



Fellowship of Evangelical Churches

Internship and Residency Program

Development of Servant Leaders

Through Pastoral Experience

Overview

The Fellowship of Evangelical Churches (referred to as “FEC” in this document) Internship & Residency program is intended to provide individuals with the opportunity to apply ministry skills in a hands-on environment with the intent of investing in future ministry leaders. The internship/residency experience provides individuals a chance to work in an applied setting under the supervision of local church or affiliate staff who will train and evaluate them. The FEC Internship & Residency program wants the internship to be a valuable educational and ministerial experience that involves integrating the gifts and talents of an individual with the performance of meaningful ministry activities.

There are many individuals interested in ministry and it is acceptable for them to be involved in internships & residency as long as:

1. All qualifications and expectations to be an intern or resident are met.
2. Appropriate, ongoing training and supervision is provided.
3. Work performed by the intern or resident is normally performed by someone working within the ministry full time or by a ministry partner appointed by the FEC local church or affiliate. In other words, interns and residents should be engaged in activities they could use if they were in a full time ministry position.
4. Feel called to ministry and/or are investigating God’s call to ministry on their life.

Application Process and Criteria Overview

1. All internships & residencies receiving funds from FEC will be coordinated through the FEC Office.
2. In order for a FEC local church or affiliate (referred to as “Host” in this document) to apply to receive funds for an internship or residency from FEC, the Host must submit an application to the FEC Office for approval prior to the beginning of the internship or residency and before the January 15 deadline for that respective year.
3. In order for an individual to apply for an internship or residency with FEC, the individual must be an active student enrolled in a ministry program at an accredited college or university and/or an individual investigating God’s calling on his/her life to ministry. Preferential treatment is given to those who regularly attend an FEC church as long as other hiring qualifications are met.
4. The privilege of doing an internship or residency depends upon the skill set, educational background, biblical foundation, desired ministry experience, and relevant interpersonal skills of the intern, as judged by the Host, and upon the availability of sponsoring Host organizations.
5. Internships and residencies shall be time-bound with a defined beginning and end.
6. Funding for internships and residencies shall be provided from within the defined Internship and Residency budget.
7. Regular and meaningful evaluations shall be conducted between the intern/resident and the appointed ministry partner from the Host.
8. All interns/residents and the ministry sponsor from the Host shall sign a covenant listing qualifications, standards, responsibilities, expectations, length, and any stipends for the internship.
9. The final decision for all internship and residency candidates rests with the FEC Office.

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Development of Servant Leaders Through Pastoral Experience

Guidelines for the Intern/Resident

- Regular contact with the pastor/ministry partner is essential.
 - At least one planned hour per week. Additional meetings preceding major events.
 - Purpose of these sessions is to discuss past performance and plans for the immediate future, and to pray.
 - Social and recreational contacts are important to develop rapport and provide fellowship.
- Read at least one (1) major book each month.
- Attend, with the pastor/ministry partner, meetings and seminars appropriate to the work of the Church and leadership development.
- Prepare a weekly time budget for review by the pastor/ministry partner.
- Occasionally teach/preach in the church, at various levels.
- Reserve time for personal devotional time.
- Become familiar with, and participate in (as appropriate), programs for special days, communion services, weddings, funerals, pastoral/hospital visitation, etc.

Questions to Ask Yourself Before Agreeing to Serve as an Intern/Resident:

1. What will be expected of me as a responsible team member?
2. Do I sense God leading me in this direction?
3. What qualifies me to serve in this capacity? What would I bring to a team in terms of my experience, abilities, interests, resources, and relationships?
4. Can I make the time available to effectively serve on the team – to do the necessary homework, attend meetings, go on retreats, etc?
5. If applicable, is my spouse supportive of my decision to serve in this capacity? Is my spouse supportive of the Lead Pastor and the staff with whom I will be serving?
6. Am I willing to meet weekly with my mentor to pray, discuss past performance, and make plans for the immediate future?
7. Are there any hidden things in my life that would disqualify me from serving if they were known?
8. Am I willing to learn good study habits and spend time developing a pastoral devotional life?
9. Am I committed to tithing (10% of income) to the church? Am I giving offerings above my tithe to the work of the Lord?
10. Am I aware of anyone within the Church family who would consider me unqualified to serve in this capacity due to unresolved conflict?

