



# the **Vineyard** church

Pastoral Internship Program

## Pastoral Intern Program

A key Vineyard value is to equip believers to do the ministry. In addition to this, we want to train those who are called into full time service to plant and to pastor churches with our philosophy of ministry. Our Pastoral Intern Program aims to fulfill this objective. This program is geared toward those who could potentially be sent out to plant or pastor within a few years.

Pastoral interns will be mentored by our professional staff, trained in ministry and theology, and they will be expected to serve in and lead various ministries at the Vineyard. Interns will gain first hand knowledge of and experience in what it is like to be a part of a pastoral team. In addition, they will learn to manage their lives and ministries: setting goals, establishing priorities, making plans, and evaluating their work and significant relationships for more effectiveness and better planning.

The benefits of interning are manifold: participating in the ministry and relationship with the Vineyard Duluth pastoral team; free admission to designated conferences and training events; a possible \$200 a month stipend; educational and training resources from the mentoring pastor (training manuals, cds, and other materials); opportunity for spiritual growth; and acquisition of skills, experience, and a workable plan for leaving here and entering the ministry or planting a church. In addition, the intern in good standing will receive letters of recommendation from our staff

## Description of the Intern Program

At the Duluth Vineyard, there is no “one size fits all” internship. Each internship is uniquely created for the individual based on their gifting, interests in ministry, calling, and the availability of our mentoring staff. After the application is completed, one of our pastors will meet with the applicant several times to get to know the applicant (testimony, gifting/skill set, ministry area interests, etc.), and to help facilitate the discernment process of what Jesus’ is doing in each potential inter’s life.

A regular internship lasts one year and is 40 hours/week. A part-time internship is also an option at 20 hours/week. At the Duluth Vineyard, we highly encourage the full time internship for two reasons: First, it is a more realistic picture of what its like to be working in ministry. Second, because this internship will require large amounts of your time, energy, and emotions, trying to divide your time between commitments will inevitably create friction and tension in your life. The following is the basic content of the internship curriculum:

- Ministry Training

The intern will attend staff meetings, participate in planning, pastor on call, and regular meetings with the intern's mentoring pastor; attend staff training sessions and events. In addition the intern will participate in 1-2 conferences per year, leading and multiplying small groups, exposure to different areas of church life (ministries to children, young adults, youth, men, women, compassion ministries, evangelism, and assimilation, pastoral care and counseling—including weddings, funerals, discipleship, worship, administrations, etc).

- Theological Training

The mentor pastor will assess the intern's needs for theological training. Part of the internship could include reading books, writing papers, taking a Vineyard Institute course, and etc.

- **Optional Vineyard Institute**

For interns wanting or needing formal leadership and biblical training, we recommend enrolling in Vineyard Institute during your internship for two academic intensives 12 hours of instruction in a week per quarter in the areas of biblical studies, systematic and historical theology; practical courses in leadership, power ministry, administration, interpreting scripture, church planting, and personal spiritual growth.

## **Pastoral Internship Job Description**

### **General Qualifications**

1. A contagious and consistent relationship with Jesus Christ and a reputation that is excellent both within and outside the church community. A well established set of disciplines in worship, bible study, prayer, repentance, peacemaking, purity, service, giving, witnessing, submission, simplicity, and guidance from the Holy Spirit. Well-ordered relationships and household: healthy family life, well-behaved children, faithful to one's spouse (if applicable) in every respect. If single, chaste and a good example in relationships with the opposite sex. Character qualities pursuant of 1 Timothy 3 and Titus 1 (read and complete Appendix A).
2. A track record of tithing to the local church, serving in ministry, loyalty to pastoral leadership, and evidence of leadership and calling to full-time ministry.
3. Free from addictions and life-dominating sins, willing to limit one's liberty for the sake of others.
4. Demonstrated competence in doing the work of the ministry. The intern should be able to demonstrate gifting and ability as necessary for pastoral ministry (complete Appendix B).
5. A commitment to the Vineyard Statement of Faith, values, practices, and philosophy of ministry.

### **Specific Qualifications**

1. If married, a spouse who enthusiastically supports participation in the program and who will freely agree and solemnly commit to seeing it through.
2. Enthusiastic and unqualified recommendation by a pastor who confirms the candidate's call to ministry.
3. The time and energy to work at least 20 hours a week as an intern.
4. Financial provision to be able to do an internship in light of the limited stipend from the church (complete Appendix C).
5. Intention to plant a church or serve on the pastoral staff of a church soon after completing internship.

