

# LCU Youth Ministry Internship Manual

2011-2012

*Providing Exceptional Mentoring through Real Life Youth Ministry Experiences*



Lincoln Christian  
UNIVERSITY

100 Campus View Drive, Lincoln IL 62656  
[www.lincolnchristian.edu](http://www.lincolnchristian.edu)

---

Rondel Ramsey

Program Director and Internship Faculty Mentor

Youth Ministry Department

[rramsey@lincolnchristian.edu](mailto:rramsey@lincolnchristian.edu)

217.732.3168 ext. 2299

# Contents

---

## Section One – Program Overview

1.1 – The Internship Philosophy .....	4
1.2 – Youth Ministry Internship Goals .....	6
1.3 – Internship Participants and Components-Definitions .....	7
1.4 – Basic Expectations of Interns, Mentors, and the Youth Ministry Office.....	10
1.5 – The Learning Covenant Explained.....	11

## Section Two – The Field Mentors

2.1 – Defining Intern and Part-time Youth Minister .....	17
2.2 – Field Mentor Qualifications.....	19
2.3 – The Approval Standards and Process.....	20
2.4 – The Seven-Step Process of Getting and Preparing for an Intern (for mentors)	
Step 1: Understanding What an LCU Internship is .....	21
Step 2: Define Your Internship Site’s Details and Intern Benefits .....	22
Step 3: Getting Approved as an Internship Mentor .....	24
Step 4: Acquiring an Intern.....	25
Step 5: Developing the Learning Covenant .....	27
Step 6: Preparing for the Internship .....	28
Step 7: The Internship Experience Begins .....	29
2.5 – The Mentoring Process .....	30
Biblical Models and Five Crucial Dynamics .....	30
Characteristics of an Effective Mentor and Successful Protégé .....	31-32
The Mentoring Session .....	33
Principles for Establishing the Mentoring Relationship.....	34
Practical Ideas for Field Mentors .....	35

2.6 – Mentor Training Resources .....	37
2.7 – Being a Field Mentor – Thank you, Important Forms, and Responsibilities .....	38
<b>Section Three – LCU Students</b>	
3.1 – A Youth Ministry Internship: A Unique Opportunity .....	40
The Goal of an Internship .....	41
Start Early and Develop a Short List .....	41
3.2 – Internship Time Frame Options .....	42
3.3 – Selecting a Youth Ministry Internship Site.....	44
3.4 – Requirements for an Internship to Officially Start .....	44
3.5 – Nine-Step Internship Placement Process: a Map From Start to Finish (for students) .....	47
Step 1: Pray and Reflect .....	48
Step 2: Clear the Way (classes, statuses, GPA, Health Insurance) .....	49
Step 3: Internship Readiness Meeting with Rondel .....	50
Step 4: Search for and Select an Internship .....	53
Step 5: Internship Progression Approval .....	55
Step 6: Approved Field Mentor Meeting .....	55
Step 7: Complete & Submit All Internship Forms/Components (info, part 1 and 3, health) .....	57
Step 8: Final Steps and Registration .....	60
3.6 – Let the Internship Begin and Intern Responsibilities .....	62
Learning Covenant Changes.....	62
Assignment Plan/Calendar.....	63
Complete Assignments and the Final Notebook.....	63
Intern Activity & Reflection Reports .....	63
3.7 – Character and Behavior Expectations During Internship .....	64
3.8 – The Grading Process and Grading Standards .....	66
3.9 – Premature Termination of Internship .....	67

## Section Four – Important Dates and Forms

Important Dates and Forms ..... 71

*Thank you to all who are a part of this Youth Ministry Internship Journey. It is our vision to raise up the best servant leaders possible who will lead in the church and in the world and carry out the mission of God to redeem all things. That journey of servant leadership development goes through great internships.*

*All for Him*

*Rondel*



**Live your mission**



## Section One - Program Overview

---

A Youth Ministry Internship is key component of the Youth Ministry Program at Lincoln Christian University. If you are a student preparing for your internship or are a potential mentor of one of our youth ministry students, we hope that you will find the answers to your questions about Internships at LCU. If you are seeking a youth ministry intern, read through this manual and prepare to partner with Lincoln Christian University. If you would like to apply to become an approved Field Mentor, complete the online application. If you would like the online application link to be sent to you or have any questions concerning a Youth Ministry Internship, please contact Rondel Ramsey, Youth Ministry Professor, ([rramsey@lincolnchristian.edu](mailto:rramsey@lincolnchristian.edu)) or the Youth Ministry Office ([ym@lincolnchristian.edu](mailto:ym@lincolnchristian.edu) or 217.732.3168 x2299). Thanks.

### 1.1 The Internship Philosophy

Jesus had a strategy for developing His followers into individuals who would become servant leaders in fulfilling His mission. **Jesus called them to Himself, taught them, modeled a lifestyle which He wanted them to follow, cared for them, and held them accountable.** He also involved them in ministry, which was used as a learning experience for them. The key to Jesus' effectiveness and a lesson for us in developing the next generation of servant leaders is spending time, sharing life, and intentionally using all of life as an opportunity to both learn and to reflect.

The Youth Ministry Program's philosophy of internships follows this holistic model, established by Jesus and used by Paul for training Timothy and others for ministry (Ephesians 4:11-16; 2 Timothy 2:1-2). Disciples were mentored for more effective ministry while they were involved in ministry.

The Youth Ministry Internship Program at Lincoln Christian University has been developed to be an integral part of the student's training for ministry. It requires a strong partnership between the University

and the internship sites to provide meaningful internship experiences, which include an experienced Field Mentor who can help the student with his/her integration of theology and practice of ministry. Therefore, all students who major in youth ministry Lincoln are required to complete a 12-credit-hour internship usually during their senior year.

LCU believes that students need an opportunity to experience ministry, to reflect upon that ministry experience with a wise mentor, to articulate insights which have been gained, and to plan for future ministry utilizing the newly learned insights. This learning context will help the youth ministry student integrate previous learning, formal and informal, which will enhance his/her total educational and spiritual formation experience. Ideas learned in the classroom will be tried and evaluated in actual ministry settings.

At the heart of this Youth Ministry Internship Program is the belief that the development of the student's interior life is foundational to effective ministry. Our desire is that each student will learn to "be" God's servant as well as be able to "do" ministry. The development of the youth ministry student's identity and integrity is a vital concern to each faculty member at Lincoln Christian University. Spiritual formation is essential to the learning experience at the University. Scripture teaches that the most effective ministry results from a heart fully surrendered to Christ and an awareness of dependence upon Him (John 15:5-8).

*The Youth Ministry Department at Lincoln Christian University's goal for the internship is to prepare youth ministry student to be effective Christian leaders for the world who are growing in their relationship with Jesus Christ, in their youth ministry and leadership skills, and in their vision for the Kingdom of God.*

Local churches and para-church youth ministry organizations will be encouraged and revitalized as they share in this partnership of training youth leaders for Kingdom ministry.

## 1.2 Youth Ministry Internship Goals

The primary goal of the Youth Ministry Internship Program is to help students to grow in the integration of the Christian faith, academics, and the practice of ministry. This goal can be met by helping the student to develop ministry skills, to reflect theologically on his/her ministry, to grow in his/her self-understanding, and to grow in his/her relationships with God, his/her mentor, his/her church, and peers.

This primary goal will be accomplished in relationship with the Field Mentor, individuals at the internship site, and the student's Faculty Mentor

The following five strategies will be utilized in achieving the goal (these strategies are taken from Experiencing Ministry Supervision, William Pyle and Mary Alice Seals, editors):

- **Nurturing Personal Spirituality:** The inner life of the youth ministry student must be developing during the internship experience. Spiritual formation is foundational for ministry.
- **Developing Relational Skills:** The experiential learning provided by the internship will enhance the opportunities for the student to develop his/her relational skills with guidance from a mentor.
- **Reflecting Theologically:** The student will be assisted in theological reflection upon the ministry events which he/she experiences in the youth ministry setting. Theology and youth ministry must go hand in hand.
- **Learning Through Relationships:** Personal relationships will provide learning experiences as well as support for the intern.
- **Learning Through Ministry Events:** Participation in the planning, recruiting, implementation, and reviewing phases of youth ministry event (situations) will provide opportunities for integration of classroom learning and ministry. This is most powerful when the mentor asks probing questions that cause the youth ministry student to “connect the dots.”

## 1.3 Internship Participants and Components-Definitions

Since LCU's goal is to *prepare Christian leaders for the world*, we seek to use several components to make this goal a reality.

### The Student (Intern)

Each student majoring in Youth Ministry is required to complete a semester-long supervised internship experience in his/her area of specialization. (Students who receive a minor in Youth Ministry are NOT required to complete the internship. They are, however, encouraged to get as much non-credit experience as possible.) There are several time-frame options (see Internship options) when a student can take his/her internship. The student must complete a minimum of 4 months, including at least 600 hours of experience in the ministry context. The student will receive 12 hours of credit for the internship.

### The Internship Site and Field Mentor

The student, with appropriate assistance and approval, will select a mentor (Field Mentor) and a youth ministry setting for his/her internship. The church or para-church youth ministry organization will enter into a Learning Covenant with the school and the student. This Learning Covenant will include clearly defined expectations for all participating parties.

The person in the youth ministry setting to whom the student is most responsible will serve as the student's Field Mentor. He/she will be the primary model for the student and will assist him/her with the integration of theology and ministry in a youth ministry setting. The youth ministry mentor will help the student to reflect upon his/her internship experiences through weekly scheduled meetings and Reflection Reports. The Field Mentor will also grade the overall internship experience according to how

the student met his/her Individualized Ministry Goals (Part 3 of Learning Covenant) and school learning objectives as listed in the student's Learning Covenant.

## **The Faculty Mentor**

The Program Director of the Youth Ministry Department (Rondel Ramsey) serves as the Internship Faculty Mentor directing, coordinating, and overseeing the 12-hour Internship component of the Youth Ministry Program. The Youth Ministry Faculty Mentor will serve in the following ways:

- Working with Internship Sites and Field Mentors
  - recruit and train new Field Mentors
  - approve internship sites and Field Mentors
  - develop the Individual Ministry Goals (part three of the Learning Covenant) or Job description for the student while on the internship
  - communicate through the internship about praises and/or concerns
  - review evaluation reports
- Working with Students
  - supervise the student during the entire experience
  - prepare the student for the internship
  - oversee all necessary steps of the student so that he/she can officially register for the internship
  - maintain part two of the Learning Covenant (Academic Integration Goals) that will direct the internship through intentional theological reflection and praxis
  - communicate with the student on a regular basis during the internship to advise and encourage him/her
  - mentor and advise through conflicting situations that may arise while on the Internship.
  - review student reflection and evaluation reports

- assign the final grades (based on the final assessments of the Faculty Mentor's Academic Integration Goals and the Field Mentor's Individual Ministry Goals)

If financially feasible the Faculty Mentor will also contact the Field Mentor and intern to arrange a visit to the internship site, unless extenuating circumstances prohibit it.

