



*Preparing People For Ministry*

# ORDINATION INTERNSHIP



**Student Copy**



# ORDINATION INTERNSHIP

**In fulfillment of  
The General Council of the Assemblies of God  
Internship Requirements  
for  
Persons seeking Ordination Ministry Credentials**

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### ***Please Note:***

**All white pages in the Internship Portfolio must be filled out and returned to the Network Office. You can make copies of the white pages as needed.  
All other pages provide information and directions for completing the internship.**



# ORDINATION INTERNSHIP

## Kentucky School of Ministry



**Students are to register PRIOR to beginning their internship.**

### Internship Registration

Please complete this form or register online <http://www.kyag.org/ksom/enrollment-registration/>

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Home Church: \_\_\_\_\_ City: \_\_\_\_\_

**All mentors must be approved by the Secretary-Treasurer of the Kentucky Ministry Network BEFORE you begin your internship. They are required to complete a brief training on internships before they can be approved to be your mentor.**

Mentor Pastor: \_\_\_\_\_ Church: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Registration Fee: \$25.00 \_\_\_\_\_ Check \_\_\_\_\_ Cash

To pay by credit card, you must register online. See the link provided above.

*Please copy this form, complete it  
and mail the form with payment  
to the Kentucky Network at:*

**Kentucky School of Ministry  
PO Box 98  
Crestwood, KY 40014**

If you have any questions, please  
call 502-241-7111 or  
e-mail [ksom@kyag.org](mailto:ksom@kyag.org).

### Steps to Beginning Your Internship

- ⇒ Turn in Internship Registration Form
- ⇒ KSOM office will contact your mentor and give them directions on completing the Mentor Training
- ⇒ Once your mentor completes the training and submits their commitment to be your mentor, the KSOM office will send you a confirmation e-mail with the official beginning date for your internship enrollment.
- ⇒ You have 6 months from your enrollment date to complete your internship.



## Kentucky School of Ministry (KSOM)

### KSOM Statement of Purpose:

The Kentucky District School of Ministry exists to provide training for those sensing a call to ministry, whether as credentialed ministers of the Assemblies of God, or as equipped laypersons within the local church. The school seeks to promote a unified purpose for ministry within the fellowship, providing doctrinal and practical instruction based upon common core values and shared ministry goals.

The faculty and leadership of KSOM are fully committed to the statement of Fundamental Truths of the Assemblies of God and KSOM is committed to proclaim and support the principles and polity of the Assemblies of God. KSOM commits itself to provide training courses that meet District and General Council educational requirements for ministerial credentials.

Furthermore, KSOM seeks to fulfill the mission of the Kentucky Ministry Network of the Assemblies of God in developing healthy leaders, churches and ministries.

### Internship Purpose/Mission:

The KSOM internship strategy enables students to confirm God's call, develop a Christ-like character, gain the competencies of ethical and effective ministry and develop the personal disciplines essential to a successful life and ministry. This strategy uses guided "hands on" ministry experiences, interaction with qualified mentors/coaches, and the exercise of personal spiritual disciplines to accomplish its mission.

### Internship Objectives/Goals:

- a. Exposure to a variety of ministry methods, skills and practices
- b. Develop effective people and conflict resolution skills
- c. Establish ethical standards of ministry
- d. Fulfill the Assemblies of God General Council internship requirements
- e. Minister effectively within the fellowship
- f. Seek "best practice" experiences and exposure to effective ministry systems and structures
- g. Develop skills and gifts for maximum effectiveness in ministry
- h. Develop the disciplines of effective servant leadership

### Internship Characteristics/Values:

- a. Student Value: Equip students for effective ministry.
- b. Student Participation: Students actively participate in the design and fulfillment of these standards and objectives.
- c. Cooperative Fellowship: Value ministry within the Assemblies of God in a way that faithfully fulfills the vision of a "voluntary cooperative fellowship."
- d. Biblical Fidelity: Students develop ministry that is faithful to biblical teaching, values, principles and world view.
- e. Flexibility: Students can "tailor" their internship experience in ways that better meet their needs and fulfill the requirements.
- f. Encourage Development: Students value and develop the skills needed to pursue spiritual, personal and professional development throughout their lives.