## **Responsibilities and Duties**

1. Attend all classes, training events, staff meetings, etc., and complete all assignments agreed upon by pastoral staff, and as otherwise directed by the mentoring pastor.
2. Lead a small group and work to multiply the group at least once during the year.
3. Participate in our Pastor on Call (POC) referral system at least a half day a week.
4. Participate in at least one wedding and one funeral in the course of the year.
5. Participate in various other ministries of Vineyard Duluth, such as: healing, evangelism, discipling, deliverance, teaching, missions, children's ministry (VineyardKids), student ministries (the Well and the Burn), outreach, spiritual formation, recovery groups, ministry to the poor (FOTV), leading ministry times, and intercessory prayer.
6. Participate and serve in designated church services, duties before and after church services, intercessory prayer meetings, evangelism and outreach events, etc.
7. Depending on the type of internship, completion of a strategic plan within a stipulated time frame. A rough draft of a 2-3 year plan will be due in the ninth month of the internship. It will be reviewed by the mentoring pastor, who will in turn critique it and return it to the intern for the preparation of the final draft. At this point, the mentoring pastor will make a recommendation about the intern's suitability for pastoral ministry in the future. If the mentoring pastor and the intern agree that church planting should be part of the strategic plan, the intern should begin preparations long before the expected launch date. If pastoral ministry in another church is more likely, the mentoring pastor and intern should make a plan for possible ministry placement.

## **Reporting Relationships, Evaluations and Assessments**

1. The intern will report to his/her mentoring pastor who, in turn, reports to his/her supervising pastor. The mentoring pastor will keep the supervising pastor apprised of the progress of the internship.
2. Periodic evaluations will be given by the mentoring pastor: 3 months, 6 months, and 1 year. The supervising pastor may participate in any of these evaluations. The initial commitment of the mentoring pastor to the intern is for only 90 days pending this first evaluation.
3. The mentoring pastor will meet once a week with the intern for the first 90 days, then the meetings will continue on a weekly or semi-weekly basis according to the discretion of the mentoring pastor.
4. All of the intern's written work and evaluations will be kept on file with their applications, references, and letters of recommendation from us.
5. To help locate the working style, traits, strengths and weaknesses, the intern should take the DISC test, the Meyers-Briggs personality assessments, and possibly other tests.
6. As small group leaders, interns will also be expected to report to their pastoral leader.

## **Costs and Benefits**

1. Many programs of this kind throughout the country require a substantial tuition to enroll. However, at the Duluth Vineyard we believe that the necessary sacrifices and simplicity of lifestyle that is demanded for this commitment to training and ministry, along with an untiring work ethic, is a sufficient cost.
2. Duluth Vineyard may be able to provide a full-time intern with a \$200/month stipend.
3. The mentoring pastor will provide a number of training tools and resources: manuals, cds, or other materials.
4. Participation in ministry and relationship with Vineyard's pastoral team.
5. Incredible opportunity for spiritual and occupational growth.
6. Acquisition of skills, experience and a workable plan to leave here and plant a church or enter the ministry of another church.
7. Free admission to all conferences and training events sponsored by the Duluth Vineyard.
8. Letters of recommendation from our staff upon successful completion of the internship requirements.

## **Mentoring Pastor Job Description**

- I. Hiring an Intern
  - A. Application
  - B. Financial considerations
  - C. 20 hr/week including at least 1 day a week at the church
- II. Responsibilities
  - A. Job Description and Probationary Goals
    - 1. Verify adequate time, energy, resources, and strength of family support to successfully negotiate the program. Set the intern's job description and the goals for the 3-month probationary period.
  - B. Training
    - 1. Assess intern's theological preparation, negotiate remedial training, and supervise any studies in assigned areas. Assess intern's working style, traits, strengths and weaknesses.
    - 2. Allow the intern to attend the mentor's lay leadership training meetings, counseling appointments, and to work with the mentor in other pastoral duties.
  - C. Weekly Meetings
    - 1. Establish regularly set meetings with the intern to review the past week, current goals, and encourage spiritual disciplines.
    - 2. Provide counsel, direction, and ministry to the intern (and spouse if applicable) as needed.
  - D. Evaluations
    - 1. After three months of working with the intern, complete the evaluation form, confer with the supervising pastor, and decide whether to continue with the internship if it is mutually agreed upon with the intern.
    - 2. Complete the evaluation form and review with evaluation with the intern after 3 months, 6 months, and 1 year. See Appendix D.
    - 3. Ask the intern to complete the evaluation form for the mentoring pastor at the end of the internship. See Appendix E.
  - E. Nine-Month Strategic Plan
    - 1. Review the intern's strategic plan for future ministry, confer with the supervising pastor, and give written critiques back to the intern so he/she can modify and complete a final draft before the 1-year internship is completed.
  - F. Ministry Placement
    - 1. At the 9-month strategic plan review, give pastoral counsel to the intern regarding future ministry involvement, whether lay ministry, church planting or pastoral ministry.