### **The Learning Covenant (Overview)**

An explicit, written covenant will be developed as a guide for the internship and for subsequent evaluation. The Learning Covenant will be developed by the student, Faculty Mentor, and Field Mentor and compiled by the Youth Ministry Office. This must be completed and approved by all parties prior to the student being able to register and start the internship. The covenant may be refined during the first 2-3 weeks of the internship. All changes must be communicated to the Youth Ministry Faculty Mentor.

There are three main parts of the Learning Covenant (more fully explained in section 1.5).

- Part One – LCU Goals (the student personalizing semester long goals)
- Part Two – Academic Integration Goals with Faculty Mentor
- Part Three – Individual Ministry Goals (like a job description) with Field Mentor

## **1.4 Basic Expectations of Interns, Mentors, and the Youth Ministry Office**

### **What Internship Sites and Field Mentors should expect from their interns**

- A complete resume, a personal philosophy of ministry, and a personal profile
- Service with the utmost integrity, Christian character, and a strong work ethic, glorifying God in all that is said and done. (See Character and Behavior Expectation of LCU students below.)

### **What Interns should expect from their Field Mentors**

- To be treated with respect, fairness, and value as a co-laborer
- Clear communication of ministry expectations
- Real experiences where learning and preparation for full-time servant leadership can develop
- Honest feedback and constructive assessment and evaluation

### **What both interns & Field Mentors should expect from the Youth Ministry Office & Faculty Mentor**

- Direction and encouragement throughout the entire internship process in a Christ-like manner
- Prompt response to questions and needs throughout the internship experience

### **What the Youth Ministry Office expects from interns and Field Mentors**

- Prompt completion of all required reports and forms
- Clear communication of growth, changes, needs, and/or problems
- Honest feedback and evaluation

## 1.5 The Learning Covenant Explained

### Definition and Purpose

"Begin with the end in mind" is one of Stephen Covey's seven habits of highly effective people. This means that one begins with a clear understanding of the destination. The Learning Covenant is a vital part of an effective internship experience because it provides that clear understanding of the destination.

The Learning Covenant is an explicit, written covenant developed as a guide for the internship and subsequent evaluation. Since it is the goal of the internship to help students integrate spiritual formation, academics, and practice of ministry, it is expected that the Learning Covenant will reflect a holistic approach to development. The Learning Covenant describes a series of goals for personal and professional growth to which the student pledges himself/herself during the internship.

Covenants are based on relationships and are intended to provide for growth and accountability in those who have entered into the covenant. The Covenant provides a tool for assisting the Faculty Mentor, Field Mentor, and the intern in the accountability process in which they will be involved during the semester. It includes involvement by the student, the Field Mentor, the Faculty Mentor, and the Internship Director.

See Sample Learning Covenant (on Angel and/or website) to better understand how the Learning Covenant is developed.

**Please send all Learning Covenant details (explained in section 2.4e for the Field Mentor and 3.4f and 3.4g for the Intern) to the Youth Ministry Office in a Word document. We will put all the information in the final form and email the final Learning Covenant to each party for a response email approval. Do NOT retype all the information to make the Learning Covenant. We will finalize everything in the office. We just ask that we have all the correct information.**

## The Learning Covenant, Part One

### General Information Cover Page and Part One Learning Objectives

#### Intern Information

- Intern name
- Major and Focus
- Intern's housing address (or first place) email, and phone numbers while on internship

#### Internship Site Information

- Name, address, phone, fax, email address of the church/organization (It MUST be approved by the Youth Ministry Office).
- Specific beginning and ending dates of internship
- What semester you will be on your internship. It must be a complete fall semester (June-Dec or Aug-Dec) or complete spring semester (Jan-May). Summer internships are not allowed for your 12-credit hour Youth Ministry Internship.

#### Mentors' Information

- Field Mentor's name, title, phone numbers, and email address
- LCU Faculty Mentor's name, title, phone numbers

#### Lincoln Christian University's Four Learning Objectives

Each intern will personalize the four main learning objectives that University has set for developing servant leaders. Below is a list of the objectives. Each student should write out a couple of SMART goals

*(specific, measurable, attainable, realistic, time-based)* in how he/she plans on reaching these objectives while on internship.

The Intern ...

1. ...knows God's Word by understanding and living the Scriptures with the aid of a biblical worldview, a faithful interpretive community, and a disciplined Christian life.
2. ...engages God's world by interacting critically with multiple disciplines from a biblical worldview perspective and by communicating effectively (through listening, speaking, writing, media, and other means).
3. ...pursues God's will by discovering and using their gifts to minister passionately and compassionately in their chosen vocations, inside and outside the Church, especially in serving an increasingly diverse world.
4. ...lives as a lifelong learner by developing the skills and attitudes needed for lifelong learning, beginning with satisfactory learning experiences while in college.

### **The Learning Covenant, Part Two Academic Integration Goals**

Part two of the Learning Covenant consists of the academic goals that the Youth Ministry Faculty Mentor assigns to the intern that correlate with the student's academic major/focus. These are to help direct and authenticate the 12-hour internship. There are samples of the part two on Angel and the Internship Website. This section can be tweaked based on the strengths and weaknesses of the intern and in coordination with the Field Mentor and the Internship site. The intern must submit all adaptations requests prior to swapping or changing these after the internship begins.

## The Learning Covenant, Part Three Individualized Ministry Goals

This section is like a job description of what you will be doing on your internship. It is also like a contract, detailing expectations, remuneration issues, and ministry activities. It is the fusing together of the academic goals and the practical ministry activities.

The student must meet with the approved Field Mentor and discuss how Part Two of the Learning Covenant (Academic Integration Goals) and assignments can be integrated in and incorporated with Part Three of the Learning Covenant (the internship site's individualized ministry goals for the intern). After meeting with your Field Mentor, you will need to provide the following information for Part Three of the Learning Covenant to the Youth Ministry Office: (Please submit the information in the correct format— (see Sample Learning Covenant) and in a Word document.

### General Expectations

- What/when to attend
- Internship work days/hours
- Dress etiquette for the week and for weekend services
- Reporting to whom, etc.
- General expectations of someone working or serving with the Internship site

### Specific Internship Expectations (Responsibilities)

- List what you will be expected to oversee, lead, teach, do on a daily basis.

- Include Part Two assignments that are to be done while on the internship in this section as it relates to the internship site.

### Reading Assignments

- Include specific names of 1-2 books that are related to the intern's area of ministry (approximately 400 pages total). Do not include required reading from Part Two here. The Faculty Mentor requires reading (one book) as well. Total reading will not usually exceed 600-700 pages because of other academic assignments.
- Include due dates of written 1-2 page reports on each book. The reports should be discussed with the Field Mentor prior to the end of the internship.

### Miscellaneous Items - Intern Benefits

(For suggestions to determine appropriate benefits for interns, see Intern Benefits.)

- **Remuneration** (including how much and how often intern will be paid, how taxes and expenses incurred will be handled by the church/organization)
- **Housing**--if provided, by whom and for how long? (Please include all special instructions for the housing arrangements to ensure a great host family arrangements.)
- **Meals**--if provided, by whom and how often?
- **Office needs**--space, supplies, and equipment that will be provided for the intern?
- **Time off**--Vacation or days off—how much and when?
- **Extra work**--State terms of any extra job that the intern plans to acquire
- **Extra classwork**--State terms of any extra class work loads (in addition to internship) that you have agreed upon
- **Other activities**--State any other activities that potentially may interfere with the internship

- **Health insurance**--State your personal health insurance status so that the church know (either you have it or that you have waved them responsible of health care needs). You can purchase short term insurance for major medical (in case of a bad, very expensive accident!).

### A Note About Outside Internship Activities

We want both the intern and Field Mentor to agree up any outside internship activities, including an extra job or an additional class that the intern may want to do. This can cause conflicts due to work schedules or exhaustion because of taking on too much extra activities. If the intern is not going to have an extra job or take additional classes during the internship, it should be stated that way so all parties accurately understand the situation. See the University's recommendations about Work and Classes while on an Internship in section 3.4c.

## Section Two – The Field Mentors

---

We are excited that you want to partner with Lincoln Christian University in the *preparing of Christian leaders for the world*. We believe that Lincoln Christian University and leaders like you are instrumental in training, molding, and mentoring students to become effective future leaders in Kingdom service.

### 2.1 Defining Intern and Part-time Youth Minister

Lincoln Christian University is fully committed to the task of *preparing Christian leaders for the world*, and we want to continue the legacy of "the preachers are coming." But these are new times, with unique obstacles and distractions. Young ministers today live in a different world than the world in which young ministers grew up in a generation or two ago. We have more and more young people entering ministry unprepared and not ready for the enormous challenges they face. We do not want to *just* send out youth minister to serve for a couple of years; we want to send out *prepared* Christian leaders who can lead for the next 50 years!

It used to be that a young man could begin ministry with little or no experience, after the academic and spiritual training that he received from a Bible College. We have learned many lessons since then as we have witnessed youth ministers leaving the ministry for a variety of reasons. The truth is that many of these problems could be averted if there was someone to truly mentor and guide these young, inexperienced youth leaders, as an apprentice to one who has learned the "tools of the trade" from years of experience.

Many times churches contact Lincoln Christian University to get a student ministry intern to "fill some holes" in their ministry staff. It is vital to understand that this arrangement may not qualify as an official internship for a student. An official internship requires a qualified youth minister to serve as an overseer

and guide the student in his/her continued leadership preparation. (See Field Mentor Qualifications for a more detailed explanation below.)

Just like a young man desiring to become a finish carpenter would not learn under a general carpenter, or a math teacher would not be mentored by a biology teacher, it is not the best learning and mentoring situation to have a youth minister learn under a preaching minister. Both ministry areas share many of the same duties and situations, but there are unique challenges, demands, skills, and preparations for each ministry field. Therefore, all youth ministry students must have qualified mentors before approval will be granted.

A student intern can learn more in a four to six-month internship than he/she can in a ministry without a mentor in that field. Without a mentor, a student will eventually learn the same lessons, but it could take several years of trial and error, frustration, and discouragement. An intern placed with a qualified youth ministry mentor can become equipped to be effective much sooner and, maybe even more importantly, learn what NOT to do when he/she begins a ministry or job. A qualified mentor can share his/her insights, lessons learned, and methods of ministry. The student will be years ahead in experience if he/she does not have to learn all of this on his/her own, without guidance. There is just not enough time to learn all the wrong ways on your own. It is good to learn from someone who has traveled down the road before and can tell which potholes to avoid.

If you are in search of a part-time youth minister, but do not have a qualified leader in the field you are seeking to fill, please click on the church development link on the LCU website and scroll down to Open Ministries. put your name on our database and website instead of seeking an intern. There are many LCU students who are searching for a ministry. The students check the LCU website quite often.

## 2.2 Field Mentor Qualifications

The Field Mentor plays a very important role in a youth ministry internship experience. Field Mentors provide a model for students to imitate in character, knowledge, work ethic, and commitment. The mentor will help the student to reflect theologically upon his/her internship experiences to mature toward being prepared to entering full-time youth ministry.

The following qualifications have been established for Field Mentors of youth ministry students

**1. Character** - The mentor will display a Christ-like character which results from a personal, growing relationship with Jesus Christ.

