

# A GUIDE FOR THE INTERNSHIP LAY COMMITTEE





## Introduction: The Purpose of Internship

*This guide is dedicated to you who have been chosen to be member of your congregation's internship committee. You have an important role! You have been asked to assist the intern who will be serving you this year in his/her preparation for ministry.*

The purpose of internship is to provide pastoral candidates a learning environment in which they can both engage in the practice of ministry and reflect on the quality of their involvements under the direction of a supervising pastor and lay internship committee. Internship provides congregations a way to enhance and extend their ministry through the gifts of an intern. At the same time, internship brings the additional responsibility of providing honest and compassionate evaluation of an intern's abilities.

We hope these pages will assist you as you carry out these responsibilities. We want you to see yourselves as partners with us in providing excellent theological education for our church and its future pastors. Please call or write as questions arise. We thank you for the investment of time, energy, and money you devote to Wartburg's internship program.

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### **The Care and Nurture of an Intern**

The new intern is not a copy of anyone else. He/she should not be expected to function or respond in the same way as any previous student you have known.

Your new student is coming to a new situation and this may require some time for adjustment.

Coming to a congregation means meeting new people. You can help greatly by repeating your name to the student for several months.

Don't hesitate to invite the involvement of the student in aspects of the congregation's life and ministry that are beyond the specific assignments of the supervisor, but the student should be given the same freedom to turn down the invitation as the pastor has. It is not fair to expect the student to do everything anyone suggests.

The student is with you both to learn and to minister. You can help by sharing your understanding of the faith and ministry of the church and the opportunities you see for ministry in your community.

Your loyalty, cooperation, understanding, and prayers will greatly enrich the experience of your congregation and your student.

*(Adapted from a church newsletter.)*

### **"It Might Be Nice"**

~ It might be nice to welcome a new intern with a working party to help off-load a trailer upon arrival at an internship site. However, understand that they may prefer to do this by themselves."

~ It might be nice to invite the intern to someone's home for dinner upon arrival. However, understand that they may be tired and may choose to stay close to home the first few days."

~ It might be nice to make a follow-up call to the new intern twenty-four hours after arrival and check in with them to see if they have any needs that were not addressed upon their arrival."

~ It might be nice to have a pantry party before an intern arrives and offer the items received to the new intern as a welcome gift of hospitality (items might include standard staples such as flour, sugar, laundry detergent, cleaning products, etc.)"

~ It might be nice to have a map of the local neighborhood where the intern lives available - along with suggested routes to and from the church."

~ It might be nice to have a list of respected eating establishments, grocery stores, drug stores, etc. and a map indicating where they are located."

~ It might be nice to check in with the intern to ensure they have a place to go for holidays, such as Thanksgiving, Christmas, Easter, etc."