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Guidelines for the Pastor/Ministry Partner Lead

- A genuine desire to disciple and “train” a future church leader and pastor.
- A sensitivity to the “testing and proving” of both the intern’s call to ministry and his/her understanding of the call.
- Willingness to dialogue and fellowship with the intern, initiating contact on a regular basis for evaluation, planning, discussion, and prayer.
- Supervise a reading program worked out cooperatively with the intern.
- Share specific assignments that meet the written job description.
- Arrange social and recreational times together.
- Share ideas and helpful suggestions without being “threatened” by excellent performance.
- Let the intern accompany you to board and committee meetings, where learning experiences can be anticipated.
- Clarify lines of responsibility within the Hosting staff, officers, and leaders.
- Provide opportunities for the intern to preach/teach and to participate in special services, e.g., communion, special days, weddings, funerals, pastoral/hospital visitation, etc.
- Make an accurate report on the form for evaluation at the end of the internship.
- At all times, serve as a guide, counselor, model, and consultant to the intern.
- Seek to encourage and develop in the intern:
 - Good study habits
 - A pastoral devotional life
 - How to moderate conflicts and various kinds of people related problems
 - Sensitivity to the priority of people relationships over program implementation
 - How to sense needs and anticipate problems, and how to respond appropriately
 - How to evangelize personally

Questions to Ask Yourself Before Agreeing to Mentor an Intern:

1. Am I ready to mentor the next generation of pastors and church leaders?
2. Do I sense God calling me to lead in this way?
3. Are there any hidden things in my life that would disqualify me from mentoring if they were known?
4. Can I make the time available to effectively mentor an intern – spend time working with him/her, bringing him/her along to meetings, encouraging him/her in their spiritual and ministerial growth, etc?
5. Is my spouse supportive of my decision to serve in this capacity? Is my spouse supportive of the intern whom I will be mentoring?
6. Is the Host organization's leadership aware and supportive of my plans to mentor an intern?
7. Am I aware of anyone within the Church family who would consider me unqualified to serve in this capacity due to unresolved conflict?
8. Will I be able to share ideas and helpful suggestions without being “threatened” by excellent performance on the part of the intern?
9. Do I feel prepared to serve as a guide, counselor, model, and consultant to the intern?
10. Can I make the time to encourage good study habits and a pastoral devotional life in the intern?

1. Internship and Residency Definition

An internship or residency is a monitored work or service experience in which an individual has intentional learning goals and reflects actively on what she or he is learning throughout the experience. Internships or residencies receiving funds from FEC are designed to be experiences in service, learning, and growth that are beneficial to both the intern and the Host.

- a. Duration of anywhere from a month to two years.
- b. Generally a one-time experience.
- c. May be part-time (12-20 hours per week) or full-time (40 hours per week).
- d. Internships and residencies may be part of an educational program and evaluated for academic credit, or part of a learning plan that someone develops individually. An important element that distinguishes an internship from a short-term job or volunteer work is that an intentional “learning agenda” is structured into the experience.
- e. An effort is made to establish a reasonable balance between the intern/resident’s learning goals and the specific work the Host needs completed.
- f. Internships and residencies promote academic, career and/or personal development.

2. FEC Internships or Residencies will provide

- a. A balanced internship covering general and specific ministry experiences.
- b. Interaction with a professional and caring staff.
- c. Weekly interaction and personal attention from the assigned pastor/leader.
- d. An opportunity to practice classroom learning in a nurturing ministry context.

3. Benefit to FEC and Host from Internships or Residencies

- a. Year round source of highly motivated pre-professionals.
- b. Students bring new perspectives and help us maintain cultural relevance.
- c. Awareness of FEC is increased on local college campuses.
- d. Quality candidates for temporary and ongoing positions and projects.
- e. Flexible, cost effective work force not requiring a long-term commitment.
- f. Proven, cost-effective way to recruit and evaluate potential employees.
- g. Offer supervisor and mentoring for FEC’s staff.
- h. Enhances the image of FEC as a contributor to the educational enterprise.