**2. Education** - The mentor will have earned a minimum of a bachelor's degree or its equivalency in a youth ministry area or in a field related to the student's primary responsibilities (i.e., camping ministry). The Youth Ministry Office will exercise flexibility in this expectation for qualified mentors.

**3. Experience** - The mentor must be at least 28 years old (five years after a bachelor's degree) and will have served a minimum of five years in full-time youth ministry or in a field related to the student's primary responsibilities. We are seeking youth ministry mentors who have experience, maturity, and wisdom that can be invested in the intern.

**4. Training** - The mentor must be willing to participate in online mentor training provided by the Youth Ministry Office or provide evidence of prior supervisory training and skill. Read sections 2.5 and 2.6.

**5. Time** - The mentor must be willing to meet with the student in a formal setting at least one hour per week for in-depth reflection, evaluation, and advising. This is in addition to time spent by the mentor in ministry activities with the student.

**6. Reporting** - The mentor agrees to complete the intern's "Reflection Reports" and Final Evaluation.

## 2.3 The Approval Standards and Process

The Youth Ministry Office will grant approval based on the following criteria:

- Does the mentor meet the six qualifications (as listed above)?
- Has the mentor completed the application form?
- Has the mentor (and site) been approved by the Youth Ministry Office to be the best learning experience for **that particular** student?

The Youth Ministry Office will contact the potential Field Mentor in a timely manner telling him/her whether or not he/she has been approved as a qualified Field Mentor.

After the Youth Ministry Office gives approval, the name of the church or organization will be made available to our students as a possible internship location. Students (future interns) can then see what sites are available for an internship experience and make contacts with those places that interest them.

If a church or organization makes a personal contact with a student, the internship can only become official when the Field Mentor becomes an approved Field Mentor at the approved Internship Site and the student completes all the Pre-Internship Requirements.

## 2.4 The Seven-Step Process of Getting and Preparing for an Intern

If you are interested in becoming an approved Youth Ministry Internship Site and Field Mentor, please follow the following steps in order to obtain a youth ministry intern from Lincoln Christian University. Please read this section in its entirety to fully understand the process. If you have questions, please call (217.732.3168 x2299) or email us ([ym@lincolnchristian.edu](mailto:ym@lincolnchristian.edu)) at the Youth Ministry Office

### **Step One: Understanding What an LCU Internship is**

It is important that potential Field Mentors of internship sites fully understand what a Lincoln Christian University internship is and what it is not. An LCU internship is a special relationship between a Field Mentor, Faculty Mentor, and God working together to shape the student to be a Christian leader for the world. It is an opportunity to help a student become what God is calling him or her to be.

Although Lincoln Christian University students work hard on their internships, an internship is not about getting some cheap part-time help to fill a few gaps in the church or organization's staff. A youth ministry student must intern with an approved and qualified youth minister (or a leader in the field directly related to the student's focus (i.e. camping ministry) and who will invest in the life of the student.

### **Being a Field Mentor**

Being a Field Mentor takes time: investing, leading, providing feedback, correcting, encouraging, challenging, and holding the intern accountable. All of this is simply termed "mentoring." It is an investment with great dividends for the Kingdom. LCU's Youth Ministry Internship Program requires this kind of time-sensitive investment because we see how life changing mentoring is in the life of future leaders. Students hunger for direction, feedback, encouragement, and challenge; they want to become the best they can be for Christ.

If you have the time and the heart, and are willing to invest your life, resources, and energy into a student, we want to partner with you. If you do not have the time to invest, please do not apply.

Please read The Mentoring Process (Section 2.5) for a more complete description of what will be required of you. You will also find practical suggestions and training materials to equip you to be more effective in this eternally significant pursuit.

✓	Step 1-Understand What an LCU Internship Is	In Process	Completed
	Read the entire YM Handbook to understand the expectations		
	Determine if you have enough time effectively invest in an intern's life and be a quality Field Mentor		

## **Step Two: Define Your Internship Site's Details**

After you understand LCU's Youth Ministry Internship Program, you should determine your expectations of a youth ministry intern. It is recommended that you compile these expectations and parameters into your own Internship Program that defines all the details for your church or organization's general and specific expectations, ministry requirements, and basic intern benefits (remuneration, housing, meals, time off, etc.) that you can offer. These details will be necessary in developing your portion of the Internship Learning Covenant (Part Three).

### **Intern Benefits Decisions**

This area of the Internship and Learning Covenant (part 3) is very important so that both the Internship Site and the intern are in complete agreement. Discussion and inclusion into the Learning Covenant reduces the chance of miscommunication and conflict.

- **Remuneration for Interns** - The Internship Site has no obligation to provide remuneration, housing, or meals for the intern. However, experience indicates that in most cases the organization has been quite generous in assisting the student with material needs. Many of the students do have legitimate expenses (such as taking out more school loans to go on the internship, car payment/insurance, personal needs, etc.) that do benefit the organization. This assistance may be given in various ways. Some examples are:
  - **Weekly honorarium** - This ranges from \$75-\$175. Married interns receive up to \$225 in some situations. An intern receiving \$150 per week, for example, will only take home approximately \$110 per week due to taxes withheld.
  - **Offering** - Some organizations receive a "love offering" for the student at the close of the internship.
  - **Grant for tuition** - Some organizations pay the intern's tuition for the next semester.
- **Taxes and withholdings** - Taxes and Social Security should be taken out on the intern and he/she should be treated as a regular employee of the church and not as a minister. Mileage can be reimbursed directly to the student, when applicable. Some interns in the past have not had any taxes or other withholdings taken out of their pay, only to discover a very large tax bill on April 15!
- **Ministry Expenses** - Most Internship Sites reimburse the intern for expenses (convention costs, some ministry meals, mileage) incurred while serving with the ministry.
- **Ministry Supplies** - Some organizations provide books, day planners, or other ministry supplies as an investment in the life of the intern and the kingdom.
- **Housing** - The ministry organization usually provides housing for the intern. This may be in the form of a furnished apartment, a sleeping room in the house of a member, or financial assistance for the intern to secure his/her own housing. There are often times when an intern is married and arrangements need to be made for a couple instead of a single student. While it may be necessary to share the housing detail between several families, it may be wise to find one place where the student can "settle down" during their internship.

- **Meals** - The ministry organization usually provides some meals for the intern. Many churches have arranged a schedule in which the intern shares a meal with various (including host) families. Some ministries have provided a small financial allowance for meals. Others provide the host family with a grocery store gift card to cover some of the extra monthly costs.
- **Hours and Time Off** - The intern normally is expected to complete 40 hours per week in the internship. Churches and organization should require at least one day off per week (unless special circumstances arise, i.e. 14 day mission trip). We want to help the student to develop healthy work rhythms The intern usually receives a one week vacation during the six-month internship.

✓	Step 2-Define Internship Details	In Process	Completed
	Develop or update your church's Internship Program		
	Determine any remuneration details for the Intern		
	Know how your church will properly handle Intern's taxes		
	Decide what supplies would be needed		
	Secure housing for the intern		
	Secure a back up plan for housing		
	Determine how meals would be handled		

### **Step Three: Getting Approved as an Internship Mentor**

Since Lincoln Christian University's Youth Ministry Internship Program is 12 credit hours of the student's academic requirements, we require high standards for Field Mentors. Since the Internship Program is not about getting part-time help, we take seriously the Field Mentor's Qualifications and willingness to invest in the lives of our students.

In order to become both an approved Field Mentor and internship site, after reading the qualifications (section 2.2), please complete the online application. Copy the following link and paste into your browser: [https://www.lincolncristian.edu/WebForms/UG\\_FieldMentorApp.asp](https://www.lincolncristian.edu/WebForms/UG_FieldMentorApp.asp). For most situations, you will be contacted within two weeks of our office receiving your application to indicate whether or not you have been approved.

✓	Step 3-Getting Approved as an Internship Mentor	In Process	Completed
	Determine if you are qualified to be a mentor for a student		
	Complete the online application		
	Receive a report of mentoring approval from the YM Office		

## **Step Four: Acquiring an Intern**

### **Initial Contact with Students**

One of the most important components of the Internship Program is connecting students with potential internship sites. Without this connection, our students cannot fulfill their academic requirements and receive the mentoring they need. In the same way, internship sites do not get the opportunity to invest in future Christian leaders.

The following suggestions will help churches and organizations connect with Lincoln Christian University students:

- Attend the Internship Fair, which is held on LCU's campus every fall. This is a great time of interacting with students, not only for immediate internships, but also for future internship, and even employment, opportunities.
- Visit the LCU campus. Schedule a time to meet with students who are interested in your church or organization. You can individually meet with interested students in the cafeteria during

lunchtime. If you want to schedule a meeting, [email](#) or call the Youth Ministry Office (217.732.3168 ext 2299 or 888.522.5228) and let us know the date you want to be on our campus. We will put your request in our weekly announcement sheet. Requests must be received by 11 AM on Friday for the following week's announcement sheet.

- Provide the Youth Ministry Office with your church or organization's internship program information sheet or prospectus. We will keep these on file and make them available to students as requested.
- Once approval is granted, your website, application, and/or other contact information may be placed on a page in Angel, our Educational website, and in other materials sent the students.
- Call Rondel in the Youth Ministry Office.

### Interviewing potential interns

Once initial contact has been made with a potential intern, you may want to do one or more (see below) to better decide who to select. It is each Internship Site's responsibility to interview and follow up on each potential intern to determine if it would be a good fit for your church or organization.

- Interview the student in person, over the phone, or through email. (It is each church's responsibility to interview the student. Feedback can be offered from the Youth Ministry Office, but final determination is the responsibility of the church.)
- Ask for the student's personal portfolio (includes samples of his/her work and philosophy of ministry that was developed in the internship class) and resume, with references.
- Follow up with the student's references. You may be able to get some information from the student's Faculty Mentor, but it would be wise to follow up with other references too. Many times we do not have the privilege of seeing the students serve and lead in the ministries that they will be serving in on an internship.

- Once a student has been selected to be an intern at your site, begin the process of developing the Learning Covenant with the student.

✓	Step 4-Acquiring an Intern	In Process	Completed
	Attend LCU's Internship Fair (in the fall)		
	Request a list of available interns		
	Interview all potential intern		
	Decide on intern		
	Communicate to all potential interns the result of your decision		

### **Step Five: Developing the Learning Covenant**

Become familiar with the Learning Covenant process (**see Section 1.5 Learning Covenant Explained**). Work with the student in developing Part Three of the Learning Covenant (Individualized Ministry Goals), which is basically a job description and contract with the student. **See that section for specific information.**

**Please send this information to the Youth Ministry Office (ym@lincolnchristian.edu) in a Word file in the suggested format (see Part Three of the Sample Learning Covenant).** The Youth Ministry Office will compile all the information and email the finalized Learning Covenant the student, the Field Mentor and the Youth Ministry Faculty Mentor. Each will carefully read and double-check all the information in the Learning Covenant, and then indicate approval in a reply email. Each parties can keep the LC for future reference.

✓	Step 5-Developing the Learning Covenant	In Process	Completed
	Re-read Section 1.5 Learning Covenant Explained		
	Based on the Learning Covenant's Part Three template develop your section of the LC		
	Once all completed, send info to the YM Office in a Word doc		

### **Step Six: Preparing for the Internship**

From the time the internship is finalized and the student is ready to begin at the church or organization, there are a few suggestions that might help him/her make the transition smoother.