## Credit for Life Experience:

Students who feel, based on previous training or ministerial experience, that they have attained the competency described in the Ordination Internship may request, in writing, **“credit for life experience.”** The request must include a clear statement of how the standard has been met according to each project objective and documentation (if possible and appropriate). Students seeking “credit for life experience” from some standards must submit their request to KSOM leadership **PRIOR** to the completion of their internship. Students seeking “credit for life experience” for the entire internship must submit their request to the Secretary-Treasurer of the Kentucky Ministry Network of the Assemblies of God.

*\*\*Please note: A student may be granted only one “Credit for Life Experience” internship. If credit was given for the Certified or License level internship, that student is not eligible to request life experience for the Ordained level internship.*

## Mentors/Coaches:

The selection of an appropriate mentor/coach(es) is critical to the success of the internship process. As used in this portfolio, “mentor” refers to that person overseeing the entire internship. “Coach” refers to those persons with outstanding qualifications recruited by the student to gain a “best practice” experience in a given project. The “mentor” and “coach” may be the same person. Coaches, other than the mentor, are to be selected with the recommendation or approval of the mentor. Often the mentor is the senior pastor, but can be another qualified person, such as the Sectional Presbyter, or another Assemblies of God minister who is fully cooperative and supportive of the ministries and policies of the Kentucky Ministry Network of the Assemblies of God. *All mentors must be approved by the Secretary-Treasurer of the Kentucky Ministry Network. Once a Mentor is approved, he/she must complete an Internship Mentor Instructional Video and submit a Mentor Covenant Survey before an internship can begin.*

***The student is responsible for the selection and recruitment of appropriate/qualified mentor/coach(es) in accordance with the following standards.***

## Mentor Qualifications:

An appropriate and qualified mentor must:

1. Be ordained with the Assemblies of God.
2. Be approved as a KSOM qualified mentor.
3. Not be a relative of the student.
4. Willingly follow the policies and guidelines of the KSOM internship process.
5. Review this Internship Portfolio thoroughly with the student and assure themselves that they understand their role and responsibilities as a mentor. Contact the Director of KSOM if they have any questions related to their role and responsibilities as a mentor.
6. Exemplify “best practice” in their ministry.
7. Willingly complete and submit the required KSOM mentor’s reports.
8. Willingly invest significant time in the intern and the internship process.
9. Refuse to serve as a mentor in those areas in which they lack the expertise or if their involvement is not in the best interest of the student.
10. Refer students to others who have greater expertise in areas and when it is in the best interest of the student.
11. Consult with the student and approve and submit the student’s “internship plan.”
12. Communicate concerns regarding the student or the internship process with KSOM leadership.
13. Maintain a positive, transparent, and mutually beneficial relationship with the student, the student’s church and pastor, KSOM and the leadership of the Kentucky Ministry Network of the Assemblies of God.



## Selecting a Mentor:

Students are to select an “appropriate and qualified” mentor/coach(es) who meets the standards outlined above. In addition, the student is encouraged to:

1. Seek a mentor/coach(es) who exemplifies “best practice” in each standard.
2. Recognize that more than one mentor/coach may be needed.
3. End the relationship if the mentor is unwilling or unable to commit the time needed, unwilling or unable to comply with KSOM standards or fails to carry out other responsibilities.
4. Recognize that their pastor may not be the best mentor/coach in all areas and seek their recommendation for someone who can better serve.
5. Develop a positive working relationship with KSOM, mentor and coach(es) based on mutual respect and passion for ministry.

## Mentor/Student Interaction:

Once a student selects an approved mentor, the mentor must submit the **Ordination Internship Mentor Covenant** (form found on page 6) to the KSOM office in order for the internship to officially begin. The student is responsible for contacting their mentor to set up appointments to meet and to remind the mentor of the paperwork that must be completed.

Students and mentors should meet frequently during the internship. They should meet at least one time during each project to review the student’s progress with each project of the internship. An internship will require a minimum of three months and a maximum of six months to complete. An extension can be requested by the student in writing to the Director of KSOM.

