

Internship Planning Document
Spiritual Formation and Leadership Department
Dallas Theological Seminary

Purpose

Learning is the chief purpose of this Internship, as well as the key process. If the learning process is not identified, established and maintained, the Internship will be a frustrating experience for everyone involved. The purpose of this document is to help objectify the learning process and enable everyone involved in the Internship to know the expectations of the Internship. This document should be mutually negotiated and accepted by the Intern and the Ministry Mentor.

Internship Information

Name of Intern:

DTS Student ID Number:

Best phone number to be reached at:

E-mail address:

Starting Semester of the Internship: Summer 2009 Fall 2009 Spring 2010

Internship Length: Two consecutive semesters Three consecutive semesters (one year)

Name of Church/Organization for Internship:

Church/Organization Address:

Phone number of the church/organization:

Intern Position Title (i.e. Grader, Youth Ministry Intern, etc.):

Describe any financial or other compensatory arrangement:

Internship Job Description

Describe in detail the internship activities to which your Ministry Mentor has agreed to supervise:

Ministry Mentor Information

The Spiritual Formation and Leadership Department looks to the Ministry Mentor to fulfill a vital role in equipping Interns for ministry. As an individual who has ability and experience in ministry sufficient to qualify as a Ministry Mentor, he/she will be the primary trainer of the Intern. This privilege and responsibility should be carried out mainly on the field, rather than in a classroom.

Name of Ministry Mentor:

Mentor's Position in Church/Organization:

Name of Church/Organization:

Mailing Address:

Mentor's Telephone Number:

Mentor's E-mail:

Has this person served as a Ministry Mentor for a Dallas Theological Seminary student before?

Yes -- Name of Intern(s):

No – If no, please complete the following information:

Qualification	Yes	No
<i>Does the Ministry Mentor have a minimum of three years full-time ministry experience?*</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Has the Ministry Mentor been in his/her current position for at least one year?*</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Does the Ministry Mentor have some formal theological training (Bible college or seminary)?*</i>	<input type="checkbox"/>	<input type="checkbox"/>

* Exception can be made upon approval of the Spiritual Formation and Leadership Department

Mentor Meeting Time

The Spiritual Formation and Leadership Department desires for the Ministry Mentor and Intern to have consistent face to face meeting time. Ideally the Department would prefer this meeting taking place on a weekly basis (30-45 minutes). Every experience of the Intern in the internship has learning potential. It is in this time that the ministry experiences become “life changing.” This meeting with the Ministry Mentor is the heart of the internship experience and must be a priority for both the Intern and the Ministry Mentor.

Our consistent mentor meeting time will be the following:

Day of the week:

Time of day:

Exceptions to this regular time will be the following:

List five topics the Intern would like to discuss with his/her Ministry Mentor during this time together:

- 1.
- 2.
- 3.
- 4.
- 5.

Field Observers Information

With the help of the Ministry Mentor, the Intern identify at least four other people (in addition to the Ministry Mentor) who will serve as Field Observers for the Internship. Field Observers will give feedback concerning the Intern's ministry, offer insights about the Intern's particular placement, support the Intern, pray for the Intern, and assess the Intern's work.

In regards to assessment, the Spiritual Formation and Leadership Department expects Field Observers to address the Intern's:

1. Christian Spirituality
2. Servant Leadership
3. Communication Skills

For most Interns, Field Observers will be adult participants or lay leaders in the ministry that the Intern is leading. For example, if the Intern is working with the high school ministry at a local church, one of the adult small group leaders could serve as a Field Observers. Other suggestions could include other pastors, deacons/elders, other lay leaders, church administrative assistants, parents of the youth, or even one's spouse. The goal is to get a true 360 degree evaluation, with multiple people speaking truth into the Intern's life.

NOTE: For Interns in "non-church based" internship sites (such as schools, mission settings, military chaplaincy, etc), Field Observers can be individuals who have insight into the Intern's Christian spirituality, servant leadership skills, and communication skills. Field Observers can include the one's spouse, members from one's local church, members from one's home church, and members of one's Spiritual Formation group.