- Provide information to the student so he/she can understand the inner workings of the church or organization. Examples might include: current brochures/newsletters, organizational structures, names, email addresses of key people, etc.
- Keep communicating with the student via letters, newsletters, emails, phone calls, or even by inviting the future intern to visit before the internship begins in order to better build the mentoring relationship.
- Get to know the intern as much as possible. Pray for him/her daily.

✓	Step 6-Preparing for the Internship	In Process	Completed
	Finalize all housing and office issues, & ministry responsibilities BEFORE intern arrives		
	Communicate with the intern helping them feel a part of the team		
	Pray for the intern		

## 2.4g - Step Seven: The Internship Experience Begins

After possibly several months of anticipation and finalization of the Learning Covenant, it is usually an exciting time to begin the Internship Experience. Please read through the subsequent Mentoring Help sections that suggest how to be the best mentor and have the best mentoring relationship possible. Thanks again for your investment.

✓	2.4g Step 7-The Internship Experience Begins	In Process	Completed
	Remember, the intern may experience a lot of nervousness about this new situation. Help them make that transition well.		
	Assist the intern to start well		
	Share your life and get to know your intern		
	Read through the following material (in sections 2.5 to 2.8) to improve your mentoring relationship		

## 2.5 The Mentoring Process

*"Mentoring is a relational experience in which a mentor empowers a protégé for ministry by sharing God-given resources in an intentional manner so that personal and leadership development is facilitated."*

The mentoring process is at the heart of LCU's Internship Program. It involves the development of a relationship between the Field Mentor and the intern. The Field Mentor serves as the primary ministry model for the student during the internship. The student will learn from the mentor by observation as well as through involvement in more structured settings.

The Field Mentor is encouraged to read Stanley and Clinton's book, Connecting, to get a more complete understanding of the mentoring process. See Mentor Training Resources (sec. 2.7) for additional training aids.

### Biblical Models

Mentoring was a way of life for the people of the Bible. It was the primary means of passing on skills and wisdom from one generation to the next. Some Old Testament models are: Jethro and Moses (Ex. 18), Moses and Joshua (Deut. 31), Jonathan and David (I Sam. 18-20), and Elijah and Elisha (I Kings 19). Some New Testament models are: Jesus and the Twelve, Barnabas and Saul (Acts), Paul and Timothy (Acts 16; I & II Tim.), and Paul and Titus (II Cor. 7; Titus).

### Six Crucial Dynamics

- **Attraction** - This is the beginning point of the mentoring process as the mentor and the intern are drawn to each other as they see the potential in the relationship. As this dynamic increases, trust and confidence will grow, increasing the value of the mentoring experience.
- **Relationship** - The mentor and protégé develop a relationship that extends beyond a mere communication of knowledge or development of skills. It's the number one way to motivate!

- **Responsiveness** - The *protégé/intern* must have an attitude of receptivity to the modeling and teaching of the mentor. The *mentor* must be responsive to the level of maturity of the intern.
- **Accountability** - Accountability is an important aspect of personal spiritual development for any Christian. It is particularly important for the intern as he/she develops personally, professionally, and relationally. By the nature of the program, the Field Mentor will take the lead in the accountability aspects of the relationship.
- **Empowerment** – Empowering another person means helping them to recognize their potential within and encouraging the development of that potential. It takes trust, vision, and wisdom.
- **Safety** – Safety leads to intimacy and reality. If a intern feels threatened, is ridiculed, left out, joked about honesty will not be expressed and reality will not be understood. For real learning to occur, there must be an “umbrella of grace” (a safe environment) where real growth and change can occur below the surface of “Hey, how did the lesson go last night?”

### **Characteristics of an Effective Mentor**

The Field Mentor should be an individual who is growing in his/her relationship with Jesus Christ and in his/her own area of ministry. As this growth occurs, the mentor will want to grow also in the area of mentoring.

Stanley and Clinton (Connecting, p. 38) suggest these characteristics of an effective mentor:

- Ability to readily see potential in a person (and incarnationally begins at the level of the student)
- Tolerance with mistakes, brashness, abrasiveness, and the like in order to see that potential develop
- Flexibility in responding to people and circumstances
- Patience, knowing that time and experience are needed for development
- Perspective, having vision and ability to see down the road and suggest the next steps that a mentoree needs
- Gifts and abilities that build up and encourage others

Howard and William Hendricks (As Iron Sharpens Iron, pp. 60-72) suggest the following characteristics for a mentor:

- Seems to have what the mentoree personally needs
- Cultivates relationships
- Is willing to take a chance on the mentoree
- Is respected by other Christians
- Has a network of resources
- Is consulted by others
- Both talks and listens
- Is consistent in his/her lifestyle
- Is able to diagnose the mentoree's needs
- Is concerned with the mentoree's interests

*“If you want to build a ship,  
don't herd people together to  
collect wood and don't assign  
them tasks and work, but rather  
teach them to long for the  
endless immensity of the sea.”  
Antoine de Saint-Exupery*

### **Characteristics of a Successful Protégé**

If the intern is going to grow during his/her experience on the field, then certain characteristics need to be present:

- *A desire* to serve God and to be used by Him in ministry – this desire is created through a clear vision of actually seeing themselves being used by God and impacting.
- *Confidence* that the mentor can help with his/her growth
- *A sense* of God's leading in the entire internship placement process
- *Willingness to make personal sacrifices* in some areas in order to establish the mentoring relationship in the internship
- *A servant-heart* toward the mentor
- *Respect* for the mentor (this is hugely a responsibility of the mentor's attitude toward the intern)

- *A teachable spirit* (If not present, put them in situations where they have to learn it)
- *Willingness to be held accountable* by the mentor

If most of these characteristics are not present, it may short circuit the mentoring experience resulting in frustrations and conflict with the mentor and/or the mentoree. This would need to be frankly addressed with the intern. In addition, this may help a mentor to decide whether or not a potential intern is a right fit.

## The Mentoring Session

The intern and the Field Mentor will meet weekly for at least one hour in a formal mentoring session. The mentoring session should be utilized to assist the intern in personal and professional growth. Discussion subjects are included in part two of the Learning Covenant. Other areas could and should be explored.

Each mentoring session should have a main focus (e.g. reporting a critical ministry incident or evaluating progress toward a particular goal), but it will also contain other aspects of an effective mentoring relationship. Some ingredients that may be utilized in the mentoring session are:

- *Active listening and reflection* – reflect back to the intern so that they can process on their own
- *Planning strategy for a ministry objective ministry* – interns need to know how to implement ideas
- *Skill training* – give them real challenges that force them to step up to the task
- *Discussion of character issues* – although difficult, these may be the most powerful
- *Evaluating conflict situations* – handling conflict is an absolute necessity – never shy from it
- *Sharing of personal prayer requests* – allow the intern into your world
- *Celebration of "victories" experienced by the intern* – catch them doing it right and encourage
- *Use of effective questions to draw out personal concerns/needs* – never give easy answers
- *Mutual encouragement for spiritual growth* – allow the intern to teach the mentor

- *Confronting in love areas needing growth* – we all need an outside perspective
- *Explanation of the "why" of a particular ministry action* – the rationale of an action may be more important for the intern to learn than the action itself

The mentoring experience should not be solely limited to this formal, one-hour meeting per week. That typically would not be enough time to impact an intern. Any time (within healthy boundaries) that a mentor can invest would be greatly appreciated. Jesus shaped the lives of his disciples through time spent, discussing unplanned events, overwhelming situations, and difficult leadership challenges. Jesus sought to shape his followers through life to life encounters. It just takes time. What an intern often needs to learn is best caught when the intern can accompany the mentor in these real-life ministry settings, both professionally and personally with family.

### **Principles for Establishing the Mentoring Relationship**

Stanley and Clinton suggest "Ten Commandments of Mentoring" in Connecting (chapter 13):

1. Establish the relationship
2. Jointly agree on the purpose of the mentoring relationship
3. Determine the regularity of interaction
4. Determine the type of accountability
5. Set up communication mechanisms
6. Clarify the level of confidentiality
7. Set the life cycle of the relationship
8. Evaluate the relationship periodically
9. Modify expectations to fit the real life mentoring context
10. Bring closure to the mentoring experience

Some of these principles are determined by the nature of the internship, but others will need to be negotiated at the beginning of the internship experience.

## Practical Ideas for Mentors

**1. Share your life.** *Please!* Investment takes time and patience. Internships are most successful when the Field Mentor truly invests and opens up his/her life to the intern. Give them a "piece of your mind" so they can see how and WHY you do your ministry or job. Allow the intern to your inner world. Jesus called his disciples to BE with him. That was a significant component to Jesus' strategy for developing apprentices. His first and major role was to be *an example*. Look for teachable moments.

**2. Help them win and be successful.** Place the intern in situation where they can shine and develop confidence. Do not just dump and run on them expecting them to carry out a task without proper instruction. Be clear in what you are want them to do. Have the restate it back to you. The best process is illustrated in practical idea #3. In addition, protect them, at times, from situations and other people that might bring more discouragement than what the intern can and should handle. Always think, "What can be done to equip this student to be ready to lead a youth ministry in a few months." Jesus had three years to get his disciples ready.

**3. Give them opportunities to grow.** Some responsibilities are easy to delegate. Others are more difficult because of training. Follow this plan to hand off responsibilities to your interns.

- **I do-You watch** – be a **model**. *Live as an example – be the kind of YM you hope to develop.*
- **I do-You help** – be a **mentor**. *Ask provocative questions. Help them figure it out. Share whys.*
- **You do-I help** – be a **coach**. *Consult. Suggest. Aid them to clarify the vision and strategy.*
- **You do-I watch** – be an **encourager**. *Step back. Observe. Invite them to reflect and debrief.*
- **You do-I train someone else** – be an empowering **delegator**. *Release. Trust. Synergize.*

**4. Challenge them to get out of their comfort zones.** Stretch them. Internships provide the student with a more realistic view of the job or ministry he/she is planning to pursue. Internships help the students to decide whether to continue preparing for the occupation choice or to prepare for another job or ministry. Greg Ogden writes, “**Jesus allowed the disciples to live with conundrums. He intentionally set up mental train wrecks. Running on the same tracks toward each other were two diametrically opposed thoughts, No easy answers were provided, nor were there fill-in-the-blank workbooks. He wanted disciples who would have to think through the issues**” (*Transforming Discipleship*, 89). That is exactly what we want for our students too. Real youth ministry training happens in the context of a great internship with a great mentor who know how to help young apprentices to wrestle with the thick issues of leadership, ministry, and life.

**5. Provide them with honest feedback** and constructive criticism. Do so in love. Each intern will be different in how he or she will receive the honesty. Get to know your intern. *Meet them at the level where they are.* It will help you to determine the appropriate feedback that your intern desires and needs.

**6. Listen to their ideas.** Even though student interns are often idealistic, they bring a fresh perspective to any church or organization. They may provide you and your organization with many new and fresh ideas. Do not feel threatened by their energy and ideas. Feed off of them. Encourage their perspectives. Play “dumb” some times to invite their insights. Jesus asked Philip what he thought they needed to do to take care of the thousands who needed food. John says that he did this to test him (John 6). Jesus was evaluating where his disciples were in their maturation. Help them balance their excitement with realism without dismissing their unique ideas.

