

# Master of Divinity Internship Manual

*And the things which you have heard from me in the presence of many witnesses,  
these entrust to faithful men, who will be able to teach others also.*  
2 Timothy 2:2



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# Master of Divinity Internship Manual

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## **I. INTRODUCTION**

The Internship Program at Capital Bible Seminary is a course of field work in the ministry of the gospel required of students in the Master of Divinity program. Capital Bible Seminary directs the overall program to insure that basic standards are met. Supervisors direct the experience of students so that interns learn varied forms of ministry. Depending upon their concentrations, interns receive on-the-job experience in preaching, teaching, administering, visitation, evangelism, counseling, planning and other aspects of Christian ministry.

A frequent criticism of seminary education is the lack of practical involvement. While a very good case can be made that students should receive academic and theoretical training first and practical training over the rest of their lives, CBS is committed to providing a well-rounded program for the students who are preparing for the Lord's work. The Internship Program is designed to integrate thorough ministerial training on a practical level with the academic program of the Seminary.

In line with the above goal for students, CBS is looking for pastors, teachers, counselors, and other full-time Christian workers who have a vision for training disciples for the Lord's work. This type of training demands quite a bit from God's servant. The Seminary hopes that both the Internship Supervisor and the ministry will aspire to invest themselves in the whole body of Christ as students invest themselves in the supervisor's ministry.

The Internship Program provides on-the-job training. No financial remuneration is required from the local church or institution. However, any financial help which might be extended to the student would be greatly appreciated and might enable the student to serve longer than required by the Program. Ministries providing internships have been very gracious in this regard through love offerings and/or budgeted remuneration to cover interns' expenses and to help with costs of education.

This handbook provides an outline of the expectations, requirements, and details of the Internship. The Seminary wishes to be as flexible as possible within the stipulated framework. Certain adjustments can always be made to a given situation, but must always be approved by the Internship Director.

The CBS Internship program is designed for supervised training. It is extremely important that the Internship Supervisor include the trainee in his/her entire ministry. Simply assigning tasks without adequate supervision does not meet the expectations of this program. A great opportunity exists in this program for a person to impart ideas, experience, and insight to faithful people "who will be able to teach others also" (2 Tim 2:2 NASB).

## **II. PHILOSOPHY OF MINISTRY INTERNSHIPS**

Who would care to have a surgeon operate on his heart if that surgeon had never operated on anyone before and if his highest qualification was that he made good grades in school and was, therefore, recommended by the faculty? A medical doctor must have on-the-job experience in residency; no less does the physician of the spirit. If such a person would carefully minister the Word of God, he/she must be trained practically as well as formally. Exegetical and theological disciplines must be learned as the basis for all ministry. Ministerial courses such as Christian education, counseling, and pastoral ministry are all helpful, but still they are taught in the classroom. The on-the-job training involved in an internship will provide the opportunity for interns to observe, test, and practice their knowledge in the field, while under supervision.

## **EXAMPLES FROM THE WORD**

Scripture distinctly sets forth individualized, on-the-job training for heralds of the good news of Christ--in both example and precept. Paul, the Apostle to the Gentiles, instructed Timothy to train others as he had trained him. "And the things which you have heard from me in the presence of many witnesses, these entrust to faithful men, who will be able to teach others also" (2 Tim. 2:2). Paul had been taught this method of learning-by-doing by Barnabas, an experienced minister of the Word (Acts 11:22-30). Later Barnabas also taught John Mark, and Paul himself taught Silas and others (Acts 15:39-16:3). Jesus, the Master-Teacher, showed His disciples how to be fishers of men and then sent them to practice as He taught them (Matt. 4:19, 20). In the same manner Moses personally trained Joshua, and Elijah showed Elisha on a daily basis how to call to repentance.