4. Costs for Internships or Residencies:

These costs will be covered by the Host

- a. Office resources for the necessary assignments (desk, chair, computer...).
- b. Housing, if necessary.
- c. Professional Costs. Meetings, meals, leadership development, staff development.
- d. Time Costs. Besides the assigned staff supervisors time, other staff will need to assist in enabling the intern to complete tasks as well as grow in ministry. (i.e. IT support for tasks).
- e. Stipend.

These costs will be covered by FEC's annual budget

- a. Stipend.

5. Stipend

Stipend amounts available from FEC may vary from year to year and are dependent upon available funds and the number of Internship and Residency positions available.

- a. FEC and the Host will work together to develop an appropriate stipend for the intern/resident.
- b. FEC and the Host will work together to determine the host's portion of the stipend and FEC's portion of the stipend.
- c. The intern/resident will become a common law employee of the Host and FEC will send all funds to the Host.

6. Qualified Candidates for an FEC approved Internship or Residencies must:

- a. Have a personal relationship with Jesus.
- b. Be exploring vocational ministry.
- c. Be authorized to work on a full time basis in the U.S. regardless of citizenship status.
- d. Hold to the Manual of Faith, Practice and Organization as adopted by the Fellowship of Evangelical Churches, Inc.
- e. Agree to serve under the policies of the Host.
- f. Demonstrate financial stability to complete the internship.
- g. Inform the Host about all requirements assigned by college if it is to be a for credit internship.

Ideal internship and residency candidates are in preparation for vocational ministry in the area they are seeking to participate in. Approved interns and residents will serve with the supervision, support, and leadership of the Host to which they are approved.

7. Approved Internships and Residencies must have:

- a. An application turned into the FEC Office by January 15 for internships that will take place throughout the corresponding fiscal year.
- b. Clear start and end dates.
- c. A job description with assigned responsibilities and duties.
- d. Regularly scheduled meetings with the direct supervisor.
- e. The support of the Host organization.

8. The Host will:

- a. Train and invest in the intern/resident.
- b. Allow the intern/resident to become a common law employee of the Host.
- c. Assign and supervise work assignments.
- d. Meet with the intern/resident regularly to help him/her process his/her experience.
- e. Complete all reports and evaluations necessary for internship course credit.

9. The process for requesting, filling, and completing an Internship and Residency with FEC:

a. Requesting an Intern or Resident

- i. Identify ministry opportunity for an intern/resident.
- ii. Complete and turn in the Host Application (see attachments) for internships that will take place throughout the corresponding fiscal year by January 15.
- iii. All funds dispersed for the FEC Internship & Residency program, that will take place throughout the corresponding fiscal year, will be approved by the FEC General Board at their first meeting following the January 15 deadline.
- iv. Work with the FEC Office to develop a job description and a posting (see attachment).
- v. Assign the internship or residency oversight supervisor or mentor.

b. Recruiting, Application, and Selection Process

- i. Internship and Residency Positions will be posted on www.fecministries.org, given to area Christian universities, and distributed to all local FEC churches.
- ii. Students submit their resumes to FEC.
- iii. Family and friends of employees will be required to follow this process.
- iv. Interview team will identify candidates.
- v. All interview notes should be sent to the FEC Office.

c. Offer and Payment Process

- i. In conjunction with the FEC Office, the Host will facilitate the offer process.
- ii. Offer letter will be drafted by the Host and reviewed by the FEC Office (see attachment).
- iii. Offer will be presented by the Host.
- iv. A decline letter will be sent to candidates not selected by the FEC Office (see attachment).
- v. All candidates must complete a background check.
- vi. The Host of the intern/resident will be responsible for payroll.

d. Orientation Process

- i. Background check must be completed prior to start date.
- ii. The FEC Office will facilitate an orientation process describing the history and goals of FEC.
- iii. The Host will facilitate an orientation process describing their history, goals, and daily operation.
- iv. Assist intern or resident in completing new hire paperwork.
- v. Mentor should have lunch with intern or resident on the first day.
- vi. Mentor provides review of the project objectives.
- vii. Mentor orientates intern or resident to the facility.
- viii. Mentor introduces intern or resident to the team.
- ix. Mentor reviews formal evaluation process with intern or resident.

e. Internship Oversight

- i. Daily work schedule will be determined to occur during normal work and ministry hours.

f. Internship Evaluation, and Exit Interview (see attachments)

- i. Each intern or resident will be given an exit interview at the end of his/her assignment.
- ii. A formal intern or resident evaluation will be filled out by the pastor/ministry partner lead at the end of the assignment and a copy filed with the FEC Office.
- iii. A formal evaluation will be filled out by the intern or resident at the end of the assignment and a copy filed with the FEC Office.
- iv. Pastor/ministry partner lead will provide list of interns or residents they would like to return or hire to the FEC Office.