## Commonly Asked Questions:

1. WHY SHOULD THERE BE A LAY INTERNSHIP COMMITTEE?  
Because every pastoral ministry takes place among and for the people of God. That's you! In the New Testament the people of God are called *Laos*, from which the term "lay" is derived. Because the intern's ministry is in your midst you are asked to establish a special relationship with him or her.
2. WHAT SPECIAL RELATIONSHIP?  
This relationship, it is hoped, will be special in the sense that you will be like a mirror to reflect back to the intern a clear image of his/her ministry. How is the intern seen by the people in the pew, by the youth, or by the person on the street?
3. ISN'T THAT THE SUPERVISING PASTOR'S RESPONSIBILITY?  
Yes, it is. The pastor and the intern meet each week to discuss the intern's progress. This is a part of supervision. But the intern is ministering to people. Therefore your feedback, evaluation, and support are necessary to give the most comprehensive help possible.
4. WHAT KINDS OF FEEDBACK AND CRITIQUE SHOULD I GIVE?  
Speak the truth in love. If you really feel positive about a sermon or visit or Bible study, say so. On the other hand, if you felt disappointment or even anger over something the intern did or didn't do, explain to the intern your concern. That's why it's so important that the committee meet regularly with the intern.
5. HOW OFTEN DOES "REGULARLY" MEAN?  
We request you meet once a month. We have included a possible schedule of topics for monthly meetings elsewhere in this guide.
6. WHAT SHOULD WE AIM TO ACCOMPLISH IN THESE MEETINGS?  
The meetings often focus on your involvement with the intern. Generally your purpose is to help the intern minister effectively. This involves welcoming and helping in the settling-in-process. You will also become involved in specific evaluations of the intern's total ministry. Through the course of the year, concerns that arise can be dealt with at the regular meetings.
7. HOW MIGHT WE GET STARTED?  
Getting to know each other is the basis for strengthening each other. An overall goal of the internship process is that the intern be strengthened in and for ministry. The relationships you establish will assist in the process.
8. CAN A COMMITTEE DO THAT? ISN'T THAT THE WORK OF THE HOLY SPIRIT?  
We believe that the Holy Spirit works through people. This is discussed in First Corinthians 12, 13, and 14. Each of us is essential to the whole body of Christ. So your gifts, your insights, your evaluations are legitimate and helpful.
9. BUT HOW ARE WE TO DO THIS?  
Sharing yourself is perhaps the most important contribution you can make. As you give yourself, a supportive climate forms around the intern and from that time on the relationship is one of mutual trust and caring. When you welcome the intern, show concern over personal matters and begin to introduce him/her to the community, you encourage and support the intern's ministry.
10. WHY IS A COMMITTEE NECESSARY? WE WOULD WANT TO DO THIS NORMALLY!  
Support is only a beginning but it is important. Offering support can give meaning and validity to everything else. This is too important to be left to chance -- so a committee is chosen. We want to be sure there can be genuine and constructive feedback!

11. WHAT DO YOU MEAN BY "GENUINE SHARING" AND "CONSTRUCTIVE FEEDBACK"?

Consider what happens when a mutual caring relationship has been established:

- a. The intern's whole ministry is undergirded with caring persons who have demonstrated their support.
- b. Honest and open discussion can take place about how the needs of both the intern and the congregation can be met. This defines the work to be done and who's to do it.
- c. The committee can inform the congregation either informally or through reports about the intern responsibilities. By interpreting the intern's ministry in the parish (and perhaps the community as well) you establish a public relations process that can richly enhance the intern's ministry.
- d. The committee can inform the intern of how he or she is received in the community. Is there a mannerism that detracts from the effectiveness of the ministry? These things can be shared because a mutual commitment has been established.
- e. The committee will be asked to evaluate the intern's ministry at mid-term and then again at the end of the year. This, together with the pastor's report and the intern's self-evaluation, will help to identify the strengths and the growing edges of the intern. Only as the intern deals with growing edges will he/she be able to correct them.
- f. Finally, the committee will often experience some new insights about themselves and about ministry. One member of such a committee stated the question this way: "If we expect this of our intern and pastor in their ministry, what about our own ministries?" The answers to such questions can be very exciting.

12. THIS DOES APPEAR TO BE AN IMPORTANT COMMITTEE BUT ISN'T THERE A DANGER OF TOO MUCH EVALUATION?

If by that you mean trying to mold every intern into a certain kind of pastor, your concern is justified. Each intern has unique gifts and abilities. Each is different in several ways and they will respond differently to you as a committee. There is no "preferred" model of what a pastor is; nor would we want one. Yet you and your pastor will undoubtedly influence the intern and you may even find that you have a special interest in your intern's future ministry. By accepting the intern as a unique and gifted person you can have the joy of seeing him/her grow in maturity and grace.

13. HOW LONG SHOULD A PERSON SERVE ON SUCH A COMMITTEE?

No doubt your congregation has a pattern of membership on other committees and this should be followed. In order to maintain some continuity, it is good if members can serve at least three years with one-third being added each year.

## A Job Description for the Lay Committee

### A. Orientation and support

1. Prior to arrival, see to it that housing is in order, and that office facilities are ready for the intern. Welcoming and orientation events also need to be arranged for.
2. Since the committee represents a cross section of the congregation, see yourself representing persons of your age and background. Help the intern make the transition to your congregation and community.