## **EMPHASIS ON THE BODY**

As the formation of the body of Christ has been the concern of the Spirit of God since the day of Pentecost, so He has a vital desire for the continuing development of the body. Proper development of the body comes primarily through believers trained experientially as well as theoretically, yet each year some who are called of God to preach enter the ministry with little or no experience in the work of ministry. Smaller ministries have often become experimental plots or testing grounds for seminary graduates. People who could have been trained by an experienced, godly person in ministry end up getting their training by trial and error. Not only do those ministries and those young ministers, teachers, or counselors suffer, but the entire body of Christ suffers. "If one member suffers, all the members suffer with it" (1 Cor. 12:26).

When Paul the Apostle saw the needs of the church as a whole, he dedicated himself to meeting those needs. "I now rejoice in my sufferings on your behalf, and fill up in my flesh that which is lacking in Christ's afflictions for his body's sake, which is the church" (Col. 1:24). Paul believed that the Holy Spirit gave gifted men to the church "for the equipping of the saints for the work of the ministry, to the building up of the body of Christ" (Eph. 4:12).

## **ENTERPRISE OF THOSE IN MINISTRY**

Seminaries and Bible schools are able to instruct students in the biblical doctrine and in methods of preaching, teaching, counseling, evangelizing, and pastoring. However, they can provide very little actual on-the-job instruction. The students are too many and the instructors too few. However, those already in full-time ministry can provide such practical training.

## **EDUCATION OF THE STUDENT**

Those who minister in the name of Jesus Christ must be professional in the truest sense of the term. Business takes its future executives from among those who have learned business methods in college and teaches them how to apply those methods in that particular business. The same holds true for lawyers and engineers. Government moves its personnel from task to task and location to location so that they may learn problems on the job and know how to handle them when they are in a position of leadership. Plumbers, electricians, and other skilled tradesmen must serve in similar internships.

If on-the-job training is exemplified in Scripture, mandated by the doctrine of the body of Christ, and used with such evident utility in business and commerce, surely we must apply it to the preparation of those who minister for Christ. Only those in the front lines of ministry can do this job. The Seminary has an enormous desire to encourage those in professional ministry to train seminary students in the work of the ministry. We in turn want to encourage and assist these ministries in every way we possibly can.

### III. MINISTRY INTERNSHIP DESCRIPTIONS

**Pastoral Internship:** The internship consists of three weeks (or more) of practical training in a ministry setting under a qualified Internship Supervisor. A minimum of 135 clock hours is required of which 90 hours are concentrated in the primary aspects of the ministry. Students must have completed 60 semester hours of study to be eligible for pastoral internship placement. *Three credit hours.*

**Teaching Internship:** The internship consists of service as an assistant to a full-time Bible college or seminary professor. A minimum of 90 clock hours is required of which 60 hours are concentrated in the primary aspects of teaching. Students will participate in all aspects of a teaching ministry under the guidance of their mentor professors/ Internship Supervisors. Students must have completed 60 semester hours of study to be eligible for teaching internship placement. *Two credit hours.*

**Missions Internship:** The internship consists of two weeks (or more) of practical training in a missions setting under a qualified Internship Supervisor. A minimum of 45 clock hours is required of which 30 hours are concentrated in the primary aspects of the ministry. Students must have completed 60 semester hours of study to be eligible for missions internship placement. *One credit hour.*

In addition to the internships listed above, students with other ministry goals may speak to the Internship Director about tailoring an internship to their specific areas of interest.

Students who have passed all the proficiency exams and who want to substitute electives for some of the 500-level courses (see CBS Catalog) may opt to extend their internships up to 10 credit hours.