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Application (Intern/Resident)

Last Name: _____ First Name: _____ M.I: _____

Address: _____ City/State: _____ Zip: _____

E-Mail Address: _____ Social Security #: _____

Education to Date: _____

Driver's License #: _____ State Issued: _____

Phone: Home _____ Work _____

Cell _____

Date of Birth: _____ Age: _____ Male Female

Single Engaged Married Separated Divorced Widowed

Church Member?: _____ Name of Church: _____

Have you identified a specific internship opportunity? If so:

Name of Host Organization: _____ Contact Person: _____

Is your family supportive of your desire to serve in ministry? _____

Why do you want to serve as an intern or resident? _____

Education and work experience to date: _____

Describe your spiritual journey to date: _____

State your expectations with respect to an internship or residency experience: _____

State as clearly as you can your intermediate and long-range life goals: _____

What are your spiritual gifts? _____

Provide three references (excluding family):

Name: _____	How do you know them? _____
Phone: _____	Address: _____

Name: _____	How do you know them? _____
Phone: _____	Address: _____

Name: _____	How do you know them? _____
Phone: _____	Address: _____

Fellowship of Evangelical Churches

Internship and Residency Program

Verification and Release

I recognize that Fellowship of Evangelical Churches (FEC) is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information I have provided is absolutely true and correct.

I authorize FEC to contact any person or entity listed in this application, and I further authorize any such person or entity to provide FEC with information, opinions, and impressions relating to my background or qualifications.

I voluntarily release FEC and any such person or entity listed herein from liability involving the communication of information relating to my background or qualification. I, the undersigned applicant, further authorize FEC through its independent contractor to procure background information (also known as a “consumer report and/or investigative consumer report”) about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to FEC, if such is made within a reasonable time from the date it was produced.

I agree to be subject to the authority of the Word of God and FEC and its policies in living out a Biblical lifestyle.

By signing below, I am acknowledging that I have carefully read and understand the contents of the Internship and Residency Program Policy and agree to abide by them. If I violate these guidelines, I understand that my intern/resident status may be terminated. I understand this is a legally binding agreement and I am freely signing it.

Printed Name: _____

Signature: _____ Date: _____

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Host Application Information

PLEASE FILL OUT ONE FORM FOR EACH INTERNSHIP OR RESIDENCY POSITION AVAILABLE.

Carefully plan and write out your internship/residency program goals. Managers, mentors, interns, residents and university career centers are all going to be reading what you write about the internship/residency. Draft a job description that clearly explains the intern's duties and submit it to the FEC Office for final approval.

Will your intern/resident be working on a specific project or acting as general support around the workplace? Structure the internship/residency ahead of time so that you can be sure to meet your goals and avoid floundering partway through. Set clear expectations by defining the job.

Read through Developing Work Activities and Measurable Learning Objectives on the following page to give you additional help in putting together your written plan. Use these key points to create an internship/residency strategy. Some things to think about include:

- **Where will you put the intern/resident?** Do you have adequate workspace for them? What business equipment and supplies will be needed? (i.e. computer, phone, etc.) If necessary, will the Host be able to provide housing?
- **What academic background and experience do you want in an intern/resident?**
- **Who will be assigned as mentor or supervisor** –This person should be selected because he or she enjoys teaching or training and has the time and resources to do so. If the person selected has never mentored before, give him or her some training.