2. Write a letter or recommendation after working with the intern for 9 months, if this is possible.
3. Communicate to the church planting coordinator plans and preparation for church planting if this is part of the 2-year strategic plan.
4. If the mentoring pastor recommends pastoral ministry, the pastor and the intern should put together a plan for ministry placement.

### III. Reporting Relationship

- A. All matters pertaining to the performance of Interns and the general functioning of the program should be reported to the supervising pastor.

### IV. Supervising Pastor Job Description

#### A. Responsibilities

1. Oversee the mentoring pastor's screening and recruiting of intern. Confirm or deny the nomination.
2. Oversee the mentoring pastor's training, evaluation, and assessment of the Intern.
3. Support the mentoring pastor in any way possible to ensure the success of the internship.
4. Oversee budgetary concerns related to the internship.
5. Review the goals for the intern and the strategic plan of the intern. Give written critiques.
6. Verify the intern's weekly minimum participation in the program.
7. Write letters of recommendation for the intern if merited.

## Intern Application

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Full Name:

Spouse's Name:

---

Home Address:

City/State/Zip:

---

Home Phone:

Work Phone:

---

Date of Birth:

Gender:

---

Employer's Name:

Work Address:

---

Marital Status: Single? Yes/No

Married? Yes/No;

Date of Marriage:

---

Widowed? Yes/No; Date: Divorced? Yes/No; Date:

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Remarried? Yes/No; Date:

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Please attach an explanation if divorced or remarried, especially regarding circumstances in relationship with biblical truth.

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Names and Ages of Children:  

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How long have you been a Christian? \_\_\_\_\_ Are you a member of The Duluth Vineyard? Yes/No

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If Yes, for how long? \_\_\_\_\_



*If more space is needed for the following questions, please type out your response on a separate piece of paper and attach.*

1. How long have you been involved with the Vineyard in general and the Duluth Vineyard?
2. In what church ministries or activities are you currently involved and with what degree of regularity?
3. What other Christian service have you done since becoming a Christian?
4. If you are married, is your spouse fully supporting your decision to commit to this intern program? Please explain:
5. Describe your devotional life in terms of your practice of the spiritual disciplines: prayer, worship, bible study, small group fellowship, witnessing, giving, simplicity, guidance from the Holy Spirit, etc. Describe your key level of conviction and consistency of practice:

6. What books have you read recently that have helped you spiritually?
  
  
  
  
  
  
  
  
  
  
7. Describe your financial situation and how you plan to provide for yourself and/or your family while you intern at Vineyard?
  
  
  
  
  
  
  
  
  
  
8. Do you tithe 10% consistently? (circle one) Yes/No

Please write essays (up to 150 words each) to answer the following questions and attach:

- Give an account of your conversion to Christ, the changes this brought about in your life and the nature of your Christian experience.
  
  
  
  
  
  
  
  
  
  
- Discuss what you know about God's calling in your life and your vision for your future. Has this calling been confirmed by others?
  
  
  
  
  
  
  
  
  
  
- What are your areas of gifting?
  
  
  
  
  
  
  
  
  
  
- What are your expectations for this internship regarding your training, opportunities, spiritual development and goals? What are your expectations for your relationship with your mentoring pastor?

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## Education Experience

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What degrees do you hold?

