

EASTERN'S SCHOOL OF CHRISTIAN MINISTRY
THE DIPLOMA/CERTIFICATE PROGRAM AT THE
PALMER THEOLOGICAL SEMINARY
588 NORTH GULPH ROAD
KING OF PRUSSIA, PENNSYLVANIA 19406
OFFICE: (484) 384-2970 OR (800) 220-3287, EXT. 2970
FAX: (610) 649-3834
EMAIL: ESCM@EASTERN.EDU
INTERNET: WWW.PALMERSEMINRY.EDU

CM010 SUPERVISED PASTORAL MINISTRY INTERNSHIP

PASTORAL MINISTRY INTERNSHIP - DESCRIPTION

All ESCM students who wish to graduate with the Diploma of Pastoral Studies must complete a Pastoral Ministry Internship. This internship can be completed in a church or in an institution such as a hospital, nursing home or prison. The purpose is to expose students to aspects of pastoral ministry with which they may be unfamiliar and to develop pastoral skills and competencies under the supervision of a mentor.

A Pastoral Ministry Internship is an opportunity for students to gain experience in various areas of pastoral ministry, with particular attention paid to types of ministry experiences that are new to the student or which they and their supervisor feel is an area of weakness. These may include visitation, counseling, preaching, administration or any other area of pastoral ministry where a supervised internship will enhance the student's preparation for future service. A minimum of twenty-five hours of supervised ministry is required.

Students who are ordained/licensed or already experienced pastors may request this requirement to be waived. If it is waived, no credit will be granted. An elective will be substituted for the requirement. The ESCM Director will evaluate waiver requests, which must be submitted in writing.

To complete the Pastoral Ministry Internship, students must:

- Complete a Pastoral Ministry Internship proposal, which must be forwarded to the ESCM office. When this form is received the student will be registered for the course entitled "Supervised Pastoral Ministry." The regular course fee will be charged.
- Complete a minimum of 25 hours of pastoral ministry experience as outlined in section 3 and 4 of the Pastoral Ministry proposal.
- Upon completion of the internship, the student will write a "ministry internship reflection paper." This is an informal paper written by the student in which he or she will describe the tasks undertaken in the internship and reflect upon what was learned about himself or herself and the tasks of ministry. This paper will be submitted to the Director of ESCM (see guidelines below)
- Have their mentor complete the evaluation form and send this to the ESCM office.

Upon the reception of the completed evaluation form and the student's "reflection paper" one credit will be granted. No letter grade will be assigned other than CR (credit).

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QUALIFICATIONS FOR THE STUDENT MINISTRY INTERNSHIP MENTOR

Students may select anyone to serve as their mentor, provided that person is:

- A graduate of an accredited or ESCM recognized ministry education program.
- Ordained by a recognized denomination.
- Under some circumstances, the Director of ESCM may grant permission for students to complete their internship under the supervision of a mentor who does not meet the requirements above.

If students do not have someone who can act as their mentor the ESCM office will endeavor to assist them in finding a qualified person.

TIME LIMITS

A minimum total of twenty-five hours of supervised pastoral ministry is required. This may be done at any time in the academic year (September through June). The maximum time limit for completion of an internship is 12 weeks.

TASKS PERFORMED BY THE MENTOR

- The mentor is requested to provide the ESCM student with an opportunity to experience a variety of pastoral ministry situations outlined in the student's Ministry Internship proposal.
- The mentor is requested to provide guidance to the student prior to their carrying out the tasks.
- The mentor is requested to provide oversight and/or supervision while the student carries out their tasks.
- The mentor is requested to provide the student with regular feedback and guidance while they are carrying out the internship.
- The provision of guidance, supervision and evaluation during the internship is vital. It is requested that mentors will meet at least once per week with the student during his or her internship.
- The mentor is requested to complete an evaluation of the student's performance and to mail this to the ESCM office within seven days of the completion of the internship. A form will be sent for this purpose to the mentor by the ESCM office along with a self-addressed stamped envelope.

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PROCEDURE FOR COMPLETING A SUPERVISED MINISTRY INTERNSHIP

Select a mentor. In most cases this person will be your own pastor, but students may request any qualified person to act as their mentor (see above for qualifications).

After consultation with your selected mentor, complete the attached Pastoral Ministry Internship proposal. Complete ALL sections and have the mentor sign the agreement when it is finished. The completed form must then be forwarded to the ESCM office. You will be registered for a course entitled "Supervised Pastoral Ministry Seminar." Keep a copy of the agreement for your own information. The ESCM office will forward a copy of the agreement to the mentor along with an evaluation form.

In accordance with the agreement, hold regular meetings with your mentor.

In accordance with the agreement, carry out the ministry tasks described in the agreement.

Upon completion of the tasks outlined in the agreement:

- Write a "ministry internship reflection paper." This is an informal paper (4-8 pages) written by the student in which he or she will describe the tasks they undertook in the internship and reflect upon what they learned about themselves and the tasks of ministry. This paper will be submitted to the Director of ESCM.
- Meet with your mentor for a final evaluation. Have the mentor complete the evaluation form and forward this to the ESCM office.
- Upon receipt of your reflection paper and the mentor's evaluation, you will be granted one credit for the course entitled "Pastoral Ministry Internship."