### B. Tasks

1. Assist the intern and pastor in identifying the many possible areas of learning and service in the congregation. Choose those, which will be the major focus in the early months of the internship, so as to meet the student's needs as well as the congregation's needs.
2. Assist the intern and pastor in establishing, reviewing, and updating the *Learning Service Agreement* during the course of the year as needs change.
3. Share with the pastor in the feedback and evaluation of the intern's preaching and worship leadership practices. Do they reflect your understanding of the scriptures and catechism? Are they clear and effective? Does he/she use language and concepts you can understand? Is there any distraction in speech or mannerism?
4. Inform the intern as to how he/she is being perceived by others in the parish. (friendly, open, shy, rigid, warm, hostile, etc.)
5. Speak the truth in love -- be honest, open as a fellow human being with your special insights and understandings. Never apologize for your insights. They may uncover something very valuable.
6. Relate emotionally: be open with feelings of warmth, tenderness, irritation or frustration as need be. Feel free to express them.
7. Relate theologically: share your understanding of God. She/He needs to hear this. Do not apologize for your understanding.
8. Relate spiritually: share what your faith means to you, how God has touched you.
9. Help the intern translate his/her biblical and theological studies from the seminary into language, attitudes, and life style that mean something to you in the congregation. This can be done both formally and informally (integration of faith and life).
10. Interpret the purpose of the internship program to the whole congregation. Help others see the vision of being partners in the training of pastors for the church even while receiving ministry from an intern who is eager to minister in your congregation.

## **An Overview of the Internship Year**

### **I. Orientation**

1. Share stories: Supervisor, Intern, and Congregation
2. Negotiate move and welcome
3. Early-in-the-Year Checklist
4. "Service of Beginning"
5. Lay Committee formed and operational
6. Consult with Treasurer
7. Establish meeting times
  - a) Planning
  - b) Supervisory Sessions
8. *Learning Service Agreement*

### **II. Engagement**

1. Weekly Supervisory Sessions
  - a. Reinforcement
  - b. Reflection
  - c. Revise
2. Monthly Internship Committee Meetings
3. Regular Sermon Evaluation
4. Participation in Internship Cluster
5. Strive for balance of involvement
6. First Reports and Mid-year Evaluation to Seminary
  - a. Honest and compassionate feedback
  - b. Make adjustments to LSA
7. Review "Readiness for Ministry" Criteria
8. "Church and Ministry" Checklist

### **III. Closure**

1. Intern writes approval essay (summer before final year)
2. Intern prepares case studies for final year seminary prologue week class
3. Final internship evaluations

### **IV. Leave-Taking**

1. Acknowledge grief
2. Prepare for transitions
3. "A Service of Godspeed"
4. Informal reception

## Early in the Year Checklist

Upon the Intern's arrival a period of orientation is advisable. An orientation period will allow the intern and supervising pastor to become thoroughly acquainted with each other, time to review the program and clarify each other's expectations. This can build a solid working relationship and set the stage for developing the Learning Service Agreement.

- \_\_\_ Intern and Supervisor have spent some time together socially to get better acquainted generally.
- \_\_\_ A preaching schedule for at least the first quarter of the year has been established.
- \_\_\_ Expectations in regard to worship leadership have been clarified explicitly.
- \_\_\_ Teaching assignments have been given and explained for at least the first quarter.
- \_\_\_ Expectations in regard to office hours have been delineated.
- \_\_\_ Supervisor has introduced intern at hospitals and rest homes.
- \_\_\_ Objectives in regard to visitation have been shared.
- \_\_\_ Youth ministry involvements have been sketched.
- \_\_\_ The congregation's Internship Committee has met and is assisting with start-up details.
- \_\_\_ Pastor and Intern have made plans to attend the first Internship Cluster meeting of the year.
- \_\_\_ "Pay Day" matters have been clarified. When is Intern to expect the first check? From whom? Suggested procedure if check is delayed for any reason.
- \_\_\_ Intern understands process in regard to auto allowances and where to secure a driver's license.
- \_\_\_ "Time off" arrangements have been reviewed.
- \_\_\_ Housing for Intern is adequate. What about renter's insurance?
- \_\_\_ Intern has convenient access to a church phone and computer.
- \_\_\_ Intern's office is adequate in terms of space, lighting, ventilation, heating, bookshelves, relative ease of access, etc.
- \_\_\_ Intern knows how important punctuality is to the Supervisor.
- \_\_\_ Expectations in regard to dress and grooming have been discussed.
- \_\_\_ Intern and Supervisor are both knowledgeable of the congregation and seminary's Sexual Harassment policy.
- \_\_\_ Schedule has been set in regard to weekly supervisory sessions. Supervisor and Intern have clarified expectations in regard to how inviolate that time shall be.
- \_\_\_ Ideas have been shared about how best to get acquainted in the neighborhood and area.