Name of Field Observers:

Position in Church/Organization:

Name of Field Observers:

Position in Church/Organization:

Name of Field Observers:

Position in Church/Organization:

Name of Field Observers:

Position in Church/Organization:

For Interns wanting more than four Field Observers, please submit those names to the Spiritual Formation and Leadership Department.

Ministry Vision Statement

God desires the involvement of all Christians in ministry. But what does that involvement entail? Developing one's ministry vision can help a person define their involvement. One's ministry vision locates where a person fits in the Body of Christ. One's ministry vision articulates what one's ministry will look like in a clear "word picture." In other words, when you describe to other people your future ministry, what type of "word picture" do you paint?

Unlike a one sentence mission statement which expresses purpose, a ministry vision captures the essence of what it will look like when that purpose is met.

EXAMPLE – I see myself working with college students on a major state university through a parachurch ministry, such as Campus Crusade for Christ. I am passionate about evangelism, so I see myself on campus engaging students in spiritual conversations and introducing them to a life changing relationship with Jesus Christ. I would love meeting with new believers and discipling them in a one-on-one context, teaching them how to read the Bible for themselves. I would love to be involved in a true multiplication ministry, where the students that I disciplined would be able to share their faith with others and to disciple them in the basics of the faith. Finally, I would love to inspire college students with a passion for world missions.

When I think about my future ministry, I see the following:

How does this Internship meet your learning needs for your ministry vision that you just described?

Dallas Theological Seminary Core Competencies

The curricula and related seminary experiences are designed to help Dallas Theological Seminary students develop competencies of knowledge, abilities and skills, and beliefs and values to help evangelize the world and build the Church. Specific competencies are developed in each professional degree program, but all masters-level Dallas Theological Seminary students are to develop competency in:

- **Biblical Interpretation** – The student understands the Bible in its historical, literary, and theological contexts in order to apply and communicate the Scriptures.
- **Theology** – The student is committed to a doctrinal position consistent with historic Christian orthodoxy, derived from Scripture and measured by general agreement with the doctrinal statement of the Seminary, and is able to articulate sound doctrine in a variety of cultural settings.
- **Communication** – The student is able to persuade others with respect to biblical and theological truth through oral, written, and electronic media.
- **Christian Spirituality** – The student, by means of the Spirit, demonstrates increasing love and devotion to God and loving service to others.
- **Servant Leadership** – The student models servant leadership and equips others in a God-given direction through Christlike character, leadership capability, and love.
- **Cultural Engagement** – The student demonstrates appreciation for the contributions of different cultures and is committed to evangelism and biblically based ministry with appropriate engagement with people in those cultures.

The Servant Leadership Internship is a “capstone” assessments for four of the six competencies: 1) Christian Spirituality, 2) Servant Leadership, 3) Communication, and 4) Cultural Engagement. The Intern will identify a measurable means for assessing development in these four competencies during the course of the Internship.

Detailed information on goal development and sample goals are found in your textbook for the Internship and under resources on MyDTS.

NOTE: You (as the Intern) will need to work on your competency goal development with your Ministry Mentor. By uploading this document to MyDTS, you are stating that you and your Ministry Mentor have worked on the goals together and the two of you are in agreement with the stated goals.

Christian Spirituality Competency

“The student, by means of the Spirit, demonstrates increasing love and devotion to God and loving service to others.”

An authentic development plan must begin with Christian Spirituality. You must begin with the question: *Who do I need to be?* Being (spiritual development and character) always must proceed doing (tasks and skills). This is why the scriptural qualifications for leadership found in I Timothy 3 and Titus 1 focus so heavily on the leader’s character, not the leader’s skills or abilities.

An example of a Christian Spirituality goal may be in the cultivation of an aspect of the fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, of self-control). During your Internship, you may choose as a goal one character quality that you have never consistently exercised or one character quality that you desire to develop in a greater sense in the power of the Holy Spirit.