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Host Application (Pastor / Lead)

Name of Host Organization: _____

Name of Intern Mentor/Supervisor: _____

E-Mail Address: _____

Phone: Work: _____ Cell: _____

Have you identified a potential intern/resident? If so, whom?: _____

Project or Position Description	
Duration – Specify Desired Dates/Times	
Key Deliverables	
Desired Skills and Qualifications	
Required Office and Equipment Supports	

Is the Host's leadership supportive of your desire to mentor an intern/resident? Yes No

Has the Host's leadership given their blessing for you to mentor an intern/resident? Yes No

Have you clarified lines of responsibility with the host's staff and leaders? Yes No

If the intern is married, will there be significant supervised experience for the spouse? _____

Who else will be involved in supervising the intern/resident in his/her broad range of experiences? _____

Requested stipend amount: _____

Developing Work Activities and Measurable Learning Objectives

A large part of producing effective position descriptions involves the development of challenging work assignments that complement students' academic programs. One way to do this is to design a preliminary list of work activities that will fit the needs of your department. A detailed description of typical tasks will help the college to promote your internship or field experience, and to screen the right candidates for the position.

As part of the educational process, internship work activities should focus on projects specifically related to the academic major and the degree the interns expect to receive. Students who perform menial tasks will become quickly demoralized and will learn nothing about applying their expertise to a business environment. While many students work (or have worked) at part-time jobs to finance their education, an internship does not fall into the category of a job. It is actually part of their academic program and should offer every opportunity to link classroom learning to workplace experience.

Undergraduate students expect and appreciate clear direction regarding what is required of them and frequent feedback concerning what and how they have done. It is also very important that the interns perceive that their work is making a useful contribution to the Host.

A particular concern at the undergraduate level is that the work assignments provide the interns with a variety of tasks, while accommodating the needs of the Host. Of course, some of the interns' responsibilities will involve repetition, because all work involves some repeated activity. Sample tasks that undergraduate students have provided for their Hosts include the following:

- writing handbooks or manuals/articles or back ad copies
- designing posters, charts, graphs
- generating financial forecast and cost recovery reports
- performing software/hardware modifications
- conducting studies and surveys
- developing slide/sound presentations
- compiling technical reports
- creating academic lesson plans
- conducting research
- generating marketing plans
- conducting training packages
- preparing budgets and financial reports

Key Points

- Describe challenging, but realistic tasks students can accomplish within a three-month period.
- Work with staff and HR to establish specific learning objectives for students.
- Identify outcomes or expected products.
- Be willing to incorporate the students' particular strengths.
- Show how this work relates to the overall efforts of the Host.

Orienting and Training Interns

Students are unfamiliar with the activities, environment, and objectives of business and industry. Even though your interns may have worked part-time to support their education, these experiences may not have exposed them to organizational politics, the need for confidentiality, the importance of teamwork, or the profit-making orientation of business. It is this orientation and training dimension of the internship experience that emphasizes

the partnership role of the Host. The sooner your student interns understand what the Host does and how it operates, the sooner they can assume assigned responsibilities and become productive. You can help this process by providing the following kinds of information about the company.

Personnel Structure

- Company organization charts
- Special industry jargon
- Specific work standards and procedures
- Reporting relationships
- Access to the supervisor (days, times, and duration)
- Tasks that can be completed without supervisory approval
- Work processing requests and timeliness
- Mail and telephone systems
- Approved form(s) for correspondence
- Safety regulations
- Procedure for signing off completed work
- Periodic forms or reports to be completed
- Security and confidentiality issues, if relevant
- Acceptable dress and appearance
- Maintaining the premises and work station
- Productive interactions with others at the work site
- Personnel who can answer different kinds of questions
- How the Host wants the intern to deal with clients, customers, and vendors

The success of an internship depends on the partnership between representatives of the Host, the college, and the student. These three parties need to agree on the conditions of the internship, the responsibilities of each party and the reporting requirements. The Host supervisor is the critical link. You guide your interns by providing direction and feedback. If a problem occurs, you counsel the students and contact the faculty supervisor when necessary.

Key Points

- Develop a thorough orientation and training plan to be implemented when the interns begin work so they will learn quickly and become productive members of your team.
- Invest supervisory time to establish an important bond with interns and set a crucial tone for the internship experience.

Sample Internship Job Description

Internship Job Description

Ministry Description: Children's Ministry Intern

Position Description: The One Year Intern will work primarily with Children's Ministry during the summer and throughout the school year.