- \_\_\_ Intern is receiving and reading the local newspaper.
- \_\_\_ Intern and Supervisor have discussed how to upgrade the quality of their interaction time during the weekly supervisory sessions.
- \_\_\_ The Supervisor has clarified expectations in regard to the Intern's reports on visits made.
- \_\_\_ The Intern understands what reports would be helpful and expected for Congregational Council and Congregational meetings.
- \_\_\_ The nature of the relationships with other staff members has been reviewed.
- \_\_\_ The Intern has been acquainted with office procedures and machines, but has been assured that, apart from helping out occasionally, the Intern will not function as an assistant secretary or office helper.
- \_\_\_ The Intern and Supervisor have covenanted to minimize "surprises" for one another.
- \_\_\_ The Supervisor has agreed to model honesty, openness, and kindness, especially in evaluative sessions with the intern.
- \_\_\_ Mutual expectations in regard to counseling opportunities have been reviewed.
- \_\_\_ Intern knows recommended shops, stores, restaurants, banks and savings institutions, and professionals (dentist, doctor, etc.) in the area.
- \_\_\_ If Intern is married, special attention has been given to easing the spouse's adjustment to the new surroundings.
- \_\_\_ Intern will be particularly sensitive to issues of time management during the early weeks of the internship, especially safeguarding time for devotions, study, and exercise.
- \_\_\_ Intern has been assured that information about Conferences, Synod, and local pastoral gatherings will be shared and attendance given high priority.

## Walking Through the Calendar

- A. Prior to Month One - Make certain everything is in order for the intern.
- B. During the 12 month internship.
  - 1. Month One
    - a. Welcome the intern formally and informally.
    - b. Help the intern get settled and acquainted with the congregation and community.
    - c. Work with the pastor and the intern in identifying and narrowing down areas for learning and serving.
  - 2. Month Two
    - a. Review the settling in process of the intern, and, if married, the spouse; be open to any concerns.
    - b. Review and formalize with the pastor and intern the *Learning Service Agreement*, and a copy needs to be sent to the seminary.
    - c. Lay plans for feedback/evaluation on the intern's public ministry: worship leadership, preaching, etc.
  - 3. Month Three
    - a. Hear any concerns the intern may have.
    - b. Start sharing with the intern feedback on scripture reading, worship leadership, any teaching observed, and the like.
    - c. Start sermon feedback/evaluation.
  - 4. Month Four
    - a. Share any concerns that the committee may have.
    - b. Participate in feedback on sermons - delivery, content, relationship to life, etc.
    - c. Lay plans to assist the intern to get to know the community outside the congregation - social groups, government, law enforcement, education, agencies, institutions that touch the lives of the members of the congregation.
  - 5. Month Five
    - a. Share mutual concerns.
    - b. Read through the mid-year evaluation and make plans on how this is going to be filled out and discussed.
    - c. Complete mid-year evaluation forms.
    - d. Discuss and review evaluation, e-mail and mail to Contextual Education Office - WTS.

