

## **Southwestern Assemblies of God University**

CHM 4313 Children's Ministry Internship 3 Hours

CHM 4323 Advanced Children's Ministry Internship 3 Hours

CHM 4333 District or National Children's Ministry Internship 3 Hours

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Spring/Summer 2006

### **Course Syllabus**

The expectations of SAGU, placed upon the student, do not change from one internship to another. Therefore, this syllabus serves as a guide for three different courses.

CHM 4313 and CHM 4323 may be accomplished by the student in two different churches/settings, or they may be accomplished in the same location, covering two semesters. Students are permitted to do CHM 4313 and one of the other internships, but not all three. Each Children's Ministry Internship includes the participation of supervisory personnel and an evaluation system that will guide the University in awarding interns their bachelor degree.

### **Course Descriptions**

#### **CHM 4313 Children's Ministry Internship 3 Hours**

Internship under the supervision of an experienced Children's Pastor or Senior Pastor. Following a set of guidelines to an approved site, the student gains experience to early childhood, elementary and pre-teen ministry within the context of the local church. Students must be in either the Junior or Senior year. This will require regular attendance and involvement in the total church program across both semesters of CHM 4313 and CHM 4323.

#### **CHM 4323 Advanced Children's Ministry Internship 3 Hours**

A continuation of CHM 4313 under the supervision of an experienced Children's Pastor or Senior Pastor. In the context of local church, the student develops skills in experience gained in ministry in early childhood, elementary and pre-teen children. This will require regular attendance and involvement in the total church program across both semesters of CHM 4313 and CHM 4323.

#### **CHM 4333 District or National Children's Ministry Internship 3 Hours**

A continuation of CHM 4313, under the supervision of District or National leadership, the student gains experience in the organization and ministry of camps, big events, and District and General Council Children's ministry. (Pre-requisite CHM 4313) This will require attendance at all District and General Council events during the season of ministry.

## **INTERNSHIP DESCRIPTION**

There are three types of children's ministry internship experiences available to each ministry intern during his or her stay at Southwestern Assemblies of God Central University. High performance in any one of these internships will result in a favorable recommendation toward ministry recognition. SAGU interns engage in many activities involving Christian service. The purpose of a Children's Ministry Internship is to help interns gain practical exposure and training in church, parachurch, or district settings.

After submitting a completed Children's Ministry Internship Request and registering for the class, the intern spends time with the Children's Ministry Program Director reviewing the details of the program and choosing the best path. After the intern has completed the Ministry Internship experience, the Director will conduct an Exit Interview with the intern to share experiences and to review the evaluations from those who were working with him or her during the program.

The Director expects the intern to arrange his or her schedule to fulfill the requirements of the total Ministry Internship. This includes worship services, committee meetings, planning sessions, ministry leader conferences, and meetings with various ministry personnel. It includes study and research time that the intern must balance with practical activities in service for the host congregation. These hours may be adjusted both to the needs of the intern and those of the ministry supervisor, the latter having priority. The intern will be available to the ministry supervisor at all times during the hours agreed upon when entering the Ministry Internship.

The Director expects the intern to serve the ministry one full semester, receiving an A or F at the end of that semester. The Director also expects the intern to serve at least 120 hours in the host ministry *including* attendance at regularly scheduled services/activities. Summer interns away from SAGU are expected to serve for many more hours than 120. The intern and the ministry supervisor will work this out in advance, considering the intern's academic demands and work schedule.

If outside employment is required, it will be coordinated between the intern and the participating ministry, in order that employment does not interfere with the internship.

## **INTERNSHIP BENEFITS**

### **The Intern**

1. Opportunity to integrate the classroom knowledge with hands-on experience in ministry to children and families.
2. Increased responsibility and maturity in interpersonal affairs.
3. Discovery and development of helpful attitudes, beliefs, and skills as well as discovery and treatment of unhelpful elements.
4. Practice in oral and written communication.
5. Orientation and insights into various children's ministry program structures.
6. Better understanding of the relationship between the local ministry and its fellowship, and/or supporting constituency.
7. Guidance and protection under seasoned ministry supervisors.
8. Self-assurance and confidence when required to serve in ministry full-time.

### **Host Ministry / Ministry Supervisor**

1. Intern contribution by presence and assistance to the ministry.
2. The opportunity to amplify the supervisor's ministry through another person.
3. The enriching experience of developing emerging ministry leaders through a Paul-Timothy relationship.
4. The increased partnership between the supervisor and, in turn, to its constituency and Southwestern Assemblies of God University.