Classification: Children's Ministry Intern – One Year Internship

Accountable to: Children's Ministry Directors

Primary Duties and Responsibilities

1. Programming

- A. **Program Development:** Help develop creative programs by assisting the children's ministry team to organize teams of storytellers, music leaders, and technical support personnel in order to enhance teaching efforts during weekend services.
- B. **Summer Programming:** Help execute summer programming by working with the children's ministry team to gather staging props as well as working closely with the children's ministry creative programmer to develop videos and media enhancements.
- C. **Special Events:** Help to schedule and develop special events outside the weekly scheduled services.

2. Administrative

- A. **Team Building:** Assist the children's ministry team in various projects as needed to build teamwork.
- B. **Volunteer Care:** Provide care for volunteers by making phone calls and sending notes.
- C. **Communication:** Contact volunteers weekly through phone calls, emails, and notes in order to insure fully staffed weekend services.
- D. **Internship:** Communicate school requirements and fulfill them in a timely fashion.

3. Meetings

- A. **Staff Meetings:** Attend monthly staff meetings.
- B. **Departmental Meetings:** Attend weekly children's ministry meetings.

Interaction with Others

The Children's Ministry Intern will regularly meet with his/her Directors as well as the children's ministry team.

Desired Skills and Abilities

- A. Highly motivated and self-disciplined.
- B. Loves kids.
- C. Organizational skills, general computer and Word processor skills.
- D. A strong ability to be taught, coached, and trained for effective ministry is a must.
- E. Beneficial Spiritual Gifts should include leadership, administration, teaching, shepherding.
- F. Education and Experience Desired: Some Bible College. Preferably someone who is in training to go into full-time children's ministry.

Time Requirement: minimum 30 hours a week

Sample Internship Offer Letter

Date:
Student Name
Student Address

Dear (Student's first name):

I am pleased to confirm your acceptance of an internship position as (Title) in the (Department Name). Your first day of the work will be (Date). Your duties and assignments for this position will be those described to you in your orientation with (Supervisor's Name).

If you have any questions, please feel free to contact (Supervisor's Name) or myself. We are very pleased that you have decided to join the staff of (Host Name). We look forward to seeing you on (Start Date).

Sincerely,
(Your Name)
(Your Title)

Sample Rejection Letter

Date
Student Name
Student Address

Dear (Student's First Name):

Thank you for your interest in an internship assignment with (Host Name). Although your background and qualifications are impressive, we do not have an appropriate opportunity at this time. I have forwarded your resume to our Human Resources Department. They will contact you in the event that an appropriate future opportunity arises.

Thank you again for your interest. We wish you success in your career.

Sincerely,
(Your Name)
(Your Title)

Sample Internship Exit Interview

Schedule the interview in advance to give the student opportunity to prepare thoughts and questions. Avoid scheduling on the student's last day on the job so that there is time to take care of any issues that may arise.

Exit Interview Steps:

1. Explain the purpose of the exit interview
2. Encourage the student to be as candid as possible
3. Explain that you will be taking notes
4. Begin with less sensitive questions to put the student at ease
5. Ask the student if he/she has any remaining questions or suggestions for improving the internship program
6. Receive back Host property such as building access card, etc.
7. Conclude by thanking the student for his/her time and honesty

Questions:

1. Did you feel the work was a valuable experience in relation to your studies?
2. Were you given responsibilities enabling you to apply knowledge and skills?
3. Were you allowed to take the initiative to work beyond the basic requirements of the job?
4. Did the Host and/or supervisor work with you regularly? Were they available to answer questions when necessary?
5. Briefly note new skills, techniques and knowledge gained in this position.
6. Discuss the weak points of your internship experience and ways they may be improved.
7. Discuss the strong points of your internship experience.
8. Was there anything that was not covered that should have been covered in the internship program?
9. If you had any aspect of your internship to do over, what changes would you make?
10. Would you recommend this internship to other students?