## Mentor/Coach Evaluation:

Students are required to meet the standards and objectives stated in this internship portfolio. Students and mentors are to closely adhere to the process outlined in the “steps to completion” section of each project which are designed to insure the value and integrity of the internship process. Mentors/Coaches are to hold students to a high standard of compliance and performance.

Mentors/Coaches are to evaluate the student’s efforts in relation to the stated objective and determine whether the student’s work is “excellent,” “average,” or “unacceptable.” Any student whose efforts are deemed “unacceptable” in any standard will not receive credit for the internship.

Students whose efforts are deemed “unacceptable” are to meet with the mentor/coach to identify concerns and design a plan to repeat or create an appropriate substitute learning project. Mentors/coaches are to notify the KSOM leadership that the student’s work was deemed “unacceptable” and the steps they plan to take to help the student achieve an acceptable rating. The student may repeat the project as many times as needed.

The mentor/coach is to submit a statement of not more than one page detailing their overall impression of the student’s capabilities and potential for ministry identifying strengths, weaknesses and recommended improvements. This statement may be submitted directly to the KSOM Coordinator or the Secretary/Treasurer of the Kentucky Ministry Network of the Assemblies of God and need not accompany the other reports. Mentors are to sign all report forms as indicated. Students may appeal any mentor/coach decision to the KSOM leadership.

## At the end of the internship, the following reports must be submitted:

1. Ordination Internship Report: Student Summary (p. 13-14)
2. Ordination Internship Report: Mentor/Coach Summary (p. 15-16)
3. One page summary of student’s overall suitability for ministry completed by the mentor submitted with the Mentor/Coach Summary.
4. One page written report on each project completed by the student.

**Attention Student: Your mentor will sign a Mentor Covenant.  
Below is a sample Mentor Covenant for you to review and be familiar with.**

**Kentucky School of Ministry**  
**Ordination Internship Mentor Covenant**

I agree to serve as the **Internship Mentor** for: \_\_\_\_\_ who is fulfilling the internship requirement for Assemblies of God ministerial credentials through KSOM. I understand that the student is seeking the Ordained Minister Credential.

I recognize that the role of **Internship Mentor** is critical to the successful completion of the KSOM internship and covenant with the student and KSOM to carry out this responsibility to the best of my ability and affirm that:

- ☐ I have watched the KSOM Internship Mentor Instructional Video.
- ☐ I understand and commit myself to carrying out the mentor responsibilities described in the KSOM internship video.
- ☐ I have read, understand and commit myself to carrying out the learning objectives described in the "steps to completion" for each internship standard.
- ☐ I agree to fully cooperate with KSOM leadership and the student.
- ☐ I agree to model "best practice" and excellence in ministry.
- ☐ I agree to help the student identify and approve a more qualified "coach" for any standard in which I cannot provide a "best practice" experience.
- ☐ I agree to attend and fully participate in any mentor training provided by KSOM.
- ☐ I agree to hold the student accountable for excellence and the timely completion of learning objectives throughout their internship.
- ☐ I agree to submit all required documentation in a timely fashion.
- ☐ I understand that, should I fail to carry out these responsibilities, the student is required to seek another mentor in order to successfully complete their internship.
- ☐ I will release the student from the mentoring relationship should I be unable to fulfill these requirements OR if the student fails to carry out their responsibility and will notify KSOM of my decision.

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Current Ministerial Credential: \_\_\_\_\_

Home Church: \_\_\_\_\_ City: \_\_\_\_\_

Signature: \_\_\_\_\_

## Ordained Internship Pre-Requisites:

The pre-requisites listed below **MUST** be completed **BEFORE** the student begins the internship.

- a. Complete at least one (1) KSOM or Global University course at the ordination level before beginning their internship.
- b. Identify and recruit the qualified mentor/coach(es) needed to complete each standard.
- c. Successfully complete registration for the Ordination Internship and pay the \$25 internship registration fee.
- d. Wait to receive a confirmation email from the KSOM office that will inform you of the approval of your choice of mentor and your official internship enrollment date. You will have 6 months to complete your internship from the date of enrollment.