**7. Equip them with resources** that will help them begin well. You could possibly budget for practical resources that will help the intern to become better prepared for the ministry or job he/she will enter. What helps you (and others on your staff) do your ministry or job well? (These are only suggestions based on what Field Mentors have provided in the past.)

- Take them with you to a training seminar
- Give them "must-have" books or past church resources that will help them develop
- Provide them with some extra cash every once in a while just for fun
- Give them access to the files and information that help you be successful

## 2.6 Mentor Training Resources

### Books

- Biehl, Bobb. *Mentoring*. Nashville, Tn.: Broadman & Holman Publishers, 1996.
- Claddis, George. *Leading the Team-Based Church: How Pastors and Church Staffs Can Grow Together into a Powerful Fellowship of Leaders*. San Francisco: Jossey-Bass, 1999.
- Covey, Stephen. *7 Habits of Highly Effective People*. New York: Free Press, 2004.
- Engstrom, Ted W. *The Fine Art of Mentoring*. Brentwood, Tn.: Wolgemuth and Hyatt Publishers, Inc., 1989.
- Hendricks, Howard & William. *As Iron Sharpens Iron*. Chicago: Moody Press, 1995.
- Maxwell, John. *Developing The Leaders Around You*. Nashville: Thomas Nelson Publishers, 1995.
- McCarty, Doran. *Supervising Ministry Students*. Atlanta: Home Mission Board, SBC, 1978.
- Ogden, Greg. *Transforming Discipleship: Making Disciples a Few at a Time*. Downers Grove, IL: InterVarsity Press, 2003.
- Pyle, William T. and Seals, Mary Alice, eds. *Experiencing Ministry Supervision*. Nashville: Broadman & Holman Publishers, 1995.
- Stanley, Paul and Clinton, J. Robert. *Connecting*. Colorado Springs: NavPress, 1992.

~

*An intern is not above the Mentor,  
but everyone who is fully qualified will be like the Mentor (based on Luke 6:40).*

## 2.7 Being a Field Mentor

### An Honor and Commitment

Being a Field Mentor takes time: investing, leading, providing feedback, correcting, encouraging, challenging, and holding the intern accountable. It is an investment with great dividends for the Kingdom. Lincoln Christian University's Internship Program requires this kind of time sensitive investment because we see how important mentoring is in the life of future leaders. Students hunger for direction, feedback, encouragement, and challenge; they want to become the best they can be for Christ.

Whether you are seeking to learn what is involved in being a Field Mentor for a student intern, or you have an internship set up or already in progress, this section is for you.

### Thank You for Your Investment

We are grateful to mentors like you who are willing to invest this kind of time in the life a student to help him/her learn from you and become the Christian leader God has called him/her to be.

Most Field Mentors will not be compensated extra for the hours devoted to and invested in an intern, but you must realize the great impact you will have in the Kingdom because you shared your life as a mentor. You also may not ever fully realize the impact you had in the intern's life

Thank you for accepting the challenge and call to become a Field Mentor for a Lincoln Christian University student. We want you to know how important your energy, planning, instruction, and time spent is to the maturation of our students. There is no greater leadership accomplishment that you can

make in your career than to replicate yourself in others. After the internship is complete, you will receive a small gift in appreciation for all that you did. Thanks again for partnering with Lincoln Christian University to *prepare Christian leaders for the world*

### **Important Dates and Forms - Field Mentor Responsibilities**

There are several dates which you, as a Field Mentor, need to pay particularly close attention. Although it is the intern's responsibility to give you, his/her Field Mentor, the Progress Report and the Final Evaluation Form for your completion, it helps when the Field Mentor takes the time to remember and complete these [Important Forms](#) in a timely manner.

For a complete and current list of dates for the Internship Program, go to the [Important Dates](#) page. Please mark your calendar for the following very important due dates and events:

- **Mentor Reflection Reports** – Each month, a Field Mentor will complete a reflection report on the activities and development of the intern. This report, which will be a part of a final assessment, is one way that we at Lincoln Christian University can monitor the development of the internship process and follow up on any potential concerns.
- **Beginning of December and May** – The Field Mentor's Final Evaluation is due (See [Important Dates](#)) that will include a major part of the intern's final grade for his/her 12 credit hour internship.
- **Every Fall** - [The Internship Fair](#) should be a regular part of your partnering with Lincoln Christian University. We cannot do this without you.

## Section Three – LCU Students

---

### 3.1 A Youth Ministry Internship – A Unique Opportunity

Throughout the history of mankind, educators have wrestled with the best way to educate the young and inexperienced. The conclusions have swung back and forth from total experiential learning to complete immersion in academics until the student fully "gets it."

Lincoln Christian University views both a strong academic education (Bible & Theology, general, and major specific studies) and an education gained through practical experience as vital to *preparing Christian leaders for the world*. It is because of this value that youth ministry students usually spend three and a half years in academic learning on campus (in concert with local service learning during that time) and then another four to six months gaining experience on an internship with a qualified youth minister in a youth ministry setting. It is like icing on the cake.

#### Traditional college education

Four year college experience on campus

#### LCU's approach

3 1/2 years on campus

6 months off campus

It is this educational combination, guided by a qualified youth ministry mentor to instruct, challenge, correct, inspire, and help the student to theologically reflect on the whys of ministry that makes this 12-hour, four to six-month (semester-long) youth ministry internship so unique and beneficial. We cannot bring 40 Jr. Highers to campus week to do what only experience with real students, parents, and staff can offer.

Summer internships and weekly service learning experiences are beneficial and should be and are regularly participated in. However, these do not often fully equip the student with experience and insider look of the life and cycle of youth ministry. Summers are more likely to have scaled back programming, (or at least have different programming than the rest of the year,) staff vacations, and an inadequate view of the other nine months of ministry.

### **The Goal of an Internship**

Since Lincoln Christian University requires a youth ministry student to complete a full semester, 12-hour internship, it is very important for each student to take seriously this great opportunity to learn, grow, and become prepared to be a Christian leader in this world. You can learn more in a six-month internship under a qualified mentor than you can in three years of trying to learn it on your own after graduation. Mentoring and internships are vital to Lincoln Christian University Youth Ministry Department's goal to *prepare Christian leaders for the world*.

We want this process to be as easy as possible as you seek God's direction in where you will serve and under whom you will serve during your internship. Begin praying before the internship process even begins that God would prepare your heart as well as the internship site where you will serve and with whom the Field Mentor you will serve.

### **Start Early and Develop a Short List**

The one statement we hear over and over in the office from students is, "I wish I would have started sooner." There are many great places to do an internship all over the United States and world, but you cannot wait around. Students, not only from LCU, but from other colleges and universities as well, pursue internship sites with highly qualified mentors.

Start early in your search for several internship site options. Keep your options broad at first. Develop a short list of several places where you would like to intern. You can narrow the search later. Some students only have one type of youth ministry in mind (or only focus on one internship site) and when those fill up, it is often too late to get anything they really wanted. They end up settling for just enough to pass the internship requirement instead of taking full advantage of getting an internship where they can grow, are challenged, and are prepared to be a Christian leader for the world.

Be sure you attend the Internship Fair and speak with other students about their home churches and related ministries. Check out the listings of approved Internship sites on Angel. Rondel will send out email periodically alerting students to internship opportunities.

### **3.2 Internship Time Options**

The 12-hour Youth Ministry Internship can be experienced in several options. It highly recommended that each student to take his/her internship from June to December to fully appreciate and gain the necessary ministry experience. However, other options are available. A student must meet the basic requirements of four months and 600 hours.

The other Internship options are:

- June 1 to October 15 (this allows a student to at least experience the fall ramp up of youth ministry programming)
- August through December (must start by first day of fall classes and go a full four months)
- January through May (must start by the first Monday after Winter-term and go a full four months. Assignments must be completed by the first part of May to complete graduation requirements)
- January through August (this would provide a more complete picture of a ministry cycle for spring interns)

- Year-long options - Students may wish to do a year-long (or more) internship, but should consider the following two options and financial aid implications before registering:
  - If you register your internship for two semesters, then you would register for it as 6 hours the first semester and 6 hours the second semester (YM402). You would receive a NG (no grade) after the first semester and a final grade after the second semester. All the academic requirements are due by the end of the second semester according to the due date in the Learning Covenant. Financial aid would be figured proportionately according to the number of credit hours you are registered for (12 hours is considered full-time) and according to what you qualify for.
  - If you register your internship for one semester, then you would register for 12 hours the first semester that your internship begins. Even though you would be continuing at your internship site after the first semester, all the academic requirements would be due by the end of the first semester (the semester you registered for your internship) according to the due date in the Learning Covenant. A final grade will be given at the end of the first semester. After that first semester, your internship requirements with LCU will be complete. You would potentially receive full financial aid that first semester according to what you qualify for since you are considered a full-time student. However, if you have student loans, they may kick in at the end of the second semester.

**Deciding when.** Some students fear they will find it difficult to return to campus life after being gone and on their own for six months of ministry. Therefore, they schedule their internship during their last semester of college. Once they are done with their class work, they just need to go on the internship and they are finished.

Consider the following reasons that this thinking may NOT always be the best for the educational and spiritual growth of the youth ministry student:

- During the final semester when a student will typically be searching for a placement after graduation, if he is on his internship, he may not have any time to interview at churches some of which may require several days of travel.
- Having a semester after practical experience gives the student time to reflect on what he/she has experienced.
- The excited participation of a returning student (intern) in classes makes the LCU classes more beneficial for the underclassmen as well as the returning interns.
- If while on the internship, the student discovers that he/she didn't like the type of job or ministry they were involved in, coming back for another semester provides an opportunity to pick up a class or two in another area to help prepare a change of focus prior to graduation.
- A January through May internship may be more difficult to secure. Many youth ministries prefer students to be involved in the youth ministry at the start instead of hopping in mid-stream.
- A January through May or an August through December internship only gives a narrowed focus to the ministry year. With a June through December or January through August internship, the student sees summer programming, participates in the planning of another season (fall) of programming, experiences the unfolding of the fall programming, and also gets to participate in the planning of another season (spring) of programming.

### 3.3 Selecting a Youth Ministry Internship Site

Part of the Internship Process is deciding where to serve on an internship. A student should find the best internship possible so it will prepare him/her for real ministry. When selecting a site, the student may:

- Choose to submit a site for approval that he/she knows (direct that site to the Internship Website so they can print an Internship Handbook and complete an application),
- Choose from a list of previously approved sites (listed below) or
- Seek direction and suggestions from either the Faculty Mentor or Internship Office.