## **PROGRAM ROLES and RESPONSIBILITIES**

### **The Intern**

1. Be a learner - You are serving in the host ministry as a welcomed guest, and you are to conduct yourself accordingly.
  - Get to know the community and study the church you serve (including its policies and programs).
  - Be familiar with facilities, equipment, supplies, etc.
2. Be loyal - You may disagree with the ministry supervisor as you may disagree with the professors, but you are to learn from disagreements and not attempt to "straighten out" the ministry supervisor.
3. Be trustworthy - One of the most necessary lessons of ministry leadership is keeping confidences.
  - Abusing your intimate relationship with the ministry supervisor can result in great damage to the supervisor's character and ministry. Therefore, you must constantly guard against the naive notion you are just the person to correct the "conditions" prevailing in the host ministry.
  - Minister responsibly to the needs of others.
4. Be hospitable - Make every effort to maintain positive and constructive relationships with the ministry's leaders.
  - Take the initiative in requesting supervisory conferences.
  - Be sensitive to time and opportunity.
5. Be diligent
  - Make sure you understand your assigned duties, limitations, and responsibilities.
  - Plan your work and schedule in advance.
  - Keep in touch with your ministry supervisor and the Children's Ministry Director.
6. Be a good example

- Maintain appropriate decorum in speech, dress, manner and relationships.
  - Maintain your devotional time with God, and be sensitive to the working of the Holy Spirit in your everyday life.
7. Maintain a journal of field experiences: programs, planned, services conducted, talks, sermons, anecdotes, failures, and successes (the journal can become a personal source of inspiration and encouragement as well as crucial to the development of your Ministry Internship Integration paper)

### **The Ministry Supervisor**

Ministry supervisors who cooperate in the Ministry Internship fulfill a unique place in the life of the intern and make a valuable contribution to the goals of the University. Such leaders become extensions of the faculty. In this role, the University will ask the supervisor to:

1. Provide a structured program (as much as possible) for the intern. Familiarize the intern to the organization and program of the participating ministry.
2. Meet as often as possible with the intern for exchange of ideas and for guidance.
3. Encourage the intern to maintain a consistent, disciplined devotional life.
4. Help the intern set and pursue reasonable goals.
5. Help the intern plan skillfully (with special attention to being proactive).
6. Make assignments clear.
7. Demonstrate the highest standards of ministry.
8. Be sensitive to the intern's individual needs.
9. Return the evaluation forms promptly to Internship office both half-way through the program and upon completion of the internship.

### **PROGRAM PROCEDURES**

#### **Entry**

The Children's Ministry Internship candidate should plan for internship as early as the first year. This involves strategically organizing the required and elective subjects so that

the Children's Ministry Internship will not adversely affect the continuity of your academic program.

### **The Program**

1. The ministry supervisor assigns the intern to various tasks for the succeeding weeks. The intern is to study every area of the ministry as outlined by the ministry supervisor.
2. The intern should be alert for any contribution he or she can make because of studies and present experiences that will contribute to serving the ministry. The contribution to the ministry in any act of service compensates in a measure for the service the intern provides.
3. The weekly conference with the ministry supervisor provides an opportunity for the intern to discuss ideas gleaned from the area surveys and to receive insights from the ministry supervisor.
4. Additional reading may be included in this internship syllabus. Ministry supervisors may substitute texts as well.
5. Interns should accompany their supervisors as often as possible as they perform their ministry duties. Mental notes, transcribed into writing following the experience, will aid the intern in preparing the integration report.
6. When possible, the Ministry Internship Director will visit the intern's ministry site to observe the intern in activities or while performing assigned duties. When feasible, he will consult with the ministry supervisor regarding the intern's progress.
7. For the final part of the program, the intern will return to the university and complete necessary requirements for graduation.
8. Once the intern file is complete and evaluations and reports received, the intern will meet with the Children's Ministry Director for the final Exit Interview. The Ministry Internship Director will not assign a grade until the Exit Interview has taken place.

### **Grading**

The Ministry Internship Director will use the following criteria to determine course completion:

1. Faithfulness and productivity in the internship

2. Completion of the Ministry Internship Integration Report
3. Mid-Point and Final Evaluations by ministry supervisor
4. Exit Interview

### **SUGGESTED LIST OF EXPERIENCES**

Consider the following items as a beginning point for selecting activities in which to involve the intern. The ministry supervisor is at liberty to amend this list as needed. The objective is to involve the intern in as many aspects of the children's ministry as possible given that ministry's unique local context. It is the responsibility of the intern to remind the ministry supervisor of those situations or tasks not yet experienced but proposed at the beginning of the internship. Consider the following experiences:

1. Administration (Procedures for Recruiting, Developing, and Managing children's ministry workers; Orientation to organizational structure; Meetings - Involve the intern regularly and as often as possible in organized meetings)
2. Vocational Ministry (Visitation - The intern should receive orientation in various venues of pastoral care of children such as hospitals, homes, and other places appropriate to ministry context; Children's Sermon/lesson preparation Coordination of Evangelistic outreaches.
3. Miscellaneous: There are many activities that fall outside the scope of this manual, but are nevertheless important in the overall life of a children's ministry leader. In addition to the intern's already-mentioned responsibilities, there should be opportunity for the ministry supervisor to discuss some of the significant problems that are inherent to life in children's ministry leadership.