## Rewards/Achievements:

As a result of completing this internship, the student will achieve the following results:

- a. Meet the Assemblies of God General Council internship requirement for the ordination credential.
- b. Develop significant relationships and knowledge of resources that will enhance their future ministry through practical learning projects.
- c. Be better equipped for effective, efficient, ethical and God honoring ministry.
- d. Develop a clearer understanding of their personal gifts, abilities and areas needing further development.
- e. Develop personally, professionally, relationally and spiritually toward the high calling of “Christ-likeness” in all they are and do.

## Internship Projects

### Overview:

The KSOM internship consists of six projects at each credential level (see attached list). Completing each project enables the student to meet the standard and achieve the learning objective. In addition to the five standards required for credentials within the General Council of the Assemblies of God, the KSOM internship includes a project designed to encourage the development of healthy relationships with other ministers, District and Sectional leaders, KSOM students and others.

### Projects:

The projects designated in this internship portfolio as “mandatory” (\*) are components of the credentialing requirement for the General Council of the Assemblies of God. As such, they cannot be altered by KSOM or the Kentucky Ministry Network of the Assemblies of God. To successfully complete their KSOM internship, students **MUST** complete all six projects at each credential level.

### Written Work:

The student is required to submit a written report for each project, as is explained in the “Steps to Completion” of each project. Each report must follow the outline below.

Examination: A brief description of their experience and specific information as to what the student learned.

Evaluation: A brief reflection on the “pros and cons” of their experience.

Strategy for Improvement: A description of the steps the student plans to take to improve their competency in the area.

All reports are to be submitted to the KSOM leadership for evaluation. They are due at the end of the internship process along with the **KSOM Internship Student Summary**, and the **KSOM Internship Mentor/Coach Summary**. **Reports are to be typed, 1 full page in length, Times New Roman 12 pt. font, single-spaced, 1 inch margins**, and meet the generally accepted standards of grammar, punctuation, spelling and notation. Students who fail to submit acceptable reports and summaries or meet other standards will not receive credit for their internship.

# ORDINATION INTERNSHIP PROJECT # 1



## Project 1: Strategic Planning\*

**Objective:** To gain competence in strategic planning by leading a group of local church leaders through a process of planning and implementing a significant change in the life and ministry of the church OR within a particular ministry of the church, OR by leading a group of local church leaders through a process of planning and implementing a special ministry or project, such as a vacation Bible school or a special community outreach event, etc.

### Steps to Completion:

1. Identify and recruit a qualified mentor and/or coach for this standard.
2. Seek an appropriate opportunity to fulfill the objective in consultation with the mentor, pastor, lay leadership or others.
3. Review and discuss insights and questions regarding strategic planning with your mentor/coach.
4. Complete a report (2 page maximum) based on their participation in strategic planning that examines, evaluates, and identifies areas for improvement in strategic planning and leading change within the church. The compilation of this report will suffice as the fulfillment of the written report due for the Strategic Planning Project. This report is to be completed as described in the paragraph titled **Written Work** on page seven(7).
5. Meet with and discuss your report with your mentor.

# ORDINATION INTERNSHIP PROJECT # 2



## Project 2: Pulpit Ministry\*

**Objective:** To gain competence in pulpit ministry by having a preaching coach/mentor and members of the congregation critique five preached sermons.

### Steps to Completion:

1. Identify and recruit a qualified mentor and/or coach for this standard.
2. Seek an appropriate opportunity to fulfill the objective by recording each sermon and providing members of the congregation with an appropriate evaluative tool. Send the recording to the mentor/coach for their critique. Facilitate congregational feedback. Incorporate suggestions for improvement from the mentor/coach and the congregants into the next sermon. Repeat this process until the project is completed.
3. Review and discuss insights and questions regarding sermon preparation, presentation and skills with the mentor/coach.
4. Complete a report (2 page maximum) based on their participation in pulpit ministry that examines, evaluates, and identifies areas for improvement in the student's pulpit ministry. The compilation of this report will suffice as the fulfillment of the written report due for the Pulpit Ministry Project. This report is to be completed as described in the paragraph titled **Written Work** on page seven(7).
5. Meet with and discuss your report with your mentor.