#### Site Selection Guidelines

Students should follow the guidelines as listed below when determining if an Internship Site is the right fit:

- **Not Back Home.** If the site is in a church setting, the student should not go back to his/her home church. One of the major reasons for this is so that the learning experience can be further enriching with a new, unfamiliar setting in which the student will grow. The Faculty Mentor may allow this situation but only on rare occasions with extenuating circumstances.
- **Qualified Mentor.** The Internship Site must have a qualified mentor in that field of youth ministry who can provide the needed direction and guidance on a daily basis (see Field Mentor Qualifications). If a student has been serving on a weekend basis as a student minister, then they should take a leave from that location, and serve the internship under a qualified mentor.
- **A Teaching Situation.** The student should be selective when choosing where to serve on his/her internship. Do not feel that the first place that you connect with is the best place for you to go. Evaluate the mentor and Internship Site. Ask yourself, "Is this a place where I will be

challenged to grow, encouraged when I fail, equipped to serve for years in the future, and prepared to lead future ministries as God directs." A good internship will put a fire in your soul for ministry. A poor internship may discourage you altogether.

- **Financial, Housing.** Some internships, e.g. student teaching and some mission internships, do not get paid nor receive housing or meal provisions while on their internships. Other internships receive weekly or monthly pay for their service. Be sure to know your situation well and what the internship offers. Do keep in mind, some of the best internships may not pay much or anything, while others are very well paying, but may not be a good growing situation for you.

### 3.4 Requirements for an Internship to Officially Start

As you make plans for your internship, keep in mind that this 12-hour internship experience is equivalent to four, three-hour courses that you, the student, would have had to take on campus. The overall pedagogical strategy of The Youth Ministry department includes and values this practical ministry experience to allow for these four courses to be taken out in the real world of ministry. We hope that all students will have the wisdom to see the value of being fully prepared and will take full advantage of this unique educational experience.

#### Site and Mentor Approved

- A Youth Ministry Field Mentor must meet all of the qualifications (see Section 2.2), especially to have at least five years of full-time experience in youth ministry (not necessarily all at the same location) and be at least 28 years old. True mentoring must come from experienced gained. We are looking for wisdom and insight.
- The Field Mentor must have agreed to take you on as an intern and has completed the online application form
- Internship site and Field Mentor must have been approved by the Youth Ministry Program Director (Faculty Mentor)
- See [Selection Guidelines](#) for internship sites for guidelines in finding a place to do your internship.

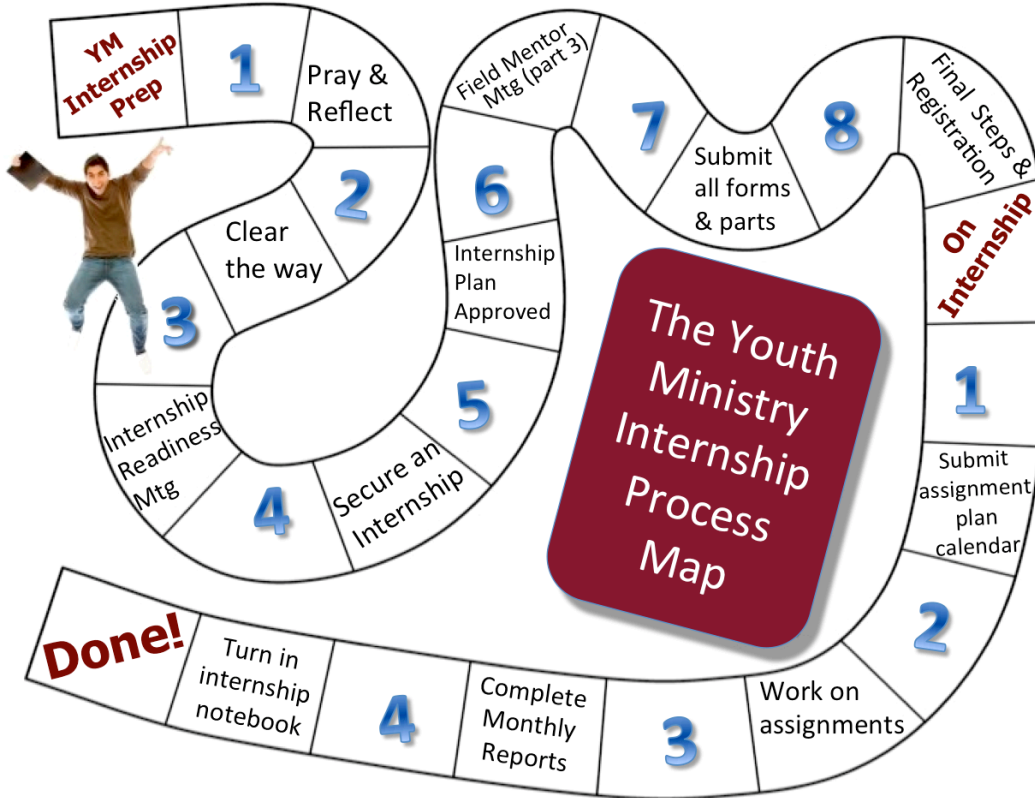
#### Personal Standings

- Not on any probation at LCU
- Grade point average of 2.0 or above
- School bill is paid in full prior to registration for the internship

## Learning Covenant Completed

- **Info Form** - Complete the Learning Covenant Information Form (this information is used for the cover page of the Learning Covenant which will be compiled in the Youth Ministry Office)
- **Part One** – Following the University's overall objectives write out SMART goals in how you plan on meeting those objectives (Specific + Measurable + Attainable + Realistic + Timely).
- **Part Two** - Finalize Part Two of the Learning Covenant (the Academic Integration Goals) with your Faculty Mentor/YM Program Director. Finalize any changes to pre-written goals.
- **Part Three** - Finalize Part Three of the Learning Covenant (the Individualized Ministry Goals) in a meeting with your Field Mentor. Email it in the suggested format (see Sample Learning Covenant) in a Word document to [ym@lincolncristian.edu](mailto:ym@lincolncristian.edu). Discuss if you can or should take an extra job or additional classes. See the University's recommendations about Work and Classes while on an Internship in Section 3.4, step 2.

### 3.5 Eight-Step Internship Placement Process: From Start to Finish (for students)



Students ask, “What do I need to do to get ready for my internship?” This is the section that help students to prepare for a great internship.

**All eight steps MUST be completed prior to your internship and before the registration deadlines for each semester. It is recommended that you begin this process at least 6–9 months before. The earlier you begin the process, the more likely you will have a great internship experience.**

Use the checklists under each step to track what Action Steps you need to complete to see if you have completed everything required in order for you to begin your internship.

### Step One: Pray and Reflect

Before students begin this very important stage of their college experience and ministry preparation, prayer must be the highest priority. In fact, this is not really step one, but the principal action that should undergird all the subsequent steps. Seek God for direction, insight, and trust building as He leads you through this process. Reflection, or looking back and learning, must also be a regular part of the Internship preparation as well as the Internship itself. What are you learning through all of the experiences? Although it should have been asked much before this, but, “Is youth ministry how you want to serve as a Kingdom leader?” Students better answer this question before moving on.

✓	Step 1-Pray and Reflect Action Steps	In Process	Completed
	Schedule time for prayer and reflection for this whole process		

## Step Two: Clear the Way

There are several actions that the student must do that ensures a smooth internship prep process. Be certain that ALL of the following are completed

- **Complete Pre-Internship YM Classes.** An internship is designed to help the youth ministry student take what has been learned in the academic world and put it into practice in the real world of ministry with direct supervision and mentoring by a Field Mentor. Before an internship would be effective, the student must complete the following prerequisite courses prior to the beginning of a youth ministry internship:
  - YM325 – Relational Dynamics for Youth Ministry
  - YM327 – Social Issues for Youth and Family Ministry
- **Complete Orientation to YM Internship Class (YM401)** including the completion of the following:
  - Professionally prepared Resume completed (proofed and ready)
  - Philosophy of Youth Ministry updated – You must take the time to update your POYM from Foundations class. You will also probably want to make it more concise.
- **Check and Clear Student Status**
  - Be sure you are not on any probation with the school. If you have had a disciplinary action that may or may not have resulted in dismissal from school for any period of time, you must indicate this to your Faculty Mentor. The two of you will discuss whether it relates to your internship and should or should not be revealed in any interview with potential internship sites.
  - Make sure your grade point average is 2.0 or above (2.5 of YM/PR Courses which is required to graduate). If it is below 2.0, you may be required to postpone your internship until that average is raised.

- Check with the Accounting Office concerning your student account. You will not be permitted to register for your internship until your school bill is paid in full prior to registration for the internship.
- **Secure and/or Confirm Health Insurance**
  - Each student must have insurance coverage PRIOR to starting an internship so that the Internship Site will not be held responsible for health care. You will need to submit proof of insurance or wave responsibility to the church/organization to cover your health needs. (**See Section 3.4g.**)

✓	Step 2-Clear the Way Action Steps	In Process	Completed
	Complete YM 325 & 327 (prerequisite classes)		
	Complete Orientation to YM Internship (YM 401)		
	Clear student status – no probation/discipline issues		
	Grade Point avg. 2.0 (2.5 for YM/PR classes)		
	All outstanding bills paid		
	Health insurance proof		

### **Step Three: Internship Readiness Meeting (Initial Meeting with Rondel)**

Set up a time that is convenient for you and Rondel (Faculty Mentor) to discuss your needs and internship readiness. You **MUST** complete this step before progressing ahead. Discuss and decide the following:

- Readiness for an internship
  - grade point average

- completion of required classes
- spiritually maturity for an internship. It may be necessary to establish goals to be reached in order to get you ready for an internship.
- An probation or necessary self-revelation issues
- Leadership strengths and weakness
- Internship particulars
  - The type/kind of internship (the type of site or more importantly the kind of Field Mentor) would be best to meet your needs and better prepare you to be a Christian leader for the world
  - Timeframe - When you plan to do your internship (length of time-begin and end?)
  - Location - Where you plan or would like to do your internship (geographically, type of organization, etc.).
  - Search progress - Discuss possible Internship sites and/or Field Mentors that you have contacted or considered as well as those that your Faculty Mentor suggests.
- What to discuss with Field Mentor
  - Two books (spiritual growth and leadership) to be read (I already require one). Be looking
  - Extra classes or work (see below).
- *Any other concerns or questions that you or Rondel have.*

**Taking classes while on your internship** - An internship can be a very busy and exhausting, and yet very rewarding experience. You will have assignments from your Faculty Mentor (Academic Integration Goals) as well as responsibilities from your Field Mentor (Individualized Ministry Goals) at the internship site. This is not to account for relationship building outside the internship hours (e.g. with host families). We strongly discourage you from taking additional classes while on your internship so that you can fully benefit from the entire internship experience and not be pulled in many different directions. Below is the list of guidelines you will need to follow if you chose to take classes while on your internship listed:

- If you do choose to add an additional class, it should be done only after the approval of both your Faculty and Field Mentor, prior to the beginning of the internship.
- If you have at least a 2.85 GPA, then you will be allowed to take 1 additional class (off campus or independent study).
- If you have a 3.0 or higher GPA, then you will be allowed to take two additional classes.
- No more than two classes will be allowed so you can devote your full attention to your learning experience and spiritual growth. Realize this is also based on each individual student and his/her own situation.
- The approval of taking an additional class or two must be stated as approved in Part Three of the Learning Covenant.
- If changes are made during the internship, those changes must be reflected in writing by the Faculty Mentor and attached to the original Learning Covenant in the Youth Ministry Office.