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Date(s) degree(s) received:

Issuing Institution:

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Major(s):

Minor(s):

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Cumulative GPA:

Graduate Work:

1. List other work or experience that may have significance for your preparation for the ministry: Place/Dates    Type of Work/Experience
  
2. List any other education or ministry experiences that you have had, including short-term opportunities abroad:
  
3. List any conferences in which you have participated in or seminars that you have led:
  
4. Are you knowledgeable and committed to the Vineyard statements of faith, values and priorities? Yes/No (If "No" please explain):

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Applicant's Signature:

Date:

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Spouse's Signature:    Date:

## References

**Instructions: Complete Section 1 and then have your reference complete Section 2.**

**Section 1**– To Be Completed by the Applicant (please print)

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Applicant's Name:

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Applicant's Address: City/State/Zip:

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Applicant's Phone Number:

Waiver of access to confidential statement: I, the undersigned, hereby voluntarily waive any right to inspect the content of this reference.

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Applicant's Signature:      Date:

**Section 2** – To Be Completed By the Pastor or Ministry Leader Served By the Candidate (please print)

The above candidate has applied to participate in a year-long pastoral intern program at the Vineyard Duluth and he/she has given us your name as a reference. Your comments are very important to us: therefore, please provide your honest, complete and careful evaluation. Please return this completed for to:

The Vineyard Church Attn: John Kliwer 1533 W Arrowhead Rd. Duluth, MN 55811.

1. How long have you known the applicant?

2. How long has the applicant served under your leadership?

3. How well do you know the applicant? (circle one)

Close personal relationship    Fairly well    Casually    By name only

4. How would you describe the applicant's lifestyle?
  
  
  
  
  
  
  
  
  
  
5. How would you describe the effectiveness of the applicant's service in ministry?
  
  
  
  
  
  
  
  
  
  
6. What spiritual gifts are evident in the applicant's life?
  
  
  
  
  
  
  
  
  
  
7. What evidence have you observed that leads you to believe the candidate is called into full-time Christian service as a minister of the Gospel of Jesus Christ?
  
  
  
  
  
  
  
  
  
  
8. Describe the applicant's home situation and the way he/she related to significant relationships.
  
  
  
  
  
  
  
  
  
  
9. If married, how would you describe the applicant's relationship with his/her spouse?  
(circle one)
  - Health and mature
  - Reasonably stable but with unresolved issues
  - Definite problem

Explain:

10. Is the applicant's reputation above reproach both inside and outside the church and is it consistent with biblical teaching? (circle one) Yes / No If no, please explain:

11. In social relationships with peers, the applicant is (circle one)

- Sought out
- Accepted
- Tolerated

Comments:

12. Which of the following present the greatest challenge to the applicant? This applicant's spirituality, cooperativeness, submissiveness to authority, honesty, tactfulness, good judgment, willingness to do hard work? Explain:

13. Other comments about the applicant's stability for entering full-time pastoral ministry.

14. If you were a pastor of the Duluth Vineyard with the mandate to train the best candidates for full-time ministry, knowing what you know about the candidate, would you think it wise to accept this applicant? (circle one)

- Yes, enthusiastically
- Yes, with reservations
- No

- I would like to discuss this recommendation by phone

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Name (please print): Title:

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Church/Ministry:

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Address:

City/State/Zip Code:

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Home Phone:

Work Phone:

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Signature:

Date:

## Intern Contract

As a participant in the Duluth Vineyard Pastoral Intern Program, I agree to abide by the standards of conduct and to fulfill the duties and responsibilities listed in the Pastoral Intern Job Description. If at any time I am unable or unwilling to fulfill the terms and conditions of that document, I will voluntarily withdraw from the program. This contract is to be filled out by the prospective Intern, the mentoring pastor, and agreed upon as well as signed by the supervising pastor. Copies of the completed contract should be kept by those who have signed it for future reference and for the evaluation of the intern's work.

Intern's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

The internship will begin \_\_\_\_/\_\_\_\_/\_\_\_\_ and end \_\_\_\_/\_\_\_\_/\_\_\_\_ with

\_\_\_\_\_  
serving as the mentoring pastor and \_\_\_\_\_ serving as the supervising pastor.