6. Month Six
  - a. Share any concerns. Review the Learning Service Agreement.
7. Month Seven
  - a. Discuss the intern's hopes and fears for future ministry.
  - b. Suggest appropriate adjustments to the learning experience.
8. Month Eight
  - a. Review mutual concerns.
  - b. Participate in sermon feedback/evaluation.
  - c. Consider the intern's performance in taking appropriate initiative to follow through on the needs of the congregation and community.
9. Month Nine
  - a. Identify area to focus on the last three months so as not to minimize learning and service.
  - b. Plan greater leadership responsibilities for the remaining months of internship.
10. Month Ten
  - a. Review with the intern any possible areas that have to be reconsidered to give full range of pastoral experience.
  - b. Review the intern's leadership style in relating to different kinds of persons.
11. Month Eleven
  - a. Start planning the process of leave taking including any going away events and transitions that must be made.
  - b. Talk about "going away" issues - good feelings, disappointments, unfulfilled expectations, unexpected bonuses of the year. This should be done both by the lay committee and the intern.
  - c. Complete Final Evaluation reports.
  - d. Discuss evaluation with intern, e-mail and mail to the Contextual Education Office at WTS.
12. Month Twelve
  - a. Finalize any going away plans and plan for the next intern.

## **Internship Site visit**

Nurturing the relationship with the intern, supervising pastor and internship congregation is important to Wartburg Seminary. In addition to the occasional mailings that are sent from the Seminary during the internship year, a site visit may be made by someone from the Wartburg faculty or staff. The purpose of the visit is relational and caring, and an opportunity to express our profound gratitude to the congregation for their partnership in the Internship ministry. Conversations focus around reflections on the growth, learning, and formation of pastoral identity that are intrinsic to the internship year, and the pastoral formation of one participating in God's mission in the Church.

The intern will be asked to contact the committee and supervisor to make arrangements for the visit. In the best of all worlds, each internship site would be visited at about mid-way through the year, as an opportunity to reflect on formation near the mid-point of the internship and at the time of the Mid-Year Evaluation. However, visits made earlier in the year are opportune for assisting the Lay Internship Committee in their development, especially in new(er) sites. Those visits that come later in the year attend to the formation that has happened and focus on a strong finish to the year.

The assigned visitor will seek to schedule a visit in a timely way that best stewards any naturally occurring travel. If the visit is to be made by via the internet, there is a bit more flexibility for scheduling the call at a time that is more helpful for the schedules of all concerned.

Each visit is unique, but there are some common intentions. There will be time for conversation with the intern and supervisor. This may be individual or shared time, depending on needs, schedules and/or preferences of the one visiting the site and the intern and supervisor.

At the heart of the visit is the time in which the congregation's Lay Internship Committee and the intern meet with the site visitor from Wartburg. Again, the purpose of this meeting is caring, listening, and highlighting of information that may assist the Committee in attending to its work with the intern throughout the year.

The meeting with the Wartburg visitor will often times be an additional meeting for the Committee, or perhaps a rescheduled meeting from the regular meeting time, due to accommodating the site visitor's schedule.

The site visitor is willing to lead this meeting. If it is blended into a regular Internship Committee Meeting, please allow 1 to 1 ½ hours' time for the conversation topics/agenda that the visitor brings, which also certainly includes time for questions and conversation the Committee members may desire.

## **Suggested Topics for Committee Meetings**

Over the course of an intern's year, we recommend that the Lay Internship Committee consider the topics listed below:

- The call to ordained ministry
- Prayer and the spiritual life
- Leading worship
- Preaching
- Teaching
- Visitation
- Evangelism
- Stewardship
- Youth ministry
- Social ministry
- Taking care of oneself (and family)
- The intern's overall adjustment and growth

Each meeting might begin with a report by the intern on a certain aspect of internship. Opportunity should be made for committee members to share their views on how pastors minister effectively in a given area. Committee members are also encouraged to reflect on their ministry, how they live out their lives as God's people in the everyday world.

The emphasis on "ministry" at these meetings is meant not only to honor and encourage each other in ministry, but also gives the intern, this future pastor of the Church, additional insights into the ministry of church members, and the opportunity to understand how a pastor can be supportive of the ministries of God's people in everyday life.