### **General Format for the Ministry Internship Integration Report**

The purpose of a student internship in an educational program is to test classroom concepts in a real-life situation and to report on the results of the classroom/interning experience. The format is to be seen as skeletal and is usually sufficient for Internship reports. It is advisable to keep a daily/weekly log of all activities. Waiting until the end of the internship to begin the report could mean the loss of important information for future work as well as for your report.

- ❑ The report should include other materials such as photos, etc. that would enhance the impact of this learning experience.
- ❑ The report should be presented to the Children's Ministry Director. The copy will be evaluated by the Ministry Internship Director. The report should be written with

fellow students in mind, who will read it to discover whether they want to build on what you have done or simply learn from your experience.

### **Report Format Outline**

1. Title Page
2. Background – A *brief* history and background of the ministry situation
3. Primary Ministry – include a job description along with any other activities/tasks you were assigned.
4. Professional Development – Reflect on the adequacy of these activities to ‘move you along’ in ministry as well as any other issue related to this heading.
5. Reading Reflection – To what extent did the reading inform your practice of ministry while on internship? List some points where you agreed or disagreed with the authors. What was their level of influence in your personal life?
6. Spiritual Reflection – Report on your spiritual journey during this period, especially as it relates to keeping a robust and healthy spirituality in the midst of ministry chaos.
7. Challenges – Reflect on some of the challenges that you faced during your internship (may be professional, spiritual, economic, etc.).
8. Successes – Reflect on some of the successes that you enjoyed during your internship (may be professional, spiritual, economic, etc.).
9. Sorting it All Out – In this section you will reflect on two key questions: How did this help my calling?, and, Where Do I Go From Here?



When do you want to do your internship? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What goals do you have for your internship experience?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Check the following areas in which you feel proficient:**

- |  |   |
|--|---|
| <input type="checkbox"/> Participating in Children's Program                                     | <input type="checkbox"/> Visitation               |
| <input type="checkbox"/> Leading Children's Programs   | <input type="checkbox"/> Distributing Literature  |
| <input type="checkbox"/> Singing or playing specials   | <input type="checkbox"/> Office work              |
| <input type="checkbox"/> Directing a Choir/Singing in a Choir                                    | <input type="checkbox"/> Teaching Sunday School   |
| <input type="checkbox"/> Helping with Kids Crusades or some type of Children's Ministry outreach | <input type="checkbox"/> Act as Children's Pastor |

Any Others? \_\_\_\_\_  
\_\_\_\_\_

Are there any factors which should be taken into consideration When assigning you a particular church? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In what state do you prefer to do your internship? List your first three preferences.

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_

List possible conflicts with internship schedule (Example: less than 12 Weeks, health, weddings, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Community size preferred: \_\_\_\_\_

- Church size preferred:     <75     75-150     151-300  
    301-500     >500

Please state your philosophy of ministry: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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State briefly when and how you came to know Christ: \_\_\_\_\_

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Baptized in water?  Yes  No      When: \_\_\_\_\_

Baptized in the Holy Spirit?  Yes  No      When: \_\_\_\_\_

On the average, how much time do you spend in devotional time with God *per week*?

<1 Hour       1-2 Hours       2.5-4 Hours       > 5 Hours

What is the content of these times? (Bible Study, Prayer, Meditation, etc.) \_\_\_\_\_

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Any possible problems that we should know about? \_\_\_\_\_

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What does internship mean to you? \_\_\_\_\_

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*Please submit a picture of yourself with this application!*

## Internship Agreement

|  |                     |
|--|---------------------|
| <b>Student's Name:</b> _____               | <b>Phone:</b> _____ |
| <b>Address:</b> _____                      |                     |
| <b>Name of Church/Organization:</b> _____  |                     |
| <b>Address:</b> _____                      | <b>Phone:</b> _____ |
| <b>Supervisor:</b> _____                   | <b>Title:</b> _____ |
| Dates of Internship: From: _____ To: _____ |                     |

We understand that the student has been called to this ministry to serve and to learn. This service to God during undergraduate education is primarily for the purpose of acquiring the best training possible in preparation for effective ministry. Southwestern Assemblies of God University and this ministry are united in this enterprise of theological education.