## Job Description

The Pastoral Intern Job Description will be modified and clarified in the following ways:

General:

Specific:

Task	Day of Week	Time
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## 3-Month Goals

- Ministry Training:
- Theological Training:

Estimated hours per week:

Supervision:

Weekly Meeting (day and time):

Dates of Evaluations:

- 3-month:
- 6-month:
- End of internship:



Anticipated periods of absence, if any:

From/ To:      From/ To:

Intern's Signature:      Date:

Mentor's Signature:      Date:

Supervisor's Signature:      Date:

## Appendix A

### Qualifications for Leadership

*(The following list of qualifications has been included for your personal study).*

God wants certain kinds of leaders in His church. It is interesting to note that in both Timothy and Titus not once do they say that it is necessary for a man or woman to have the gift of an evangelist, the gift of pastor-teacher, or the gift of administration. Nor do they state that men or women in leadership must possess certain knowledge of their individual spiritual gifts. Of the twenty specific qualifications listed by Paul in 1 Timothy 3 and Titus 1, eighteen are related to a person's reputation, ethics, morality, temperament and personal habits.

These qualifications can clearly be discerned in a person possessing them when a careful, long-range evaluation is made by those who have lived in a close relationship to these men and women. We praise the Lord He has not left the church in the dark today, pondering what should be the marks of the spirit-made person. In 1 Timothy 3:1-7 and Titus 1:5-10, Paul gives the profile of a Godly leader. These are the kinds of people who are to lead Christ's Church.

1. Above reproach (1 Timothy 3:2, Titus 2:7). A Godly leader is to have a good report. He/she is to be found blameless and free from improper, non-Christian behavior.
2. Spouse of one (1 Timothy 3:2; Titus 1:6). In a culture frequently practicing polygamy, the apostle Paul asserts that a leader is to be a "one-woman man," meaning complete loyalty to one spouse in marriage.
3. Temperate (1 Timothy 3:2, Titus 1:8). A leader must be able to demonstrate self-control and not be in bondage to himself or herself and the desires of the flesh. He/she is to be stable and spiritually solid. He/she is to be characterized as having a clear, biblical, spiritual perspective on life.
4. Prudent (1 Timothy 3:2, Titus 1:8). He/she is to be sensible, wise and well balanced in his judgment. Such an individual cannot be given to quick superficial decisions based on immature thought processes. He/she must know the priorities.
5. Respectable (1 Timothy 3:2). A leader must demonstrate good behavior in the management of all the outward affairs of his or her life so as to be honored for it.
6. Hospitable (1 Timothy 3:2, Titus 1:8). His/her life must demonstrate an open heart for the lonely, rejected, and strangers in an unselfish and willing manner. His/her home life and personal life are to be characterized by hospitality.
7. Apt to teach (1 Timothy 3:2, Titus 1:9). A Godly leader must be teachable and he/she must be able to communicate God's truths to others and to "exhort in sound doctrine" with a loving and gentle spirit (2 Timothy 2:24, 26). This word is used to describe a sensitive, teaching attitude rather than the gift of teaching or the office of teacher.
8. Not given to wine (1 Timothy 3:2, Titus 1:8). Literally means "sober." A leader must not be addicted to wine, drugs, or alcohol. He/she is to be in control of himself.

9. Not self-willed (Titus 1:7). A leader of the church is not to be self-centered, self-directed, or concerned about himself or herself.
10. Not quick tempered (Titus 1:7). He/she must be patient and in control of his own spirit, not one who becomes quickly angry.
11. Not pugnacious (1 Timothy 3:3, Titus 1:7). Literally, not a physical fighter. A Godly leader must not be a striker or given to physical violence. He/she must be characterized with forbearance and tenderness.
12. Not quarrelsome (1 Timothy 3:3). A leader must not be given to a quarrelsome, debating spirit, or a spirit of selfish argumentation.
13. Gentle (1 Timothy 3:3, Titus 1:7). Denotes equitable—not insisting on the letter of the law. A Godly leader must look humanely (realistically) and reasonably at the facts of a case.
14. Free from the love of money (1 Timothy 3:3, Titus 1:7, 1 Peter 5:2). A leader must not be given to greed or be stingy with his material blessings.
15. Manages his/her own household well (1 Timothy 3:4, Titus 1:6). A leader must have the respect of the family and be recognized as the leader of the household. He/she must keep his children under control with dignity. "But if a man or woman does not know how to manage his or her own household, how will he take care of the church of God." (1 Timothy 3:5).
16. Good reputation with the world (1 Timothy 3:7). A leader must be respected in character and integrity to the unbelievers in this world.
17. Loving what is good (Titus 1:8). He/she is a lover of good things and must not follow after and desire things that are evil and sinful. He/she must desire to do the will of God in everything. (1 Peter 5:2).
18. Just (Titus 1:8). A Godly leader must be fair and impartial. He/she must be one who makes objective judgments based on solid principles.
19. Devout (Titus 1:8). He/she must be holy in his practical life.
20. Not a new convert (1 Timothy 3:6). He/she must demonstrate the reality of his conversion and the depth of his or her spirituality.