GUIDELINES FOR WRITING A PASTORAL MINISTRY INTERNSHIP REFLECTION PAPER

This is a 4-8 page paper to be written by the student upon completion of the internship. The purpose of the paper is to reflect upon the experience and what you learned from it. You are also asked to do a self-evaluation in which you look at what you regard as your gifts for ministry, your strengths and weaknesses and what you believe to be God's calling for you at this point in your life. The goal is not to just "write a paper" but to take the time to reflect upon your spiritual journey and to put on paper how you believe God is calling you to serve Him and His Kingdom. There is no "grade" for the paper. The ESCM Director will read it. Students who wish to do so can arrange an appointment with the ESCM Director to discuss their paper, the internship experience and their future plans for ministry.

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PASTORAL MINISTRY INTERNSHIP - PROPOSAL

A Pastoral Ministry Internship is an opportunity for students to gain experience in various areas of pastoral ministry, with particular attention paid to types of ministry experiences that are new to the student or which they and their mentor/supervisor feel is an area of weakness. These may include visitation, counseling, preaching, administration or any other area of pastoral ministry where a supervised internship will enhance the student's preparation for pastoral ministry. A minimum of twenty-five hours of supervised ministry is required. Completion is required to be eligible to graduate with the Diploma of Pastoral Studies. Students who are already experienced pastors may request this requirement to be waived. If it is waived, no credit will be granted. An elective will be substituted for the requirement. Requests for such waivers must be made in writing to the Director of ESCM

Upon completion of all sections of this form, please forward it to the ESCM office. Keep a copy for your own reference. When this form is received the student will be registered for the course entitled "Supervised Pastoral Ministry." The regular course fee will be charged. An evaluation form and a copy of the agreement will be sent to the mentor upon receipt of the completed proposal form.

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

DAY TELEPHONE(_____) _____

EVENING TELEPHONE(_____) _____

DATE INTERNSHIP WILL BEGIN_____ DATE INTERNSHIP WILL BE COMPLETED_____

(Maximum time for completion is twelve weeks)

PAYMENT INFORMATION (check appropriate box)

CASH CHECK NUMBER MONEY ORDER NUMBER

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

CARD NUMBER _____

EXPIRATION DATE _____

CARDHOLDER SIGNATURE _____

PRINT NAME AS IT APPEARS ON CARD _____

ESCM OFFICE USE ONLY - DO NOT WRITE IN AREA BELOW

REGISTRATION COMPLETED/DATE _____

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- CONFIRMATION SENT TO STUDENT/DATE _____
- EVALUATION FORM AND COPY OF AGREEMENT SENT TO MENTOR/DATE _____

SECTION ONE - MENTOR INFORMATION

NAME OF MENTOR _____

POSITION HELD _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DAY PHONE (_____) _____

EVENING PHONE (_____) _____

E-MAIL ADDRESS _____

YEAR OF ORDINATION _____ SEMINARY ATTENDED _____

DEGREE(S) HELD _____

SECTION TWO - MINISTRY DESCRIPTION

Please briefly describe the ministry situation in which this internship will take place.

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It is recommended that student and mentor should meet at least once each week during this internship to discuss the tasks and how they are being performed.

WE, THE UNDERSIGNED, COVENANT TOGETHER TO FULFILL THE GOALS OF THIS AGREEMENT TO THE BEST OF OUR ABILITY. WE WILL PRAYERFULLY UNDERTAKE THESE TASKS WITH THE INTENTION OF SERVING GOD FAITHFULLY AND ASSISTING THE STUDENT TO GROW IN HIS OR HER ABILITY TO CARRY OUT THE WORK OF PASTORING GOD'S PEOPLE.

(SIGNATURE OF MENTOR)

(DATE)

(SIGNATURE OF STUDENT)

(DATE)

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PASTORAL MINISTRY INTERNSHIP - EVALUATION FORM

NAME OF STUDENT BEING EVALUATED _____

The following is an evaluation of an ESCM student who is enrolled in the Diploma of Pastoral Studies program. Having completed a pastoral ministry internship under your supervision, we ask that you give helpful feedback to the student and to the ESCM Director. The purpose of this evaluation is to give the student guidance in the area of practical ministry as he or she completes his or her education for future ministry. We thank you for giving of your time and energy to supervising the student's internship. Please complete this form and return it to us in the provided self-addressed and stamped envelope within 7 days after your final meeting with the student at the completion of the internship. The Director of the ESCM program will view your evaluation and if she or he requests to do so, by the student.

What tasks did the student perform as a result of the internship? Please list these.

Please select one of the tasks listed above and describe in some detail what the student did. Comment on any special features of what and how the student did it.

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In what area of ministry do you feel the student made the most progress during the internship?

What do you feel are this student's greatest strengths in terms of ministry skills and pastoral leadership?

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In what areas of ministry do you feel the student still needs to make progress? How would you recommend he or she strengthen these aspects in preparation for ministry?

As a result of completing this internship, the student will receive one course credit toward the completion of the ESCM Diploma of Pastoral Studies. Do you recommend that the student receive this credit?

YES _____ NO _____ IF YOUR ANSWER IS NO, PLEASE EXPLAIN.

SIGNED _____ DATE _____

Please mail this to ESCM using the enclosed stamped, self-addressed envelope.