## Competencies in a Well-Formed Stewardship Leader

“These competencies are a way of thinking about what attributes a well-formed stewardship leader would have. This list is meant to be a guide rather than a rule. It is, therefore, a living document that will be influenced by the efforts of any who use it. These competencies can help calibrate stewardship health for all of us who lead, no matter where we are in years of service to the church, or what title we hold. The list assumes that every leader in the ELCA grounds stewardship leadership behaviors in beliefs about his/her relationship with God. The *core perspectives* column reflects beliefs; the *core practices* column reflects the leader’s personal abilities or behaviors; and the *core leadership skills* column reflects behaviors the leader uses to lead others.”  
(ELCA Stewardship Competencies, 2009)

<i>Core perspectives</i>	<i>Core practices</i>	<i>Core leadership skills</i>
The roster candidate believes that	In his/her personal life, the roster candidate embodies	As a leader, the roster candidate can
<i>Trusts God’s largess/abundance</i>		
As caretakers of all that we have and are, we are called and freed to participate in and with God’s generosity for the sake of the health of the whole.	an attitude of abundance rather than scarcity  generosity <u>and</u> sustainability in his/her stewardship practice  ongoing assessment of the integrity of his/her choices  * <i>Attend to personal attitudes and practices</i>	motivate a faith community’s stewardship journey through mission interpretation and gratitude for partnership  reframe conversation to highlight assets (not just money)  * <i>Intentionally practice</i>  cast a vision for a vital future
<i>Grounds in biblical and theological principles</i>		
Stewardship is grounded in biblical and theological principles (Trinitarian orientation).	an ability to listen to and interpret all of scripture with an ear for stewardship themes  an awareness of the history of stewardship in the life of the church	teach and preach scripture from a holistic stewardship orientation  * <i>In the 2<sup>nd</sup> half of internship, preach 1 sermon, lead a Bible study, write a newsletter article with a stewardship focus</i>

<i>Core perspectives</i>	<i>Core practices</i>	<i>Core leadership skills</i>
The roster candidate believes that	In his/her personal life, the roster candidate embodies	As a leader, the roster candidate can
<i>Holds a holistic perspective</i>		
We are stewards of our whole lives including our time, energy, wisdom, bodies, money, and other resources.	a total response to the gospel that does not compartmentalize faith, and thus includes care of the earth, money, family, communal relationships and self-care	<p>articulate his/her personal stewardship journey</p> <p>help others articulate their stewardship journeys</p> <p><i>* Engage in intentional conversation with the supervisor on the 'Wellness Wheel;' Focus of a cluster gathering.</i></p>
<i>Perceives connectedness</i>		
Stewardship is corporate; that is, it expresses a fundamental connectedness within the body of Christ. (an inclusive ecclesiology, as in Paul's collection for the church in Jerusalem).	<p>a sense of responsibility to peers and the wider church regarding personal stewardship practices</p> <p>accountability for decisions and a commitment to collaboration/collegiality around her/his stewardship practice</p>	<p>encourage in others both accountability for and openness to the gifts of a greater whole (both church and culture)</p> <p>make use of current stewardship resources and conversation</p> <p><i>*Participate in the congregation's budgeting process, with attention to the process for including the wider church in the budget.</i></p>
<i>Engages and critiques culture</i>		
Stewardship is missiology. We give <u>through</u> the church, not <u>to</u> the church. Non-church agencies/initiatives can and do also align with God's purposes.	<p>an ability to speak of economic systems and the realities of business with some sophistication</p> <p>a reflective stance toward consumer culture</p> <p>a commitment to understanding the implications of our choices (both commission and omission) for the generations that follow us</p> <p>a prophetic concern about present</p>	<p>frame questions insightfully—how is God at work here? What is God providing for the work before us?</p> <p>preach often, broadly, and prophetically on stewardship themes</p> <p><i>*Interview 3 parishioners, identified by the supervisor, (at extremities and midpoint of</i></p>