## Leadership Evaluation

"But let each one examine his own work and then he will have reason for boasting in regard to himself alone and not in regard to another. For each one shall bear his own load." (Galatians 6:4-5 NAS).

Note: These qualities are to characterize a leader's lifestyle. Perfection is not in view. The Lord knows we are all "people under construction." This evaluation is for your personal use (if accepted to the program, bring this with you as we will look at this as a group approximately 90 days into the program).

### Qualifications for Spiritual Leadership

*Instructions: Circle the number where you perceive yourself (1 being the lowest, 7 being the highest).*

QUALITY	SCRIPTURES	CIRCLE ONE
Above reproach; not open to justifiable accusations	Titus 1:6	1 2 3 4 5 6 7
Loyalty to one spouse	Titus 1:6	1 2 3 4 5 6 7
Temperate, not living thoughtlessly	Ephesians 5:15	1 2 3 4 5 6 7
Sensible; sober-minded	Titus 1:8	1 2 3 4 5 6 7
Respectable; disciplined life	1 Timothy 3:2	1 2 3 4 5 6 7
Hospitable; given to hospitality	Titus 1:8	1 2 3 4 5 6 7
Able and capable to teach; also teachable	Titus 1:9	1 2 3 4 5 6 7
Not addicted to wine; not a drunkard, not given to excess	Titus 1:7	1 2 3 4 5 6 7
Not self-willed; preferring others above himself	Titus 1:7	1 2 3 4 5 6 7
Self- controlled, not quick-tempered	Titus 1:7	1 2 3 4 5 6 7

QUALITY	SCRIPTURES	CIRCLE ONE
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Nonviolent; physically gentle; non-combative; in control of his temper	Titus 1:7 1 Timothy 3:3	1 2 3 4 5 6 7
Non contentious; not quarrelsome; able to work well with others	1 Timothy 3:3	1 2 3 4 5 6 7
Gentle; possessing a gentle spirit; patient and kind with others	Titus 1:7 1 Timothy 3:3	1 2 3 4 5 6 7
Free from greed, not money-hungry, not loving money	Titus 1:7	1 2 3 4 5 6 7
Managing home and children; home and children under control with dignity	1 Timothy 3:4-5	1 2 3 4 5 6 7
Good reputation with unsaved, well thought by non-Christians in the community	1 Timothy 3:4-5	1 2 3 4 5 6 7
Love what is good; to do good, not evil	Titus 1:8, 2:12 Philippians 4:8-9	1 2 3 4 5 6 7
Just; equitable; fair-minded; blameless in duties towards God and man	Titus 1:8	1 2 3 4 5 6 7
Devout; pursuing holiness in daily life	Titus 1:8; 2:12	1 2 3 4 5 6 7
Not a novice; not a beginner in the faith or a brand-new Christian	1 Timothy 3:6	1 2 3 4 5 6 7

## Appendix B

How comfortable or familiar are you with the following:

(1 being most unfamiliar; 10 being most familiar).

Topic	Uncomfortable/ Unfamiliar — Very Comfortable/ Very Familiar									
Old Testament	1	2	3	4	5	6	7	8	9	10
New Testament	1	2	3	4	5	6	7	8	9	10
Theology (scholarly)	1	2	3	4	5	6	7	8	9	10
Personal Bible Study	1	2	3	4	5	6	7	8	9	10
Prayer/ Intercession	1	2	3	4	5	6	7	8	9	10
Hands-On Ministry	1	2	3	4	5	6	7	8	9	10
Evangelism	1	2	3	4	5	6	7	8	9	10
Discipling Others	1	2	3	4	5	6	7	8	9	10
Worship/Praise	1	2	3	4	5	6	7	8	9	10
Academic Study Habits	1	2	3	4	5	6	7	8	9	10
Reading Ability	1	2	3	4	5	6	7	8	9	10
Public Speaking	1	2	3	4	5	6	7	8	9	10

## Appendix C

### Monthly Finances

#### SECTION 1. INCOME

Take-home pay	
Bonuses	_____
Interest	_____
Dividends	_____
Other income	_____
TOTAL INCOME	_____