## ORDINATION INTERNSHIP PROJECT # 3



### Project 3: Church Finance\*

**Objective:** To gain confidence in managing church finances by developing an annual church budget (actual or sample) to be evaluated by a mentor.

#### Steps to Completion:

1. Identify and recruit a qualified mentor and/or coach for this standard.
2. Seek an appropriate opportunity to review church finances and prepare a church budget for the coming year in consultation with the mentor/coach, church treasurer and/or others.
3. **Read** *Accounting for Churches* by Jerry Walker. Download booklet at [www.accountingforchurches.com](http://www.accountingforchurches.com) (\$10).
1. Complete a report (2 page maximum) based on the development of a church budget that examines, evaluates, and identifies areas for improvement in the management of church finances and the budgeting process. The compilation of this report will suffice as the fulfillment of the written report due for the Church Finance Project. This report is to be completed as described in the paragraph titled **Written Work** on page seven(7).
2. Meet with and discuss your report with your mentor.

## ORDINATION INTERNSHIP PROJECT # 4



### Project 4: Vision\*

**Objective:** To gain competence in developing a vision by assembling a “vision team” in the local church or within a department of ministry of the church, and leading them through the vision discovery process OR if the church has a vision statement, leading a team of lay leaders through the process of evaluating the church’s implementation of their vision in terms of its policies, procedures, practices and budgets. Produce a vision statement OR implementation report.

#### Steps to Completion:

1. Identify and recruit a qualified mentor and /or coach for this standard.
2. Seek an appropriate opportunity to fulfill the objective by recruiting a “vision team” in consultation with the mentor/coach, pastor, lay leaders or others.
3. Review and discuss insights and questions with the mentor/coach regarding value, use, and creation of a church vision statement with the mentor/coach.
4. Complete a report (2 page maximum) that examines, evaluates, and identifies areas for improvement in the development and use of a church vision statement. The compilation of this report will suffice as the fulfillment of the written report due for the Vision Project. This report is to be completed as described in the paragraph titled **Written Work** on page seven (7).
5. Meet with and discuss your report with your mentor.



## ORDINATION INTERNSHIP PROJECT # 5



### Project 5: Personal Spiritual Growth\*

**Objective:** To gain competence in the process of personal spiritual growth by keeping a prayer and devotional journal consistently for three months that includes 1) Scriptures read, 2) Scriptural insights, 3) Prayer Needs, 4) Answered Prayer, 5) Insights gained from non-biblical reading and 6) Reflections on personal spiritual growth including insights, challenges and victories.

#### Steps to Completion:

1. Identify and recruit a qualified mentor/coach for this standard.
2. Set aside specific times for prayer, reading and devotions in order to fulfill this objective.
3. Review and discuss insights and questions with the mentor/coach that grow out of your prayer and devotional life.
4. Complete a report (2 page maximum) that examines, evaluates, and identifies areas for improvement for your prayer and devotional life. This report is to be completed as described in the paragraph titled Written Work on page seven (7).
5. Meet with and discuss your report with your mentor.

## ORDINATION INTERNSHIP PROJECT # 6



### Project 6: Ministerial Relationships

**Objective:** To gain competence in ministry by developing significant relationships with other students, ministers, missionaries, sectional and Network leadership and those who lead Network ministries.

#### Steps to Completion:

1. Seek your mentor's help to identify and, if possible, contact sectional and district leaders and those who lead Network ministries.
2. Seek an appropriate opportunity to attend a Sectional fellowship, District Council/Network Ministry Convention and Sectional Council and a local ministerial association meeting.
3. Join a cohort/small group of other ministers or ministry students facilitated by KSOM or another group recommended and/or approved by the mentor/coach.
4. Meet with your mentor/coach to review and discuss insights and questions regarding healthy relationships with other churches and ministers, sectional and network leadership and network ministries.
5. Complete a report (2 page maximum) that examines, evaluates, and identifies areas for improvement in ministerial relationships at the local, Sectional and District levels. This report is to be completed as described in the paragraph titled **Written Work** on page seven (7).
6. Meet with and discuss your report with your mentor.