Another example of a Christian Spirituality goal may be in the practice of a spiritual discipline (meditation, prayer, fasting, silence, service, simplicity, worship, confession, etc). During your Internship, you may choose one spiritual discipline that you have never consistently exercised or one spiritual discipline that you desire to develop in a greater sense.

The path of sanctification must avoid the two pitfalls of legalism (making sanctification a list of dos and don’ts) and passivity (using “personal laziness” as an excuse). We recognize that establishing a Christian Spirituality goal is not a formula for sanctification; however, the development and follow through of such a goal can be a great way to refocus your attention on God and others.

Goal (be objective and reachable)	Goal Strategy (be specific with what steps to take to reach your goal)	Resources (who or what can be a resource for meeting this goal)	Goal Measurement (how will you know you reached your goal -- include dates)

Servant Leadership Competency

“The student models servant leadership and equips others in a God-given direction through Christlike character, leadership capability, and love.”

By its very nature, leadership is relational. A leader is not a leader unless there are other people involved. A leader cannot lead in a “people vacuum.” This area focuses on the professional question of “How do I work with people?” For most students, this area of development is found to be some of the most rewarding during their Internship.

A Servant Leadership goal can be in any of the following areas:

*Listening
Mentoring/Modeling
Delegating
Risk Taking
Team or Community Building*

*Encouraging
Counseling
Organizing
Problem Solving
Inspiring/Motivating*

*Consensus Building
Hiring/Firing
Networking
Confronting*

*Recruiting
Conducting Meetings
Resolving Conflict
Trust Building*

Goal (be objective and reachable)	Goal Strategy (be specific with what steps to take to reach your goal)	Resources (who or what can be a resource for meeting this goal)	Goal Measurement (how will you know you reached your goal -- include dates)

Communication Competency

“The student is able to persuade others with respect to biblical and theological truth through oral, written, and electronic media.”

A hallmark of DTS is our students’ ability to study the scriptures and to present biblical truth through a variety of communication avenues. Whether it is preaching a sermon, teaching a small group Bible study, or using a variety of media arts means; it is a goal of DTS for all of our students to be able to enthusiastically communicate the Word of God to people.

Every Internship must include some form of communication. Examples of a biblical communication goal include:

- Preaching at a local church*
- Leading a Bible study at church*
- Teaching at a retreat or conference*
- Teaching an academic class in the Center for Biblical Studies*
- Preaching or teaching on a mission trip*
- Writing Bible study curriculum*
- Developing a media arts presentation that communicates a biblical message*

Goal (be objective and reachable)	Goal Strategy (be specific with what steps to take to reach your goal)	Resources (who or what can be a resource for meeting this goal)	Goal Measurement (how will you know you reached your goal -- include dates)

Cultural Engagement Competency

“The student demonstrates appreciation for the contributions of different cultures and is committed to evangelism and biblically based ministry with appropriate engagement with people in those cultures.”

DTS is committed to fulfilling the mandate of Jesus to make disciples of all nations. We ask that every student include one Cultural Engagement goal in his or her development plan.

Examples of a Cultural Engagement goal can include:

Learning information about cross-cultural settings for ministry (i.e. studying ministry in Africa)

Learning information about a world religion (studying about Islam)

Taking a mission trip (up to 1/3 of your hours can be earned on a pre-approved mission trip)

Working in an intercultural setting (urban ministries or racially diverse setting)

Teaching in a culturally diverse setting (such as the Center for Biblical Studies)

Intentional contact with people of another culture

Understanding cultural issues in evangelism in a postmodern culture

Goal (be objective and reachable)	Goal Strategy (be specific with what steps to take to reach your goal)	Resources (who or what can be a resource for meeting this goal)	Goal Measurement (how will you know you reached your goal -- include dates)

Agreement to Doctrinal Foundation of Dallas Theological Seminary:

Since the Internship is an extension of Dallas Theological Seminary, the Intern and Ministry Mentor will agree to the following doctrinal foundation. By submitting this covenant, all parties verify their agreement. Any disagreement to this doctrinal foundation by either party should be discussed with the Spiritual Formation and Leadership Department.