### IV. GENERAL GUIDELINES

- A. The student should desire the place of greatest opportunity for instruction and training in the gospel ministry. The Capital Region has many opportunities for service, but the student may need to travel out of the area for a special type of ministry.
- B. Most students will be involved in local church ministry, but some might teach alongside a seminary professor or work alongside a missionary, a counselor, or a chaplain.
- C. The student may not work under a fellow-student pastor, teacher, or missionary.
- D. Individuals who have considerable ministry experience will be assigned to a ministry that will provide a greater diversity than that to which they are accustomed. Students are urged to expand their horizons rather than to assume that they have little to learn. Those in full-time ministry may receive permission to continue some of their ministry duties while fulfilling the internship requirements. Students who have extensive ministry experience may request life experience credit in order to waive this requirement. To the present time, all students having ten years or more of full-time ministry experience have had their requests for waiver approved.
- E. The internship may, with permission, be extended more than the minimums listed in the CBS Catalog. Such extensions are strongly encouraged.
- F. An internship stresses training as well as experience. A person may attain experience in work without necessarily receiving training. This is why the Seminary expects the majority of this

program to be under direct supervision. The student must have the proper attitude toward his/her trainer. The student is a learner and a disciple, not a teacher. Even though he/she may already have experience, the student is to place himself at the disposal of the Internship Supervisor.

- G. The student may apply for a particular internship placement on the intention form. This must be approved by the Internship Director. The student may also suggest a ministry in which he/she wishes to serve, but the Internship Director must approve it.
- H. All forms are to be filled out and filed promptly. Failure to submit reports at the proper time will affect the grade.
- I. The student must be a regular student intending to graduate who has satisfactorily completed 60 semester hours of study and declared his/her concentration. Students who are on academic probation should not expect to qualify for an internship.

## V. PLACEMENT PROCEDURE

- A. **Director Interview:** All students considering a possible internship within the coming twelve months are urged to schedule an appointment with the Internship Director. The interview generally takes 30-40 minutes and should be completed after the intention form is completed. The student must have declared a concentration before the interview.
- B. **Student Application:** The student is to submit an intention form including any suggestions for a place of ministry. The Internship Director will make the final decision as to the place of each student's internship.
- C. **Contact with the training center:** The Seminary will make an official contact with each possible place of ministry. A student may only make unofficial, preliminary inquiry, providing he/she makes it clear that the inquiry is unofficial and that he/she has no control over the actual placement decision.
- D. **Placement:** Following preliminary contacts, both the ministry organization and the Internship Director must agree on the placement decision. At this point, the student will be informed in writing of the placement and encouraged to contact the Internship Supervisor to determine mutually acceptable dates for the internship and to plan for orientation and preparation.
- E. **Optional Orientation to the Internship Supervisor:** Any student wishing further orientation to the assigned Internship Supervisor may schedule an appointment with the Internship Director.
- F. **Final Orientation:** During the registration period for the appropriate term, all interns will register for the summer internships (including paying internship fee) and receive orientation and instructions. The Internship Director is available to answer questions.
- G. **Pre-internship Meeting with the Internship Supervisor:** All interns are strongly urged to meet once or twice with their Internship Supervisor prior to the internship to discuss and negotiate mutually acceptable areas of responsibility and ministry that will lead to the fulfillment of the minimum requirements.

- H. **Internship dates:** While most internships are completed during the summer term, students may work with the Internship Director to establish their internship at other points in the calendar year.

## **VI. REQUIREMENTS FOR CREDIT**

### **A. Church and Para-Church Internship**

*The following minimum requirements must be fulfilled to receive credit for the 3 credit hour Church or Para-Church Internship:*

A total of 135 clock hours of on-the-job ministry, including preparation and ministry but excluding travel time from home or school to church or other central location of ministry.

A core of at least 90 hours in at least three major areas of ministry with no more than 30 hours in any one area. (Although an intern may use more than four hours to prepare, a maximum of four hours may be counted toward preparation of each hour of preaching or teaching. A sermon or lesson presentation of 30 minutes to one hour may count as a full clock hour. A 15-29 minute message or lesson may be counted as one-half hour and a 3-14 minute message may be rounded up to 1/4 hour.)