#### SECTION 2. EXPENSES

##### Fixed Expenses

Rent or mortgage	_____
Loan payments	_____
Tithes and Offerings	_____
Insurance premiums (home, auto)	_____
Property taxes	_____
Income taxes	_____
Other taxes	_____
TOTAL FIXED EXPENSES	_____

##### Savings and Investments

IRA contribution	_____
Other savings/investments	_____
TOTAL SAVINGS & INVESTMENTS	_____

## Variable Expenses

Home furnishings	_____	
Maintenance/repairs	_____	
Home services	_____	
Utilities (phone, gas, electric, water)	_____	
Groceries, etc.	_____	
Eating out	_____	
Clothing	_____	
Transportation (gas, repairs)	_____	
Health care/Beauty	_____	
Education/child care	_____	
Recreation	_____	
Gifts	_____	
Personal	_____	
Pocket money	_____	
Other: _____	_____	
TOTAL VARIABLE EXPENSES	_____	
TOTAL EXPENSES		_____

SECTION 3. SUMMARY

TOTAL INCOME	_____
TOTAL EXPENSES (MINUS)	_____
NET CASH SURPLUS	_____



## Appendix D

### Intern Reviews (3 & 6 Months)

Place an x for the primary score and √ for the secondary score.

1. Relationships: Intern's relationship with peers, supervisor, and other staff.

- |                                             |           |
|---------------------------------------------|-----------|
| <input type="checkbox"/> Outstanding        | Comments: |
| <input type="checkbox"/> Superior           |           |
| <input type="checkbox"/> Good               |           |
| <input type="checkbox"/> Needs Improvement  |           |
| <input type="checkbox"/> Serious Deficiency |           |

2. Leadership: Intern is a respected leader and is able to deploy new leaders.

- |                                             |           |
|---------------------------------------------|-----------|
| <input type="checkbox"/> Outstanding        | Comments: |
| <input type="checkbox"/> Superior           |           |
| <input type="checkbox"/> Good               |           |
| <input type="checkbox"/> Needs Improvement  |           |
| <input type="checkbox"/> Serious Deficiency |           |

3. Character: Intern's personal integrity, holiness and teachableness.

- |                                             |           |
|---------------------------------------------|-----------|
| <input type="checkbox"/> Outstanding        | Comments: |
| <input type="checkbox"/> Superior           |           |
| <input type="checkbox"/> Good               |           |
| <input type="checkbox"/> Needs Improvement  |           |
| <input type="checkbox"/> Serious Deficiency |           |

4. Development: Intern initiates development of new skills to adapt to the evolving requirements of the internship.

- |                                             |           |
|---------------------------------------------|-----------|
| <input type="checkbox"/> Outstanding        | Comments: |
| <input type="checkbox"/> Superior           |           |
| <input type="checkbox"/> Good               |           |
| <input type="checkbox"/> Needs Improvement  |           |
| <input type="checkbox"/> Serious Deficiency |           |

5. Management: Intern demonstrates an ability to manage time, organization in ministry projects, efficiency in work, and initiative in leading others in ministry.

- |                                             |           |
|---------------------------------------------|-----------|
| <input type="checkbox"/> Outstanding        | Comments: |
| <input type="checkbox"/> Superior           |           |
| <input type="checkbox"/> Good               |           |
| <input type="checkbox"/> Needs Improvement  |           |
| <input type="checkbox"/> Serious Deficiency |           |

6. The Intern fulfilled or exceeded expectation in these ways:

8. Goals for the next 3-6 months:

- Ministry:
- Theology:

## Appendix E

### Intern's Evaluation of Internship/ Mentoring Pastor

*(Exit Evaluation to be completed at the end of the internship)*

1. Do you feel that you received valuable training, that you have been better equipped to do ministry through your internship? How so?
2. Do you feel that work distribution was equitable and appropriate for your job title? Why or why not?
3. Did you complete a Strategic Plan for the next few years of your life and did your overseeing pastor review it? In what ways was this a helpful exercise?
4. Do you feel as though your overseeing pastor invested in you and was a mentor to you? What did your overseeing pastor do or not do to make you feel this way?
5. Do you feel that you had adequate training for pastoral ministry through your internship? Why or why not?
6. Overall, what would you say of your experience as an intern at Duluth Vineyard?