<i>Core perspectives</i>	<i>Core practices</i>	<i>Core leadership skills</i>
The roster candidate believes that	In his/her personal life, the roster candidate embodies	As a leader, the roster candidate can
	injustice as well as the long-term sustainability of our decisions and systems	<i>economic status in the congregation) regarding how they have come to understand the interconnectedness of faith in God and stewarding their money.</i>
<i>Embraces financial health as an expression of faith</i>		
Our relationship with money is an integral part of our relationship with God.	<p>transparency with self and others regarding her/his relationship with money</p> <p>a daily dying and rising to the power of money in his/her life including an understanding of her/his family, church, and community histories</p> <p>a commitment to manage and monitor his/her own financial health</p> <p><i>*Intern and supervisor write and share a Money Autobiography within the first 2 months of internship.</i></p> <p><i>*Establish a goal of a least one conversation a month in which the topic of one's relationship with money as a spiritual issue is included in the course of conversation.</i></p>	<p>foster a climate that supports others as they daily die and rise to the power of money in their lives (saving, spending, and giving)</p> <p>assess a congregation's money/finance/stewardship culture (ethics, transparency, etc.)</p> <p>comprehend how the basics of congregational finance (budgeting, balance sheets, risk management, etc.) impact the mission of a congregation</p> <p><i>* Demonstrate ability to read a congregational budget sheet and offer a plan to guide a congregation's budgeting process.</i></p>

## The Learning Service Agreement

The *Learning Service Agreement* usually revolves around involvement in the various tasks of ministry. It is also important to address in the *LSA* other important aspects of internship, such as theological and personal reflection on ministry and on one's calling to this particular leadership role in the church.

As a way of facilitating the reflective component of internship, we encourage you to create a plan for reflecting on and discussing the following nine "Readiness for Ministry" criteria during internship:

1. Service without regard for acclaim - the ability to accept personal limitations and the ability to serve without concern for public recognition.
2. Personal integrity - the ability to honor commitments by carrying out promises, despite pressures to compromise.
3. Exemplifies faith in word and action.
4. Competence in pastoral functioning - the ability to initiate and complete tasks, the ability to handle differences of opinion, and to sense the need to grow in pastoral skills.
5. Leadership skills in community building - the ability to develop a sense of trust with the persons with whom one ministers and the ability to become acquainted with others.
6. Skills in counseling - the ability to reach out to persons under stress with perception, sensitivity, warmth and supportiveness.
7. Minister as theologian and thinker - the ability to communicate and the desire to sharpen one's knowledge through theological study and careful attention to clarity of thought and expression.
8. Ability to handle stressful situations - the ability to remain calm under pressure while continuing to affirm persons.
9. Ability to acknowledge limitations and mistakes - the ability to recognize the need for continued growth and learning.

## **A Word About Preaching**

The Lutheran tradition places great stress on the preaching of the gospel. Congregational members tend to pay close attention to preaching as a key element in pastoral performance. While it is important not to emphasize preaching at the expense of other pastoral involvements, the seminary is eager for interns to receive constructive evaluation of their preaching. Sermon content, organization, language, and delivery are all important in effectively communicating God's Word.

The seminary recommends that one member of the Lay Internship Committee (other than the chairperson) take responsibility for coordinating feedback on the intern's preaching. In addition to some members of the committee, additional congregational members who are not on the internship committee can be invited to serve as "sermon listeners" who meet with the intern for the specific task of evaluating the intern's preaching. This group might number 6 to 8 persons and be selected to represent the diversity of the congregation's membership (e.g., different age groups, different vocational interests, people with training in public speaking, people willing to give honest and compassionate feedback).

Two additional resources on preaching are included in this Guide. The first is a brief description of "The Preaching Program at Wartburg." This is intended to assist you in understanding the vital role of internship in the process of preparing pastors who preach evangelically and effectively. The second item is a recommended form for use in sermon evaluation. This is found in the Appendix.

Thank you for your efforts in listening to sermons and carefully discussing your observations with your intern.

## **The Preaching Program at Wartburg**

The preaching program at Wartburg provides multiple opportunities for oral presentation of sermons which are subject to evaluation in a group setting. Practice, collegial reflection, and repetition are integral to the courses offered in this program. The First Year course outlines the basic skills needed to prepare a sermon. The Second Year course reinforces this through a regular preaching discipline, as well as detailed discussion of preaching issues in both lecture and small-group settings. The Final Year requirement (which is met through electives) builds diagnostically upon areas for growth identified on internship, as well as topics of special interest for students.