**Working while on your internship** - First of all, please understand that if you were on a student teaching internship at a major university, you would not be allowed to work outside the school where you were assigned. Because this internship is about ministry preparation and spiritual formation, we strongly encourage you not to get an extra job so that you can devote your time, energy, and undivided attention to the full learning process while on your internship.

- If you choose to or need to work in addition to your internship, it must be discussed and approved (number of hours and work/internship schedule, etc.) by both your Field and Faculty Mentors BEFORE the internship begins or before you take a job after your internship begins.
- It must be stated exactly what the terms are in Part Three of the Learning Covenant.
- If changes are made during the internship, those changes must be reflected in writing by the Faculty Mentor and attached to the original Learning Covenant in the Youth Ministry Office.

- An internship should be a priority to additional classes and work so you can devote your full attention to your learning experience and spiritual growth. We discourage extra work during this learning experience. However, some situations may deem it necessary.

✓	Step 3-Internship Readiness Meeting (w/Rondel) Action Steps	In Process	Completed
	Internship Readiness Meeting with Rondel		
	Decide: Classes on internship?		
	Decide: Working on internship?		
	Clarify all questions		
	Develop your list of Part One Objectives (SMART goals)		

### Step Four: Secure an Internship (with an Approved Field Mentor)

Students who want to have the best internship possible need to decide, first of all, on the Field Mentor they want to learn under, as well as where (the church location) they want to serve. A great internship can help you become better prepared for ministry after graduation. Students should discuss this with Rondel in finding the best location that will meet their academic and ministry preparation needs.

**Final approval of the Field Mentor and internship site (based on stated qualification) must be made and confirmation sent to the student by the Youth Ministry Office before proceeding to Step Five.**

#### Develop a short list

It is imperative to develop a short list of potential internship sites from conversations and experiences gained. Even after a Field Mentor and site has been selected, keep the short list open in case that site's situation changes (e.g the youth minister gets fired!! Hope not, but it happens.).

## Options on selecting a potential site

- Personal contact can be made with a potential ministry site. Ask friends, home church ministers, classmates, etc. If a Field Mentor or site is not approved, you may contact them to see if they are interested in having you intern with you. Check on qualifications.
- A list of previously approved and possible Internship sites can be viewed from Angel (some sites have sample information or applications for your evaluation). Each site has a web link that can be viewed and evaluated. **Note:** Just because a site is listed on the website does not mean that it will be qualified to meet your specific academic requirements or needs. The circumstances that qualified that site and Field Mentor may have changed since their approval. That particular youth minister may have moved.
- Rondel can suggest sites to be pursued.

**If you have a personal contact with a potential site or Field Mentor,** follow the process outlined below to see if it can become an approved Field Mentor.

- Direct the potential Field Mentor to the application page where they can complete the online application (or email the link) and (if so desired) save or print a YM Internship Manual (in PDF format) for their reference and understanding of the Youth Ministry Internship Program.

✓	Step 4-Secure Internship (w/ Approved Field Mentor) Action Steps	In Process	Completed
	Develop a short list of potential Field Mentors/Internship Sites		
	Ask around for possible internships		
	Direct potential Field Mentors to handbook and application link		

## Step Five: Internship Plan Approved

- Once the application is submitted and received, it will be evaluated and determined by the Youth Ministry Office whether or not the internship site and the potential Field Mentor are qualified and approved. If approval is granted, the student and Field Mentor will be contacted so that internship plans can continue. Please do not assume the site has been approved until notification by the Youth Ministry Office.
- **If you begin an internship with an unapproved internship site, your internship may not count toward the completion of your degree and may hinder graduation.** Feel free to check with our office during the approval process.

✓	Step 5-Internship Plan Approved Action Steps	In Process	Completed
	Wait for Internship Site/Field Mentor approval from YM Office		

## Step Six: Approved Field Mentor Meeting (Complete Part Three of LC)

- Meet with your Field Mentor (via phone, email, Skype, or in person).

### Issues to be discussed and decided

- **LC Part Two Assignments –**
  - Review the Academic Integration Goals (Part two of the Learning Covenant). If necessary, suggested changes to your Academic Integration Goals and individual assignment due dates will be made at that time that is more specific to each student.

- Make the Field Mentor aware of LCU’s academic assignments (part 2 of the Learning Covenant) and how they will integrate into the Learning Covenant.
  - Any future changes and adaptations to Part two prior to starting the internship or during it will need approval by Rondel prior to any changes being allowed.
- **LC Part Three Agreement** – This is basically your job description or agreement. You need to work out all details of Part 3 of the Learning Covenant (the Individualized Ministry Goals. Using the Part 3 Example (in Word document format and downloadable from Angel), customize your specific information, including all the necessary details to make your internship experience smooth and successful. Email the completed Part 3 (in a Word doc) to the YM Office ([ym@lincolnchristian.edu](mailto:ym@lincolnchristian.edu)). You or the Field Mentor can submit this information.
  - Part three includes a detailed description of the following:
    - *Ministry and office expectations* – get this spelled out
    - *Specific internship site requirements*
    - *Two books* (or approx. 400 pages) to read (in addition to the one required by Rondel – see part two)
    - *Intern benefits* - remuneration agreements (pay), time off (i.e. for sister’s wedding during mid-internship)
    - *Housing arrangements* – get this spelled out clearly. Married students will need to communicate this need clearly. Be patient. This may take a little more time to accommodate your situation.
    - *Extra work, classes, and/or any extra activities* (see above in the section 3.4c Step Three) - State the understood agreements on outside internship activities, including an extra job or an additional class that you may want to do. This can cause conflicts due to work schedules or exhaustion because of taking on too many extra activities. If you are not going to have an extra job or take additional classes during the

internship, it should be stated that way so all parties accurately understand the situation. See the University's recommendations about Work and Classes while on an Internship.

- *any other issue* that needs to be finalized (see Sample Part 3 of the Learning Covenant on the YM Internship Website/Angel).
  - **Dates** - Agree upon the specific starting and ending dates of your internship. Remember, the internship must be Four months AND 600 hours. (See section 3.2)
- The internship CANNOT officially begin until this is completed and you are officially registered. This is for your protection as a student. It is good to get all expectations and benefits in writing so that all parties are in agreement prior to the first day of the internship.

✓	Step 6-Approved Field Mentor Meeting (Do LC Part 3) Action Steps	In Process	Completed
	Arrange and meet with approved Field Mentor		
	Discuss Part Two Academic requirements while on Internship		
	Discuss and develop the Part Three of LC (Job Description)		
	Finalize Internship start and end dates		
	Get Field Mentor/Internship Site contact info for later forms		
	Decide on the second and third books to read		

### Step Seven: Complete & Submit All Internship Forms and Components

Complete the Learning Covenant Information Form that provides all the contact and general Learning Covenant information. Some of this information will be used on the cover page of your final Learning Covenant. Turn this completed form into the Youth Ministry Office.

Send the Individualized Ministry Goals (Part Three of the Learning Covenant) in the suggested format (see the sections in the [Sample Learning Covenant](#)) in a Word document to the Internship Secretary ([ym@lincolnchristian.edu](mailto:ym@lincolnchristian.edu)) as soon as possible so that your Learning Covenant can be signed, allowing you to register before the deadline and before your internship begins.

The Youth Ministry Office will process and develop your specific Learning Covenant by including the following submissions:

- **Internship Information Form**
  - Contact and general information from the Learning Covenant Information Form
- **Part One – Objectives (Relationship between You and LCU)**
  - Lincoln Christian University's Four Learning Objectives and your SMART goals
  - See sample Word Doc that can be customized
- **Part Two – Academic Integration Goals (Relationship between You and Rondel)**
  - These are on Angel.
  - Only submit changes. In most cases there are no changes.
- **Part Three – Individualized Ministry Goals (Relationship between You and Internship Site)**
  - You and your Field Mentor submit these goals. That means you may need to remind your Field Mentor about the importance of completing their part of the Learning Covenant.
  - See sample Word Doc that can be customized
- **Proof of Health Insurance Submitted**
  - Submit a copy of your *current* health insurance card (both sides) or provide other proof to the Youth Ministry Office.
  - If you cannot or choose not to get health insurance, you must sign a waiver stating that you do not have insurance and will take full responsibility for all health related issues while on your internship. That needs to be communicate to the Internship Site.

- **LCU HEALTH POLICY NOTE:** If your internship site is located outside the United States, (for the health of the University community), Lincoln Christian University requires you to get a baseline TB skin test **before** you leave the U.S. **and** approximately **3 months after** returning from the country **except** the following:
- “Low-risk” countries

Am. Samoa	France	Jamaica	Netherlands	St. Kitts and Nevis
Australia	Germany	Liechtenstein	New Zealand	Sweden
Belgium	Greece	Luxembourg	Norway	Switzerland
Canada	Iceland	Malta	San Marino	United Kingdom
Denmark	Ireland	Monaco	St. Lucia	US Virgin Islands
Finland	Italy			

- This policy is required to safeguard our students who have been in high-risk environments and to safeguard our campus community from a contagious disease that is preventable and treatable. If you left with no signs of TB but returned from another country with TB, medical professionals would know from which country you contracted it and be able to act appropriately.

**Do NOT make your own Learning Covenant and retype all the information. The Youth Ministry Office will do this.**

✓	Step 7-Complete & Submit All Internship Forms Action Steps	In Process	Completed
	Complete and submit Internship Information Form		
	Submit Part 1 Objectives – Your written SMART goals		
	Submit any Part 2 (Academic assignments) possible changes		
	Submit Part 3 Ministry Goals (job description based on sample)		
	Submit Proof of Insurance or signed Insurance Waver		

## Step Eight: Final Steps and Registration

If everything is in order and approved, the Youth Ministry Office will send an email to the student and the Field Mentor for their approval. If there is information missing from any parts of the Learning Covenant, it may delay the process and cause you to miss the registration deadline. Your internship will NOT be official until the Learning Covenant is completed and the Youth Ministry Office registers you for your internship.

You and your Field Mentor will need to respond to the email confirming your agreement of the Learning Covenant.

**You will not register for your Youth Ministry Internship during Registration Week.** The Youth Ministry Office will do that after you have completed all the previous steps. You will not be charged for late fees for the Internship only. If you have other classes to register for, you will need register for those during that week to avoid any late registration fees.

- YM402; section 01 - a twelve-hour, semester-long (or summer-fall) internship (minimum four months and 600 hours)
- YM402; section 02 - a twelve-hour, year-long internship (six-hours per semester, minimum eight months and 600 hours). Be sure to check on your insurance and financial aid requirements to see if this option is wise for your situation.

You will be sent a confirmation email from the Registrar's office communicating that everything is in order for you to officially begin your Youth Ministry Internship.

### Deadlines

- Summer/Fall, Fall Only, or Year-long Internships - August (1st day of college classes or before your internship begins) for a fall internship – must be able to complete a full four months of internship
- Spring Only or Spring/Summer Internships - January (Monday after Spring Intensive or before your internship begins) for a spring internship - must be able to complete a full four months of internship

***If all eight steps are not completed by the above listed registration deadlines, then you must wait until the following semester to begin your internship.***

✓	Step 8-Final Steps and Registration Action Steps	In Process	Completed
	Reply to Learning Covenant Approval Email from YM Office		
	Wait for Internship Registration confirmation		
	Prepare for you internship		

### **3.6 Let the Internship Begin and Intern Responsibilities**

With all the activity you are experiencing, you must still keep up on the internship requirements. Below is an outline reminding you of your responsibilities and the requirements for this 12-hour internship component of your educational experience. (See Internship Grading Standards, Section 3.7.)