#### **90 Core Hours from the following categories:**

- Preaching Preparation
- Preaching
- Teaching Preparation
- Teaching
- Evangelism
- Visitation
- Counseling/discipling
- Worship Service Participation
- Private Conference with Internship Supervisor
- Conference with Board or Committee
- Prayer for Ministry
- Other Direct Ministries

(One-on-one time with the Internship Supervisor (up to 15 hours), and time spent in pastoral staff meetings or in meeting with the top executive board (up to 30 hours) should also be counted as core hours. Worship service participation also counts as core hours. Half of your prayer time for the ministry (up to 15 hours) may also be included in core hours (the other half in non-core). Approval to include other aspects of the ministry in the core time must be obtained in advance of the registration for the course from the Internship Director.

## **Examples of Non-Core Hour Ministry:**

### **Planning and Administration**

- Attendance at meetings of boards and committees
- Working with other on-location staff (lay and professional)
- Publicity and promotion: bulletins, advertising, promotional pieces
- Budgets
- Building and grounds
- Relations with other churches/agencies
- Relations with the community
- Long range and short range planning

### **Instruction by the supervisor**

- Platform deportment and etiquette
- Platform procedures
- Devotional life and personal study
- Relations with the opposite sex
- Ministerial duties
- Ethics in ministry situations
- General procedures
- Special problems

**Special Note:** Time spent in conference with the supervisor or staff (up to 15 hours) and time spent attending board meetings (up to 15 hours) are considered *core* hours. Any hours over the 15-hour limit should be reported as non-core additional ministry along with time spent in various committee meetings.

Completion of all the report and program evaluation sheets and prompt presentation of these sheets to the Internship Director of the program should be made by the intern.

## **B. Teaching Internship**

*The following minimum requirements must be fulfilled to receive credit for the 2 credit hour Teaching Internship:*

A total of 90 clock hours of on-the-job ministry including preparation and ministry, but excluding travel time from home to school or other central location of ministry.

### **60 Core Hours from the following categories:**

- Teaching a course session

- Preparing notes for a course session
- Preparing visuals for a course session
- Grading subjective course assignments such as papers and essay tests
- Preparing quizzes or exams
- Individual or group student mentoring
- Assigned professor observations with written report and discussion with supervising professor

**Non-Core Hours:**

- Grading objective tests and routine daily assignments
- Recording grades
- Reading assigned materials on college teaching
- Observing class sessions with supervising professor teaching

**Focus of Teaching Internships:** Teaching internship hours need to focus on college-level or seminary-level courses. Adult Ed teaching may comprise a third of the hours, providing the Internship Supervisor is willing to involve himself or herself in the totality of the teaching/learning situation in the course. This would include reviewing lesson plans for each course session along with all materials the intern develops for the course. The Internship Supervisor also would observe at least one Adult Ed class session and provide a written evaluation.

**Supervisor Relationships:** Interns must have a formal meeting with their Internship Supervisor a minimum of four times during the semester. A written account of items discussed will be maintained by the intern and submitted to the Internship Director. Internship Supervisors will observe the intern in a teaching situation at least three times during the semester and provide a written observation form to both the intern and to the Internship Director.

Completion of all the report and program evaluation sheets and prompt presentation of these sheets to the Internship Director should be made by the intern.

**C. Missions Internship**

*The following minimum requirements must be fulfilled to receive credit for the 1 credit hour Missions Internship.*

A total of 45 clock hours of on-the-job ministry, including preparation and ministry, but excluding travel time from home or school to church or other central location of ministry.

**30 Core Hours** (no more than 10 hours may be credited in any one area):

- Presenting an evangelistic message
- One-on-one gospel presentation with interested individual

- Door-to-door surveys or evangelistic contacts
- Street or campus evangelism (tract distribution, information table, etc)
- Coffee House ministry / English Second Language (ESL) ministry / sporting events ministry
- Visitation / Follow-up after evangelistic event
- Publicity, promotion, and involvement in evangelistic events
- Children's clubs or camp ministry
- Humanitarian ministry or use of other professional / technical skills to reach target group
- Teaching or training sessions
- Community service
- Staff meeting or conference with supervisor (up to 5 hours)
- Prayer time for ministry (up to 3 hours)

**15 Non-Core Hours:**

- Observation of evangelism sessions with supervising missionary
- Planning and preparation for evangelistic event
- Recreation - parties / picnics / VBS recess / fellowship meetings
- Prayer time for ministry (up to 3 hours)

**Focus of Missions Internship:** A missions internship needs to focus on practical training in a missions setting with a qualified Internship Supervisor.