Include any other comments you would like to write down:

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Pastor/Ministry Partner Evaluation Form

Intern/Resident: _____ Pastor/Mentor: _____

Host Organization: _____ Dates: from _____ to _____

Please evaluate the intern in the following areas:

PERFORMANCE RATING:

- | | |
|--------------------------|--|
| 5 – Exceptional | Exceptional performance of unusually high caliber, remarkable achievement. |
| 4 – Exceeds Expectations | Performance consistently exceeds standards, very proficient work. |
| 3 – Meets Expectations | Performance consistently meets standards set for the position. |
| 2 – Below Expectations | Performance inconsistently meets standards, improvement needed in some areas to meet standards. |
| 1 – Unacceptable | Performance frequently fails to meet standards, immediate and substantial improvement is required. |

Values	1	2	3	4	5
1. Dependability					
<ul style="list-style-type: none"> • Attendance/Punctuality • Follows through on assignments • Meets Deadlines 					
2. Interpersonal Relations					
<ul style="list-style-type: none"> • Deals tactfully/effectively with differences of opinion • Creates effective relationships with staff & volunteers • Assures internal & external “customer” responsiveness • Acts in an ethical & appropriate manner • Response to supervision • Acceptance of criticism • Ability to relate to others • Presence before groups • Sensitivity to others 					
3. Quality of Work					
<ul style="list-style-type: none"> • Accuracy • Completeness • How well work procedures are followed • Reduces or eliminates avoidable costs or errors • Initiates efforts in quality and improvement • Sense of responsibility 					

4. Motivation/Adaptability					
<ul style="list-style-type: none"> • Moves from task to task readily • Takes initiative • Takes new circumstances in stride • Understands impact of behavior • Is able to modify behavior when necessary • Is open to new ideas 					
5. Teamwork					
<ul style="list-style-type: none"> • Accepts & uses suggestions for improvement • Carries own share of the responsibility • Offers assistance & acknowledges other's work needs • Resolves conflicts in an appropriate manner • Initiates efforts to create an effective team 					
6. Decision-Making					
<ul style="list-style-type: none"> • Takes appropriate action • Identifies, chooses & balances needs & alternatives • Knows when to shift decisions to another level • Recognizes issues & requirements of problems 					
7. Communication					
<ul style="list-style-type: none"> • Shares information completely • Provides relevant, timely & accurate information • Expresses ideas clearly in written & oral form • Follows oral & written directions completely 					
8. Organization					
<ul style="list-style-type: none"> • Ability to organize • Sets priorities • Plans an approach before taking action • Works without close supervision • Uses procedures & resources appropriately 					
9. Professional Traits					
<ul style="list-style-type: none"> • Perceptiveness • Self-evaluation • Self-discipline • Evidence of call • Over-all performance 					
10. Personal Qualities					
<ul style="list-style-type: none"> • Poise and stability • Teachable 					
11. Spiritual Life					
<ul style="list-style-type: none"> • Scriptural knowledge • Actions consistent with scripture • Sound study habits 					

12. Over All:

Answer the following questions in the space provided below and prepare to discuss with the intern.

1. What were the most positive aspects of this intern's performance during the internship period?

2. Which areas of the intern's performance during the past year need attention?

3. Do you have any suggested changes to enhance the intern's performance in the future?

4. Describe the spiritual growth observed during internship period:

5. Describe the maturity level of the intern:

6. Describe the spiritual maturity level of the intern:

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Through Pastoral Experience*

Intern/Resident Evaluation Form

Answer the following questions in the space provided below. This evaluation will be used by the FEC Office to improve the quality of future internships.

Name: _____ Pastor/Mentor: _____

Host Organization: _____ Dates: from _____ to _____

1. Overall, was your internship or residency a positive experience?

2. What were your assigned jobs/roles?

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-
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3. Did you feel your jobs/roles provided real ministry experience?

4. Would you describe the Host staff as professional, supportive, and caring?

5. Did you receive weekly interaction and personal attention from the assigned pastor/mentor?

6. Was this internship or residency for college credit? If so, was an effort made to establish a reasonable balance between your learning goals and the specific work the Host needed you to do?