#### **Learning Covenant Changes**

There may be situations where you need to make changes to the Learning Covenant. You may have some minor changes in your contact information because of moving to a new host family or you may have a different email address. It is your responsibility to inform the Youth Ministry Office of all minor changes to the Learning Covenant. There are times when the Youth Ministry Office or Faculty Mentors need to contact interns quickly. Having updated information helps in the communication process in order for you to have a quality internship.

If there are major changes in either the Academic Integration Goals (Part Two) or Individualized Ministry Goals (Part Three), those changes must be communicated and approved through your Faculty Mentor and through the Youth Ministry Office immediately. This includes changes such as your internship dates changing or your Field Mentor resigning.

## Assignment Completion Plan and Calendar

There is considerable amount of academic work (reflection and processing) for this internship as detailed in Part Two of the Learning Covenant. It is the responsibility of the Intern to plan out the entire semester and make a working calendar in coordination with the Field Mentor indicating when each of the Part Two assignments will be completed. The calendar is to be sent to the Youth Ministry Office within two weeks from the beginning the Internship. This is to help develop long-range planning and is the practical application of Stephen Covey's Quad Two leadership that has been discussed in youth ministry classes.

## Complete Assignments and the Final Notebook

Throughout the internship, the intern will be writing, reflecting on experiences, interviewing staff, and capturing the entire internship experience. It is to be compiled into a notebook for final grading. The notebook should be sent to the YM Office by the due date. Plan ahead so that you will not have to over night your notebook costing you more money. If you do, that will be a lesson learned and a direct result of living in Quad other than Quad two.

## Intern Activity & Reflection Reports

- These reports are due every month during your internship until the last month of your internship. Keep track and report on the form the hours served since that last report.
- Your Field Mentor must complete a reflection on you as well.
- You and your Field Mentor will get a reminder email 4-5 days prior the first of the month. Reply to the email as your **Intern Activity & Reflection Report**.

### 3.7 Character and Behavioral Expectations during Internship

As a witness of Jesus Christ and a representative of Lincoln Christian University, each intern is expected to demonstrate a lifestyle that brings glory to God. A consistency in words and deeds will provide a positive model to those in the student's ministry context.

- **Punctuality** - Self-discipline and proper scheduling are expected of each intern. Since being late is usually interpreted as an expression of a lack of respect toward others, it is important that the intern be early and prepared for appointments. If an unforeseen event prohibits one from being on time to a scheduled appointment or meeting, the intern should call to inform the Field Mentor or appropriate person.
- **Work Ethic** - Everything you do should be done with excellence and professionalism. Be sure to clarify directions given to you by a Field Mentor or other staff person. If you simply restate what you understand the directions to be, you may avoid many conflicts that may arise from not having done the activity properly. You need to be a self-starter; know what you need to do and by when, and then get it done. There may be times when there is not anything that your Field Mentor needs done. Offer to help in other areas outside your internship or work on your Part Two, Academic Integration Goals for the school. Also realize that there may be incidental activities that need to be completed. An intern who shows that he/she can do these little tasks, with a servant's attitude, may well prove that he/she is capable of larger tasks later.
- **Relationships With Elders And Other Leaders** - The intern should always relate to church or the organization's leaders with respect. One should be friendly and polite. Take a cue from the other leaders or work associates as to the degree of informality that seems to be appropriate. Public criticism of church leaders or supervisors is not acceptable. If one has a problem, discuss it with the Field Mentor. If the problem is with the Field Mentor, contact either the Faculty Mentor or Internship Director. One should maintain a teachable spirit with all church leaders.

- **Relationships With Host Families** - If you are staying with families during your internship, you must be on your best behavior. Realize that living with a host family is still part of the internship. You must consider what you say and do very closely so as not to be misinterpreted. Do not expect to be waited on; instead be a servant by not only cleaning up after your self, but also by offering to pitch in with family chores. It may be a temptation to engage in conversation about the organization with some of the members of the host family. This must be done only if it is positive in tone. Do not get caught in being the listening ear for someone who may want to gripe about your Field Mentor, others on staff, or the Internship Site. Insist that any criticism should be directed to the Field Mentor or other person concerned.
- **Written Communications** - Interns will have the opportunity to communicate with the members of the ministry context through written forms. It is important to have the approval of the Field Mentor or other appropriate individual before any written communication is distributed. Most ministry contexts will have an understood protocol for written communication.
- **Conflict Resolution** - In working with people, it is inevitable that conflicts will arise. One of the ways to witness to the culture is through positive conflict resolution. The Field Mentor will serve as the intern's first contact for help in resolving conflicts. If additional help is needed, contact the Faculty Mentor or Internship Director.
- **Dating** - Another important area of witness is romantic relationships. Seriously dating members of the ministry context is strongly discouraged. This could complicate the intern's ministry to others during the internship and could lead to misunderstanding. Each intern must behave appropriately toward everyone, especially members of the opposite sex, and to avoid any appearance of evil in every situation.
- **Dress** - Appropriate dress reflects a professional attitude. One's appearance does have an impact upon one's witness and, therefore, attire is important. The Field Mentor will determine what the appropriate dress requirements. Many organizations already have a dress code and compliance with that code is expected.

A student must understand that when he or she is on the internship, he/she is not in college with friends. The familiarity and relational laxity of living in a community may not at all be appropriate. If working with children or youth, the student must realize the different stage of life and that younger youth will look up to a college student. Take it very seriously so as not to damage the cause of Christ for the sake of a harmless college aged action. Be a model. Think first, act second.

**Remember we are representing God as His ambassadors (2 Corinthians 5:20).**

### **3.8 The Grading Process and Grading Standards**

The Program Director for the Youth Ministry Department takes into account the following:

- The completion of the Learning Covenant according to the deadlines
- Intern Activity & Reflection Reports (content, timeliness, hours completed)
- Field Mentor Reports
- Faculty Mentor grades (based on overall internship experience – Part One of Learning Covenant AND meeting the Academic Integration Goals – Part Two)
- Field Mentor grades (based on overall internship experience – Part One of Learning Covenant AND meeting the Individualized Ministry Goals – Part Three)

#### **Grading Standards**

The following chart shows how an internship is graded. Because this internship is a 12-hour credit grade, a student must be sure that everything is in order and on time so deductions will not be applied to the student's grade. The work must be completed on time because extension will not be easily granted.

- 45% Faculty Mentor’s Final Grade (450 points)
  - Overall Internship Experience (22.5% or 225 points)
  - Academic Assignments in Notebook (22.5% or 225 points)
- 45% Field Mentor’s Final Grade (450 points)
  - Overall Internship Experience (22.5% or 225 points)
  - Individual Ministry Goals – Meeting and exceeding expectations of the Internship Site (22.5% or 225 points)
- 10% Thorough and Reflective Completion of Reports ... on Time

### **3.9 Premature Termination of Internship**

Occasionally, interns have conflict with mentors, host families, or other staff members. Sometimes it is the fault of the student. Other times, it is the fault of someone else. Whatever the situation, interns must learn how to manage and resolve conflict. Where there are people, there will be different ideas, ways of doing things, values, expectations, and perspectives. But there also must be effort made to grow through each of those experiences. That is also part of the Internship Process/learning experience.

Obviously, if there is conflict with someone, both parties should seek resolution immediately. Do not let problems continue without discussion in a timely manner. Regular (at least one hour per week) mentoring meetings with the Field Mentor and intern will help to build the necessary relationships and to proactively avoid any unnecessary conflicts. Deal with little problems, unclear communication issues, or even questionable situations right away. If it cannot be resolved at the internship site, the intern or the Field Mentor may contact Faculty Mentor or Academic Dean of the Undergraduate School to seek counsel.

In the event of the premature termination of an internship, whether by action of the intern or by the Internship site, placement in another internship may occur only after the intern has completed the following steps:

- A personal interview with the Faculty Mentor and the Academic Dean (or his designee), as well as other appropriate persons whom these two may recommend.
- A personal interview with the Field Mentor of the Internship site.
- Fulfillment of any requirements (such as the Internship Transitional Plan-see below) that the Faculty Mentor and/or Academic Dean may stipulate as a result of these interviews or other pertinent information.

### **Internship Transitional Plan**

- When an internship is terminated, after interviews are conducted as stated above, it may be determined in the interest of the student, the school, the previous internship site, and the future internship site to have a transitional period where evaluation, healing, changes, and progress can occur, so that any subsequent internship or ministry position can be successful. An Internship Transition Plan document with goals and objectives to be reached may be drafted to begin the process and potential placement in another internship, in order to complete the graduation requirements of Lincoln Christian University. By signing this document, the student agrees to accept the terms and to fulfill the requirements based on the evaluation and goal setting meeting prior to being relocated into a new internship location. During this transition process, the Faculty Mentor and the office of the Internship Program agree to support, encourage, and meet with the student as progress is being made toward the placement at another internship site.

## Possible Terms of this Transitional Plan:

Each terminated internship will be handled on an individual basis. While some terminated internships may be deemed as an immediate failure and subsequent failing of the internship, others may be treated with the following special terms.

- The terminated internship may be graded as an incomplete until a time specified at which time a final grade will be given. If the student fails to make progress and reach the goals of the transition period, the grade will be changed to an F at the end of that time.
- There is no need to reapply for another internship, since this internship is graded as incomplete. The student will have full-time student status during the transitional period and completion of a new internship site.
- The student may not be charged for another 12-hour internship (this will be determined by the Academic Dean), but will be required to pay the incomplete fee of \$25.
- If the student fails to complete the transition goals and thus fails the internship, the student would then need to register and pay for another 12-hour internship. The student would need to meet with these same parties or their designees to draft new goals and grant approval for a new 12-hour internship. Past hours and work completed would not count towards the new internship.
- The progress and completion of the goals by the student during this transitional and intervention period will determine the start date of the internship.
- Depending on each situation, completed hours from the terminated internship site MAY or may not be included in the combined (with the new internship site) total of 600 hours.
- The final internship grade will take into account the terminated internship, hours, activities, and learning experiences.
- Each terminated internship will be fully investigated. If any new information surfaces other than what was known at the initial Internship Transitional Plan (and goal setting) Meeting, this transitional plan may be terminated or re-evaluated.

- Regularly scheduled meetings with the Faculty Mentor and the student will be set to assess progress and determination of goals completed.
- Only after the goals have been reached will a new internship be allowed to begin.

Failure to complete any of these steps could result in failure of the internship and thus result in not graduating, since the internship is 12 hours of required credits. Other options (if possible) would then need to be sought from the Academic Dean.

## Section Four – Important Dates & Forms

---

A list of important dates and forms for the Youth Ministry Internship Program is on Angel. Please mark your calendar for all the dates that apply to you and communicate all dates to your Field Mentor.

(updated 11/30/2011)