**Supervisor Relationships:** Interns must have a formal meeting with their Internship Supervisor a minimum of three times during the two (or more) weeks of ministry. A written account of items discussed will be maintained by intern and submitted with the Final Report. Internship Supervisors will observe the intern in ministry situation at least six times during the internship and provide a written evaluation form to CBS.

Completion of all the report and program evaluation sheets and prompt presentation of these sheets to the Internship Director should be made by the intern.

**VII. GRADING**

A grade (A, B, C, etc.) for the internship will be recorded on the student's internship evaluation that is kept in his/her permanent file. The academic transcript lists only a grade of S (Satisfactory) or U (Unsatisfactory). The grade for the Pastoral Internship will be derived from the following elements:

- A. Completion of all requirements

- B. Attitude toward fulfilling responsibilities for the internship, and personal growth in understanding and performing the work of the ministry
- C. Evaluation reports submitted by the on-location supervisor
- D. Promptness in submitting reports according to the schedule

### **VIII. QUALITIES OF A INTERNSHIP SUPERVISOR**

The Seminary looks for the following qualities in a Internship Supervisor:

- A. Gives *full time* to the work
- B. Grows in the *joy* of the ministry
- C. Judged to have a reasonably *successful* ministry experience as understood by biblical standards
- D. Feels no *threat* from the ministry of a seminary student
- E. Eager for the *challenge* of training a disciple
- f. Has an *exemplary* attitude toward the work of the gospel
- G. *Biblically* and *evangelistically* oriented in ministry
- H. In friendly fellowship with other ministries committed to God's work and God's Word

### **IX. GOALS FOR INTERNSHIP SUPERVISORS**

The Internship Supervisor will set goals for the training of his/her intern(s) as he/she does for each of the ministries God gives to him/her. The Seminary suggests that the following goals be included among them:

- A. Demonstrate an earnest desire to train others for the work of the ministry
- B. Communicate his/her philosophy of ministry service for Christ to his/her intern(s)
- C. Use all means possible in this communication: personal example, informal conversation, assigned reading, discussions with staff, direct experience in the forms of the ministry
- D. Develop the God-given natural and spiritual gifts of the student for general and explicit skills in the ministry
- E. Help the intern respond biblically and spiritually in various ministries
- F. Train the intern in the roles of a ministry leader as student, teacher, preacher, exhorter, advisor, counselor, friend, evangelist, soul winner, co-worker with others, administrator, planner, promoter, missionary and prayer warrior

## **X. SUGGESTIONS FOR INTERNSHIP SUPERVISORS**

While the Internship Supervisor knows more about his/her job than CBS, the following suggestions are made based on prior programs and on the experiences of other evangelical seminaries.

**A. Initial concerns.** At the very beginning you will wish to become acquainted with your intern(s). Once you know the students' background and interests, their needs and past experience, you will understand better how to train them for the ministry of the gospel. As you deal with them, you will undoubtedly assess their needs and abilities and contribute in an accelerated manner to their training.

- *Board approval.* Most pastors and other ministry leaders work closely with a responsible group of representatives. We recommend you gain their approval of the internship program as soon as possible.
- *Vision.* The Internship Supervisor should see the training program as the Lord Jesus saw His training of the twelve. Although this intern will be with you for only a few weeks, you will be able to contribute at least as much to his/her practical training as any other single person. Keep in mind that you are contributing to future fruitfulness in his/her life.
- *Love and concern.* Some facets of a particular intern's personality may not attract love, but your honest concern in the service of the Lord will help to transform that intern into the vessel Christ wants him/her to be.
- *Communication.* You have so much to communicate from your knowledge of the Lord and His Word and from your experience of ministry to the real needs of people. Assess your own insights and skills for ways to shape your intern. Remember where you once were at this stage of development.
- *Sharing.* Share with your intern the perspectives of the philosophy and methods of your total ministry.

