

## **Internship Checklist for Evangel Presbytery**

### **Personal Goals & Maturation:**

- Personal Life
  - Develop one year, two year, three year and five year personal goals
  - Develop a daily/weekly personal schedule
- Devotional Life
  - Develop and follow a plan for consistently reading through the entire Bible
- Family Life
  - If married, has a plan for spiritual leadership of his family
- Ministry Life
  - Has discussed ministry skills, pressures on home life, future direction, etc, with Mentor.
- Spiritual Life
  - Has regularly discussed how he is doing in his personal walk with God.
- Schedule demonstrates adequate time for rest and recreation

### **Vocational Clarification**

- Has read *Discovering God's Will* by Sinclair Ferguson or a similar book
- Extended times with Mentor discussing ministry

### **Instructions in Stewardship:**

- Personal Finances
  - Has read a Christian book on money
  - Has a plan for managing his money according to Biblical principles

### **Preach/Teach (20 Times):**

- Preach one sermon with evaluation from Mentor
- Prepare and lead one worship service
- Has taught several different age groups in Sunday school
- Has had Mentor observe and evaluate at least one teaching session

### **Visitation:**

- Has visited members as hospital patients
- Has visited Nursing Home Residents
- Has visited Active Church Members
- Has called and/or visited Inactive Church Members
- Has reached out and visited Church Visitors
- Has visited jail inmates (if possible)

### **Christian Education:**

- Has taught Sunday School and been involved in a class
- Has been involved in or observed Catechetical Training
- Has at least visited and observed Youth Work and discussed with Youth Ministry staff and Mentor

### **Evangelism:**

- Has preached an evangelistic sermon
- Has developed a personal testimony to use in evangelism
- Has regularly participated in personal evangelism and has had training in it
- Has developed an evangelistic prospect list to pray for

### **Missions:**

- Has a plan to give Prayer Support for missions
- Understands the Biblical basis for developing Financial Support for missions
- Encourages those in his ministry focus toward Missions

- **Meet Regularly with Mentor to improve interpersonal skills**

- **Develop and Implement Discipleship program**

### **Session & Diaconate Meetings:**

- Attend 3 meetings of each
- Written Evaluation/Observations of these meetings
- Prepare Sample Agenda
- Attend Session Meeting at another PCA church
- Discuss a Nominations and Elections Procedure for church officers
- Discuss church officer training with mentor or someone he designates

- **Read (scanned) Robert's Rules of Order**

- **Learn Church Budget Preparation for average size church**

- **Attend several church committee meetings**

- **Attend at least 2 Presbytery Meetings and discuss with Mentor**

- **Attend at least 2 Presbytery Committee meetings and discuss**

- **Is familiar with the Manual of Operation for Presbytery**

**Write the Following:**

- Baptismal Service Outline
- Communion Service Outline
- Wedding Service Outline
- Funeral Service Outline
- New Members Course Outline

**Personal Evaluation of Strengths, Weaknesses, and Gifts**

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**Areas Officially Noted for Improvement through the Internship Program**

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**Further Comments**

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**Mentor,** this form is intended as a guide to the formulation of the intern's formal program. Please assign or modify each line item in order that you may fully evaluate his gifts and abilities. Please check the appropriate boxes upon line item completion and sign the next page showing completion of this checklist.

**Intern,** please use this form to report your progress. You are required to report to the Presbytery (by way of your Oversight Member) each time Presbytery meets. Please contact your Oversight Member for details of this reporting requirement.

## Individual Report

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

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

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

Status:

**Candidate:**

Received under care: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Internship:**

Internship began: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Internship ended: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Church: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Mentor: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Checklist Completed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Licentiate:**

Request for licensure: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Licensure examination: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Licensed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Ordained:**

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Presbytery: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Transferred:**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Notes:

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