- The authority and inerrancy of Scripture
- The Trinity
- Christ's full deity and humanity
- The spiritual lostness of the human race
- Christ's substitutionary atonement and bodily resurrection
- Salvation by faith alone in Christ alone
- The physical return of Christ.

Agreement to the Personal and Spiritual Life Section of the DTS Student Handbook

Since the Internship experience is an academic requirement of Dallas Theological Seminary, the Intern and Ministry Mentor agree to the following section of the Personal and Spiritual Life Section of the *Dallas Theological Seminary Student Handbook*.

Student Agreement upon Admission

Students are reminded of the promise they signed when they applied to Dallas Seminary: "I promise, in submission to the Holy Spirit's guidance, that if admitted to Dallas Seminary I will at all times conduct myself as a Christian, faithfully and diligently apply myself to the studies as required by the Seminary curriculum, promptly meet all financial and other obligations, and carefully observe the rules and regulations as set forth by the Seminary and its faculty and submit to the authority of the faculty and administration." Faithful adherence to this promise is expected throughout each student's Seminary career.

Sexual Harassment Policy

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. We believe each student, staff, and faculty member should be able to work in an atmosphere free of discriminatory intimidation based on sex, as well as intimidation based on race, color, age, national origin, or disability. Sexual harassment of students, staff, or faculty by any member of the Seminary community will not be tolerated.

Sexual harassment includes any repeated or unwanted verbal or sexual advances, sexually explicit derogatory remarks, or offensive statements made by someone in the workplace when:

- (1) submission to the conduct is either explicitly or implicitly a condition of employment, grades, or good will; or
- (2) submission to or rejection of the conduct is used as a basis for grading or relational decisions affecting any person; or
- (3) the conduct has the purpose or effect of substantially interfering with student, staff, or faculty performance, or of creating an intimidating, hostile, or offensive work or learning environment.

Any student experiencing or observing sexual harassment as described in any of the above categories should report the incident immediately to the SFL Department and the Dean of Students. Due process will be followed in handling any complaints including possible criminal investigation.

Expectations For All Interns Serving At Churches/Ministry Organizations

- Complete on time all of the requirements of the SFL Department as noted in the class syllabus.
- Complete the Internship Planning Document and use it as the basis of the Internship.
- Meet consistently with the Ministry Mentor, using the Internship Planning Document as the basis of that time.
- Actively participate in biblical community (Sunday School, home group, discipleship group, etc.).
- Demonstrate faithfulness in ministry at one's church/ministry organization.
- Submit all evaluation forms in a timely manner at the conclusion of the Internship.

Expectations For Ministry Mentors in Churches/Ministry Organizations

- Provide clear job descriptions for each Intern, listing specific responsibilities and requirements.
- Require consistent mentoring time with the Intern, using the Internship Planning Document as a guide for mentoring and evaluation.
- Utilize the Spiritual Formation and Leadership Department's Four Essentials of Good Mentoring:
 1. Instructing the Interns (tell them)
 2. Modeling for the Interns (show them)
 3. Observing the Interns in action (watch them)
 4. Evaluating the Intern (direct them)
- Allow the Intern to have "real" ministry opportunity related to his or her Internship Planning Document goals, based on the Intern's readiness and faithfulness (i.e. not just busy work or cheap labor).
- Encourage the Intern to participate in staff/department meetings.
- Expose the Intern to the other ministry areas that are outside the Intern's responsibilities (i.e. exposure to the missions area of a church for a youth intern).
- Allow the Intern to observe (as deemed appropriate) discussions and situations that would be beneficial to the Intern's development (i.e. pastoral care, crisis counseling, board discussions, committee meetings, etc.).
- Provide the Intern with feedback throughout the Internship.
- Pray for the Intern.
- Submit the evaluation form at the conclusion of the Internship.

This Internship will not be terminated by any party except by mutual agreement among all of the parties involved. By submitting this document, all parties are agreeing to the arrangements as outlined herein.