# ORDINATION INTERNSHIP STUDENT SUMMARY

When you have completed the required internship projects, fill out this report form and return it to the KSOM leadership at the Network Office along with the reports required for each standard.

*(You may photocopy this form for ease of use.)*

## 1. Strategic Planning:

Standard	Yes	No
Lead a group of local church leaders through a process to achieve a specific objective:		

## 2. Pulpit Ministry: Five messages critiqued by preaching coach/mentor and congregants.

Topic	Text	Date	Mentor/Coach
1.			
2.			
3.			
4.			
5.			

## 3. Church Finance:

Standard	Yes	No
Developed an annual church budget:		
Budget reviewed and approved by mentor/coach:		
Read the book, <i>Accounting for Churches</i> :		
Completed (Date: )::		

## 4. Vision:

Standard	Yes	No
Assembled a "vision team" to produce a vision statement for the church:		
OR Evaluated the implementation of the church's vision statement:		

## 5. Personal Spiritual Life:

Standard	Yes	No
Consistently kept a prayer and devotional journal for three months:		

Continue

# ORDINATION INTERNSHIP STUDENT SUMMARY

(page 2 of 2)

## 6. Ministerial Relationships:

Standard	Yes	No
Attended Sectional Council:		
Attended Sectional Fellowship:		
Attended District Council/Network Ministry Convention:		
Attended Ministerial Association meeting:		
Participated in Cohort Group:		
Participated in peer mentoring group (small group):		

Student \_\_\_\_\_

Mentor/Coach \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



# ORDINATION INTERNSHIP MENTOR/COACH SUMMARY

Please complete and return this report form to the KSOM leadership at the District Office. Indicate whether or not the student completed each required project. Please include both pages of this summary. You may photocopy this form for ease of use.

## 1. Strategic Planning:

Standard	Yes	No
Lead a group of local church leaders through a process to achieve a specific objective:		

## 2. Pulpit Ministry: Five messages critiqued by preaching coach/mentor and congregants.

Topic	Text	Date	Mentor/Coach
1.			
2.			
3.			
4.			
5.			

## 3. Church Finance:

Standard	Yes	No
Developed an annual church budget:		
Budget reviewed and approved by mentor/coach:		
Read the book, <i>Accounting for Churches</i> :		
Completed (Date: _____):		


## 4. Vision:

Standard	Yes	No
Assembled a "vision team" to produce a vision statement for the church:		
OR Evaluated the implementation of the church's vision statement:		

## 5. Personal Spiritual Life:

Standard	Yes	No
Consistently kept a prayer and devotional journal for three months:		

Student \_\_\_\_\_ Mentor/Coach \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

Continue 

## ORDINATION INTERNSHIP MENTOR/COACH SUMMARY

### 6. Ministerial Relationships:

Standard	Yes	No
Attended Sectional Council:		
Attended Sectional Fellowship:		
Attended District Council/Network Ministry Convention:		
Attended Ministerial Association meeting:		
Participated in Cohort Group:		
Participated in peer mentoring group (small group):		

In discussion with the student, please rate their performance (excellent, average, unacceptable) in each project. Identify at least one strength, one weakness, and one way the student could improve this area. Use and attach additional sheets as needed.

Standard	Excellent, Average or Unacceptable	Strength	Weakness	Improvement
Strategic Planning:				
Pulpit Ministry:				
Church Finance:				
Vision:				
Personal Spiritual Life:				
Ministerial Relationships:				

### Suitability for Ministry:

Submit a statement of not more than one page of your overall impression of the student's capabilities and potential for ministry; identifying strengths, weaknesses, and recommendations for improvement. This statement may be submitted directly to the KSOM Coordinator, or the District Secretary/Treasurer and need not accompany the other reports.

**Mail to: Kentucky School of Ministry**  
**PO Box 98**  
**Crestwood, KY 40014**