7. Did you have the opportunity to practice classroom learning in a nurturing ministry context?

8. Do you feel this internship or residency promoted academic, career and/or personal development?

Describe:

- Academic:

- Career:

- Personal:

9. Did this internship or residency strengthen your desire to work in ministry? Explain:

10. Do you feel you grew spiritually over the course of your internship or residency? Explain:

11. Would you recommend this Host to future interns? Why or why not?

12. Do you have any suggested changes to improve the internship or residency program for future interns?

PERFORMANCE RATING:

Please rate the candidate with respect to each of the characteristics listed below by indicating which most nearly represents your evaluation. Do not check items which you feel uncertain or have had no opportunity to observe.

5 – Exceptional	Exceptional performance of unusually high caliber, remarkable achievement.
4 – Exceeds Expectations	Performance consistently exceeds standards, very proficient work.
3 – Meets Expectations	Performance consistently meets standards set for the position.
2 – Below Expectations	Performance inconsistently meets standards, improvement needed in some areas to meet standards.
1 – Unacceptable	Performance frequently fails to meet standards, immediate and substantial improvement is required.

Values	1	2	3	4	5
1. Dependability					
<ul style="list-style-type: none"> • Attendance/Punctuality • Follows through on assignments • Meets Deadlines 					
2. Interpersonal Relations					
<ul style="list-style-type: none"> • Deals tactfully/effectively with differences of opinion • Creates effective relationships with staff & volunteers • Acts in an ethical & appropriate manner • Response to supervision • Acceptance of criticism • Ability to relate to others • Presence before groups • Sensitivity to others 					
3. Quality of Work					
<ul style="list-style-type: none"> • Accuracy • Completeness • How well work procedures are followed • Reduces or eliminates avoidable costs or errors • Initiates efforts in quality and improvement • Sense of responsibility 					
4. Motivation/Adaptability					
<ul style="list-style-type: none"> • Moves from task to task readily • Takes initiative • Takes new circumstances in stride • Understands impact of behavior • Is able to modify behavior when necessary • Is open to new ideas 					
5. Teamwork					
<ul style="list-style-type: none"> • Accepts & uses suggestions for improvement • Carries own share of the responsibility • Offers assistance & acknowledges other’s work needs • Resolves conflicts in an appropriate manner • Initiates efforts to create an effective team 					

6. Decision-Making					
<ul style="list-style-type: none"> • Takes appropriate action • Identifies, chooses & balances needs & alternatives • Knows when to shift decisions to another level • Recognizes issues & requirements of problems 					
7. Communication					
<ul style="list-style-type: none"> • Shares information completely • Provides relevant, timely & accurate information • Expresses ideas clearly in written & oral form • Follows oral & written directions completely 					
8. Organization					
<ul style="list-style-type: none"> • Ability to organize • Sets priorities • Plans an approach before taking action • Works without close supervision • Uses procedures & resources appropriately 					
9. Professional Traits					
<ul style="list-style-type: none"> • Perceptiveness • Self-evaluation • Self-discipline • Evidence of call • Over-all performance 					
10. Personal Qualities					
<ul style="list-style-type: none"> • Poise and stability • Teachable 					
11. Spiritual Life					
<ul style="list-style-type: none"> • Scriptural knowledge • Actions consistent with scripture • Sound study habits 					

LIMITATIONS

Listed below are some of the tendencies which, if present, may reduce the effectiveness of the candidate's work and witness. Circle if the candidate tends to be:

Impatient, intolerant, argumentative, domineering, sullen, "cocky" or critical of others Easily embarrassed, offended, discouraged, depressed, or irritated Frequently worried, anxious, nervous or tense Prejudiced towards groups, races or nationalities Given to exclusive and absorbing friendships, i.e. to "crushes" Lacking in humor or in the ability to take a joke

If the candidate seems relatively free from all such tendencies, check here _____. If you have noted any of these or similar limitations in the candidate, please specify, describing the form and intensity of such behavior.

SUMMARY

Please state frankly your opinion of the candidate's all around fitness for Christian service, adding any significant information and impressions which have not been brought out by the preceding questions.

Date _____ Signed _____

Printed _____

Connection/relationship with candidate
(teacher, employer, friend)

Address: _____

Phone: () _____ Fax: () _____ E-Mail: _____

Return to:

Mail: FEC Office
1420 Kerrway Court
Fort Wayne, IN 46805

Email: info@fecministries.org

Fax: 260.420.1905