Ten objectives guide required and elective coursework in preaching:

1. To develop a genuinely evangelical orientation toward proclamation;
2. To reinforce a balanced and usable discipline for sermon preparation;
3. To explore the challenges and resources for scriptural interpretation;
4. To recognize the implicit and explicit doctrinal commitments in preaching;
5. To understand the challenges of lectionary and special occasion preaching;
6. To become sensitive to the context of one's hearers;
7. To enhance aspects of delivery, with special attention to orality;
8. To note the relationship between personal character and proclamation;
9. To learn how to critique preaching, both one's own and that of others; and
10. To gain one's own "voice" as a preacher.

Internship is integral to this program and its objectives. It can reinforce the healthy orientation to preaching set during the first two years of coursework, and identify further areas for growth during the final year. Moreover, by being located in a congregational setting with its very real challenges and delights, it can enkindle a deeper enthusiasm for biblically-rooted proclamation of Christ.

## **Evaluating an Intern**

At mid-year and in the final month of internship, a report is due by which the lay internship committee can evaluate the work of the intern. We ask you for one written document which is the result of work of the all committee members (not individual reports!). These reports assist in monitoring the progress of the intern in mastering the theological, professional, and personal skills which are necessary for ordination as a pastor in the Evangelical Lutheran Church in America.

The Mid-Year Report is especially useful for the seminary in providing oversight to the internship year. Encouragement can be given and problems addressed when these forms are used to provide honest and compassionate evaluation. These reports also aim to foster discussion between intern, supervisor, and lay internship committee about issues which promote a candidate's readiness for ministry.

The Final Report has a special importance insofar as it is used by the seminary and the synodical candidacy committee in measuring the successful completion of the internship year. It includes a narrative statement describing the intern's particular gifts as a future pastor of the church, which becomes a significant part of the information read by a bishop's staff in the assignment process to a region and synod for first call.

The seminary faculty makes the final determination as to whether or not the completed internship meets the requirements of the seminary and the church.

One of the most important responsibilities of the Lay Internship Committee is to offer evaluation which is both compassionate and honest. Compassion is important in honoring the person who prepares for pastoral ministry. Honesty is important in order to provide the best possible education for future pastors of our church. We appreciate the *efforts* you take in providing the seminary and the synod thoughtful evaluation of your intern in the process toward ordination and call.

### **A Note About the Confidentiality of Internship Report & Evaluations**

The evaluative reports sent to the Contextual Education Office – Three Month Report of Intern and Supervisor, Mid-Year Evaluation, and Final Evaluation -- are seen by the Contextual Education Office. The academic advisor, faculty committee, and the synodical candidacy committee normally see only the Final Evaluations. These reports are confidential and not to be shared without the permission of the respective authors.

The exceptions to the above are the statements written by the intern, supervisor and lay committee that appear on the Final Evaluation form that is sent to the bishops of the ELCA as part of first call assignment and call process.

### **Accessing the Mid-Year & Final Evaluation Forms**

The Mid-Year and Final Evaluation forms are electronic forms, located on the Wartburg Seminary web page at <http://www.wartburgseminary.edu/academics/academic-resources/internship/> or they can be found on the ELCA website under resources.

Please complete the form and after reviewing it with the intern, ask the intern to submit it both electronically and by US Postal Service along with the intern and supervisor's reports. Again, all three evaluations should be signed and submitted by email and mailed in one envelope, sent by the intern.

## **Leave Taking**

It is important to provide opportunities for the intern and congregation to take leave from one another in a way that both affirms the year shared and prepares for future ministry. Ending internship can be a cause for grief as relationships come to a closure. One needs to recognize and affirm one's sense of grieving as another chapter of life draws to an end.

If the congregation is receiving another intern, it is important to create an atmosphere of expectancy for the gifts the next intern will bring. The best ministry is that which is not interrupted even after a particular leader has stepped aside. Once an internship year has concluded, a former intern needs to be very cautious about involvements which interfere with the on-going life of the congregation. The ethical issues involved are not unlike those faced by a former pastor who has taken another call.

It is important that some public recognition be made of the completion of the internship year. While there is no official order of service for an intern who has completed internship, "A Service of Godspeed" (see Internship Handbook for Supervisor and Intern) might be used. It may be appropriate to include a spouse and/or family in this service. Arrangements should be made by mutual agreement.

It would also be appropriate to provide time for an informal reception for the intern in order to encourage congregation members to say good-bye in a personal way.