship Team

Prayer

Preaching & Teaching

**Community** (Sandy)

Coordinating Hospitality

Greeter/Usher Ministry

Care

Guest Welcome/Follow-up

**Discipleship/Ministries** (Pastor TJ)

Children Ministry

Youth Ministry

Young Adult Ministry

Small Groups

Sunday School

Life Groups

**Outreach** (Pastor Dave)

Public Relations

Internal & External Public Relations

Media

Video Announcements

Creativity for Themes

Outreach

Local

National

International

Some of the disciplines and skills that the intern may develop and that will be part of the process of evaluation include:

1. Growth in the skills of ministry in the local church (discipleship, teaching, preaching, pastoral care, leadership, evangelism, etc.).
- 1 Greater understanding of how to relate the Word of God to the needs of people, both to the saved and to the unsaved.
- 2 Greater appreciation of the variety of differences in people's personality.
- 3 Growth in the ability to truly love and accept people as they are.
- 4 Increasing awareness of one's own heart motivations and attitudes.
- 5 Greater familiarity and experience with one's own spiritual and ministry gifting.
- 6 Greater acquaintance with the community in which the church ministers and the church's role and opportunities in the community.
- 7 Relating to the organizational structures within the church (core groups, committees, boards, etc.) with which the intern will be relating.
- 8 Becoming fully informed of the policies and programs to which the intern will be relating.
- 9 Understanding the duties, responsibilities and schedules of pastors in full-time ministry.
- 10 Participate in regular conferences with the supervisor as stated in the Internship Learning Contract.
- 11 Becoming informed on what personnel, facilities, equipment, and supplies may be needed for various ministry activities.
- 12 Learning how to plan short-term and long-term work and projects.
- 13 Maintaining personal integrity in all kinds of relationships with others.
- 14 Relating previous and present educational and spiritual experiences with training in ministry experience.

## Benefits to Intern

- à 35% off Tuition at Bethel College
- à Practical Hands-on Experience & Personal/Spiritual Development
- à Special Offering Collected for Intern after Completing Year Commitment

## Requirements of Intern

- à Must be a High School Graduate
- à Must have means of Transportation
- à Must have a call for full time Ministry
- à Must be a Servant
- à Must be a full-time Student at Bethel College and maintain a 2.5 GPA
- à Must maintain approved Internship Schedule and Responsibilities
- à Must attend all Ministry & Church-wide Events

## Goals of the Internship Program

**Relationship with God.** Each intern, as a member of the Body of Christ, must continually focus and pursue the nurture of his/her own personal, intimate relationship with God. Those in ministry quickly learn that the weakening or absence of a deep personal, spiritual relationship with God directly results in an inability to enter into meaningful, relational ministry with those to whom he/she ministers. True effectiveness in ministry comes out of a fresh personal relationship with the living God.

**Learning in Ministry.** Each intern needs a growing understanding of the life, function, and unique challenges of a pastoral or ministry leader through observation of, exposure to, participation in, evaluation of, and accountability to the ministry of that pastoral leader. The internship program allows for this learning in ministry with supportive mentors and peers.

### **Ministry within the Church Body.**

Each intern should be exposed to a peculiar area (s) of ministry for the purpose to facilitate a well-rounded, practical, and diverse ministry experience.

Each intern needs to become familiar with the ministry, interpersonal dynamics, and decision-making procedures of the church and ministry. Each intern can discover the learning and growth that can occur in personal relationships with many members of the Body. The intern can discover truth and wisdom in the relational context of friendship, support, comfort, and mentorship. These relationships keep each one personally alive to the challenges and joys of living and ministering.

**Gifting.** Each intern needs to be aware of his/her spiritual giftings and the specific place within the equipping ministry (Eph. 4:11, 12) in which he/she can most effectively minister and function in the local church setting.

Each intern needs personal mentoring in practical ministry situations in the development of his/her faith, giftings, character, and relational and ministry skills to prepare for entry into credentialed pastoral ministry. Each intern needs to be regularly affirmed, encouraged, and nurtured in the growth and development of their spiritual, ministry, personal, and educational life.

**Character.** Each intern needs to prioritize the development of a mature, Christ-honoring and Christ-centered character appropriate for those involved in ministry to hurting people both inside and outside of the Body. Time spent in relationship with the Lord in prayer, times of personal communion and worship, and reflection and study in the Word will all impact the development of character that is in the image of Jesus Christ.

## Responsibilities of the Internship

### Participants:

#### Intern

- à Complete Internship Application
- à Request an Internship Manual. (Read thoroughly)
- à Submit Internship Approval sheet.
- à Meet internship time requirements (Mid-term evaluation, final evaluation, etc.).
- à Enroll & Maintain to be a Full-time Student at Bethel College

#### Internship Pastor

- à The recommended intern must be interviewed by the Internship Pastor
- à Develop a personalized Internship Training Plan (ITP) communicating the ministry opportunities, skill, spiritual, and character development.
- à Act as a ministry leader/coach to assist the student in meeting their educational and ministry goals.
- à Conduct all paperwork necessary in documenting the internship progress (mid-term, final evaluation, etc.).

## Steps in the Process

### Step 1

- à Complete Internship Application
- à Arrange meeting with internship pastor
- à Get Warwick Internship Approval Sheet
- à Select your Ministry/Church Life Track
- à Coordinate and develop an Internship Training Plan

### Step 2

- à Get your Internship approved on the Warwick Internship Approval Sheet
- à Assemble all your documentation for the internship program (mid, final evaluations, etc)

### Step 3

- à Meet weekly or as agreed upon with your internship pastor
- à Accomplish your mid term and final evaluation as agreed upon on your Internship Learning Contract

## Internship Training Plan

The Internship Training Plan (ITP) is an individualized plan of ministry for each intern; it should be created with internship pastor and the internee together. The purpose of ITP is to highlight the opportunities and the skill development gained during the internship process. The ITP is an integral component along with the Internship Learning Contract, and any other assessment and leadership development surveys and tools. After reviewing the request for the internship objective analysis of the intern's assessment tests, experience, training, and ministry call, the pastor and the intern should work together in developing the ITP. The outcome of the internship training plan should result in a clearly documented project or product that demonstrates the integration of learning and ministry. This plan is intentional in its development and is used to assist in the development of the intern's character, spiritual life, ministry skills, and experience through participation in the Internship Program.

## Evaluation of the Internship Program

Evaluation is the process of getting and giving feedback in relation to observed behaviors. Evaluation flows naturally from the Internship Learning Contract (ILC) and Internship Training Plan because it assesses progress toward meeting agreed-upon goals. Evaluation standards, as set forth in the Internship Program, specify the observable behavior expected and the date of the evaluation. The purpose of the evaluation is to provide motivation for self-growth, and as such it is part of the learning experience.

An on going evaluation will be held by the intern pastor (see Warwick Evaluation Forms) with a formal evaluation at the **midpoint** of the time of internship as well as at the **end** of the intern's service. These specific evaluations will measure the progress that has been made toward meeting the goals of the internship and will provide motivation for further personal growth in certain identified areas. Specific evaluation forms will be used at each of these times of evaluation and will be included in the intern's records.