**B. Procedural concerns.** Among the matters that involve your regular activity with your intern, you will want to include such procedures as:

- *Introduction to the church or other ministry setting.* Since the intern ordinarily will not know the people of the ministry location, make an introduction at a service or other event so all can see and get to know the intern. This acquaintance with your constituency will further the intern's ministry to them and with them.
- *Regular conferences.* Set up regular (weekly or more often if needed) conferences from the very beginning so that this period is a definite event for both your schedule and your intern. During this time:
  1. The intern may report on ministries for the past week.
  2. You may evaluate the intern's ministry of the past week.
  3. You may guide, counsel and instruct the intern.
  4. You may plan the future phases of the intern's work in the church.

Such formal weekly sessions afford built-in opportunities to encourage and correct the intern for such items as platform behavior, thank you notes, listening, and all aspects of the intern's present and future ministry.

- *Working schedule.* Tell students what you want them to do and when you want them to do it. Inform them of the services they should attend and in which they are to participate; what staff, board and committee meetings they should or may attend. Please be *quite directive* in scheduling them for the **first third** of the internship as they will have trouble getting started in a situation where they are strangers. As you schedule them, please keep their core hour requirements clearly in mind along with the church needs. The **middle third** should be a transition from supervisor-scheduled activities to student-scheduled activities. For the **last third** of the internship, your direction should be *quite non-directive* to allow for students' initiative. Since no one normally schedules a pastor's time for him, interns need exposure to the challenge of time management and scheduling. Where possible, the schedule for the entire internship period should be worked out (following these guidelines) in conference with the student before, or at the outset of, the actual internship.

**C. Professional concerns.** We refer here to imparting to your intern your personal understanding of the work of the ministry.

- *Your concept of the ministry.* Consider what you do and why you do it in the light of the biblical teaching and example, and your experience and background. Share all of this with your student.
- *Your relationships in ministry.* Share with your intern what you have learned about the devotional life, relation with family and home, budgeting time and funds, use of credit, relations with deacons, civil leaders, community programs, etc.
- *Your exercise of leadership.* Demonstrate and explain the organizational methods you use, how you work with boards and committees; how you raise new leadership, motivate for service, and train future leaders; how you exercise judgment between comfort and admonition; what you do to promote family concerns.

**D. Concluding matters.** All too soon the period of internship will be over for the student with whom you have shared some of the deepest concerns of your ministry of the gospel.

- *Evaluation.* At the official close of the internship, send to us the final evaluation sheet. We appreciate frankness in the supervisor's evaluation and do not wish it to be useless paperwork for you. Discuss it with your intern if possible. This form will become a part of the student's permanent file. We do expect the reports to be helpful in any future recommendations we may make for the student's ministry. Evaluate the intern relative to the quality of ministry expected from a seminary student rather than relative to his/her individual experience. For example: an intern may have had ministerial experience prior to the internship; rather than evaluate him/her with regard to your expectation of one with such experience, evaluate with regard to the quality one would expect of the average seminary student.
- *Perspective.* The intern is held responsible by the Seminary for meeting the requirements herein. If the emphasis in these requirements differs from your own, please remember that the intern has no option but to meet these requirements.
- *Communication.* Here at the Seminary we will be glad to hear from you at any time. We would appreciate any suggestions you may have for either the current or future program.
- *Appreciation.* We are very grateful to you for all the love and instruction you will pour into the life of the student who will be under your leadership for a season. Surely our Lord appreciates your efforts and will reward His faithful servants. Our greatest pleasure is to see another workman well trained for the service of the gospel.