1. We plan to work together in accordance with the design listed herein, with the understanding that it may be adjusted from time to time by mutual consent and with the approval of the Ministry Internship Director.
2. The Ministry Supervisor and the Intern will hold regularly scheduled sessions for the purpose of evaluation, reflection, and sharing of concerns and prayer.
3. We understand that should problems arise we will contact the Ministry Internship Director immediately.
4. This ministry, the intern, and Southwestern Assemblies of God University may terminate this agreement through mutual consent.

Ministry Supervisor: \_\_\_\_\_

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

Ministry Internship Director: \_\_\_\_\_

**Return to:**     **Dr. Darren Daugherty, Children's Ministry Director**  
                  **Southwestern Assemblies of God University**  
                  **1200 Sycamore . Waxahachie, TX 75165**  
                  **Phone: 972-825-4708 / Email: ddaugherty@sagu.edu**



B. On the basis of your interaction with the Intern, please respond to the following:

1. Ability to Communicate:

a) About ministry assignments:

b) With adults/youth:

c) Through listening to others:

d) Through his/her own ideas and vision for ministry

2. Sensitivity to personal/professional values:

a) Does the Intern open his/her life to others? Is his/her Christian commitment communicated?

b) Are the Intern's grooming, dress, or personal habits an area of concern? Are they appropriate to the ministry setting and work?

c) As Supervisor, list 5-7 areas of ministry strengths that are operative in the Intern.

d) List 3-5 areas of ministry skills and abilities in which you recommend the Intern seeks more experience and training.

C. Evaluation of mutual commitments

1. Content and progress of supervising session. Please evaluate effectiveness and describe general content of discussion.
  
2. Relationships - Evaluate the relationship between yourself and the Intern. Have you opened your life and Christian commitment to the Intern? Have you felt free to be candid with the Intern about his/her professional effectiveness?
  
3. Areas of Learning Agreement to be re-negotiated: (time, finances, etc.):
  
4. Areas where assistance is needed from the Ministry Internship Director:

We have read and discussed this evaluation.

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Student

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Ministry Supervisor

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Ministry Internship Director

**Return to: Dr. Darren Daugherty, Children's Ministry Director  
Southwestern Assemblies of God University  
1200 Sycamore . Waxahachie, TX 75165  
Phone: 972-825-4708 / Email: ddaugherty@sagu.edu**

# FINAL INTERNSHIP EVALUATION

## Ministry Supervisor's Report

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Student's Name

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Date Completed

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Ministry Supervisor's Name

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Church /Organization

**INSTRUCTIONS TO SUPERVISOR / EVALUATOR:** We will appreciate your evaluation of the ministry practices of this student during the internship and will use it to learn how we can assist him/her in becoming more effective in Christian service. Please complete and return at the termination of the internship and feel free to include any additional comments.

Circle the number, from 1 to 5, that represents your opinion. "5" means "very effective", "3" means "acceptably effective but with room for improvement", and "1" means "not at all effective."

### PERSONAL HABITS

**Effective**

**Not Effective**

|                              |   |   |   |   |   |
|------------------------------|---|---|---|---|---|
| Dresses appropriately, clean | 5 | 4 | 3 | 2 | 1 |
| Cares for personal hygiene   | 5 | 4 | 3 | 2 | 1 |
| Organizes use of time well   | 5 | 4 | 3 | 2 | 1 |

### RELATIONSHIPS

|                                 |   |   |   |   |   |
|---------------------------------|---|---|---|---|---|
| Shows genuine compassion        | 5 | 4 | 3 | 2 | 1 |
| Expresses ideas tactfully       | 5 | 4 | 3 | 2 | 1 |
| Builds enduring friendships     | 5 | 4 | 3 | 2 | 1 |
| Offers criticism constructively | 5 | 4 | 3 | 2 | 1 |
| Receives criticism well         | 5 | 4 | 3 | 2 | 1 |
| Respects ideas of others        | 5 | 4 | 3 | 2 | 1 |

### TASK PERFORMANCE

|                                    |   |   |   |   |   |
|------------------------------------|---|---|---|---|---|
| Prompt in appointments             | 5 | 4 | 3 | 2 | 1 |
| Understands what the task is       | 5 | 4 | 3 | 2 | 1 |
| Prepares well for the task         | 5 | 4 | 3 | 2 | 1 |
| Cooperates with other team members | 5 | 4 | 3 | 2 | 1 |
| Resourceful in planning            | 5 | 4 | 3 | 2 | 1 |
| Demonstrates leadership qualities  | 5 | 4 | 3 | 2 | 1 |
| Keeps confidences                  | 5 | 4 | 3 | 2 | 1 |

