

**Eastern Carolina Presbytery
Candidates, Licentiatees and Interns Committee
Intern Packet**

Internship

BCO 19-7 requires all candidates for the gospel ministry to complete an internship of at least one full year. This internship may be taken as a separate component of training or it may be pursued while a candidate is engaged in formal theological training. The internship provides practical training and testing by the Presbytery. The Presbytery will closely supervise the candidate in his internship program.

Preparation

Note that candidacy in the Presbytery is always a prerequisite to internship; however, the Presbytery may choose to regard certain church-related service undertaken prior to candidacy as fulfilling requirements of the internship. Before seeking Presbytery approval for his internship plan, the candidate shall provide to the Presbytery a written and/or oral statement of his inward call to the ministry.

Requirements

Each intern shall report at least quarterly to the Presbytery, as shall the minister who is instructing and supervising his internship. These reports should describe the intern's department, diligence, and progress in study. No one should be ordained to the gospel ministry until he has demonstrated to the sponsoring session and the Presbytery his ability both to edify and to rule in the church.

Step	Action by Applicant or Candidate	Initiator	Constitutional Basis	Requisite Resources	Prerequisite	Deadline
1	Submit internship application to CLIC chairman	Applicant/candidate	BCO 19-7	Session-approved internship plan (p. 3) following guidelines from CLIC	Candidacy (whether previously or at same stated meeting of ECP)	60 days prior to upcoming stated meeting of ECP
2	Request letter of dismissal from prior presbytery in which candidacy was held, if applicable	Applicant/candidate	BCO 18-7, 19-8		Candidacy in another PCA presbytery	90 days prior to upcoming stated meeting of ECP, recommended
3	Be examined by ECP for approval of internship plan and statement of inward call to the ministry of the Word	Applicant/candidate	BCO 19-9		Recommendation by CLIC based upon its review of internship application	Stated meeting of ECP
4	Submit quarterly internship report to CLIC chairman (note that because report is authored by the intern himself, no separate annual report is necessary)	Intern/candidate	BCO 19-12; MO IV.B.3.b. (Note that because report is authored by the intern himself, no separate annual report is necessary.)	Quarterly Report Form (p. 4)		30 days before every stated meeting of ECP
5	Submit written report of completed internship to CLIC chairman	Intern/candidate	BCO 19-13	Internship Completion Form (p. 5)	Antipated fulfillment of internship program	60 days prior to upcoming stated meeting of ECP

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To download this document in Word or PDF format, see <http://easterncarolina.org/intern> .

Internship Proposal Guidelines

Internship is an important opportunity for the candidate to serve as an apprentice and thereby test his faithfulness and fruitfulness in ministry. The more intentional and focused the internship program, the more effective it is for these ends. It is important for the Presbytery to stay apprised of the intern's progress and growth in order that its elders may appropriately evaluate (and potentially, assist) him.

Each intern's proposal will vary according to the ministry situation in which he is serving and his own goals and needs. All internships, however, are to involve the candidate in the full scope of the duties of any regular pastoral calling. Therefore, any internship proposal should include the following headings unless special cause can be demonstrated for any to be omitted. The supervising church or ministry will determine the amount of time and responsibility allocated to any one activity. Should the intern be serving outside of a church, he should arrange with his sponsoring session to serve in areas that would otherwise be omitted.

1. Teaching/preaching
2. Pastoral care: visitation (home, shut-in, hospital), counseling, wedding, funeral
3. Evangelism/outreach
4. Worship: planning and leading
5. Administration: session, diaconate, church committees, presbytery
6. Supervision/leadership (overseeing ministries and leading people)
7. Relevant studies
8. Other ministry

The supervisor and the intern should decide together how these areas of ministry are to be fulfilled. For example, the internship program and the intern's supervisor may not necessarily require that the intern himself *perform* certain activities such as a wedding or a funeral, but an opportunity should be given for the intern's observation and some degree of meaningful participation or educational interaction (reporting, follow-up meetings, etc.).

All proposals must include the following specifications:

1. How regular supervision and documentation will take place
2. Time requirements (including overall weekly expectation)
3. Start and completion dates
4. Supervisor name (including email address and phone number)

**Eastern Carolina Presbytery
Candidates, Licentiates and Interns Committee
Intern Quarterly Report**

Forward responses to this form, along with any appropriate attachments, to the chairman of the CLIC at clic@easterncarolina.org at least thirty days before each stated meeting of Presbytery, held the fourth Saturday of every January and the third Saturday of every April, July, and October. *As we seek to care for you, it is essential that you actively uphold your responsibility to report your progress annually in pursuing ordination. Please stay in contact with the Committee to ensure your candidacy remains active.* After we receive your report, a member of the Committee will contact you to address any concerns and provide support.

Candidate/intern name:

Date:

1. Please note any changes in status (contact information, marriage, children, etc.).
2. Note progress in the following areas (i.e., how much has been completed, projected completion date):
 - a. Seminary education (please attach a transcript if still in school)
 - b. Licensure
 - c. Internship
3. Please give an overview of the past quarter. We are interested in knowing about your spiritual life, married/personal matters as appropriate, and ministry experience.
4. What questions or challenges have been raised for you as you prepare for ministry? Is there anything in particular with which we may assist you? Please know that we are always available to meet with you at your request.
5. What are the one or two most important requests we can specifically pursue in prayer for you over the coming weeks and months?

The following questions are to be answered by your mentor (on behalf of your sponsoring session) via a separate email reply to clic@easterncarolina.org .

1. Are you still confident that God is leading this candidate to gospel ministry? Please explain.
2. Describe the frequency with which you have met with this candidate over the last quarter.

**Eastern Carolina Presbytery
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Internship Completion Form**

Using your internship proposal as a guideline, please comment briefly on what exactly you accomplished in each of the following areas during your internship. Include specific details concerning how often and in what capacity these ministry tasks were performed:

1. Teaching/preaching
2. Pastoral care: visitation (home, shut-in, hospital), counseling, wedding, funeral
3. Evangelism/outreach
4. Worship: planning and leading
5. Administration: session, diaconate, church committees, presbytery
6. Supervision/leadership (overseeing ministries and leading people)
7. Relevant studies
8. Other ministry

Please answer each of the following questions with a brief paragraph:

1. How have you grown in maturity as a disciple of Jesus Christ through this internship?
2. How has this internship prepared you to be a better minister of the gospel?
3. What areas of weakness has this internship exposed for you to address in the future?
4. How has this internship changed your thinking about gospel ministry?
5. If applicable, how has this internship changed your wife's thinking about gospel ministry?
6. How has this internship changed your thinking about the church in general? About the PCA?
7. In what ways and to what extent was the *supervision* of your internship helpful to your preparation for ministry?
8. What questions do you have for the Committee as you progress toward ordination?