

Intern and Mentor Guidelines in the Presbytery of the Mississippi Valley

This packet is intended to be a quick reference for interns and mentors and includes a required report schedule to use as a guide in submitting required, regular reports to presbytery. For a more complete description of the duties of interns and mentors, please see *Book of Church Order* chapter 19 and the “Guidelines to the Credentials Process in the Presbytery of the Mississippi Valley.”

Revised: January, 2023

APPENDIX A

PRESBYTERY'S INTERNSHIP TRAINING PROGRAM

1. Statement of purpose:

The purposes of this program are: to ensure that all candidates meet the requirements of the Book of Church Order (19-7); to ensure that each candidate's seminary training conforms to the uniform curriculum; to ensure that each candidate has confirmation of his calling to the gospel ministry; to ensure that presbytery complies with the stated requirements of the BCO concerning candidacy, licensure, and internship; to allow each candidate the opportunity, under the supervision of the Credentials Committee, to correct any weakness in his examination for licensure; and to provide practical experience for each intern.

2. Implementation:

The applicant for internship will be examined for licensure by the Credentials Committee and presbytery according to the BCO 19-6,7,9. If there are deficiencies in the applicant's examination, the committee is to devise a plan of study to correct them. The committee will report to each meeting of presbytery the progress being made by the intern in eliminating his deficiencies.

3. Financial Arrangements:

The financial aspects of this program will be flexible. Candidates, licentiates, and interns will be responsible for the expenses of their academic education and internship. Presbytery, local churches, and individuals may provide financial aid to interns.

4. The Intern:

It is expected that each intern will participate fully in the training program established by these guidelines. It is the responsibility of the intern to fulfill the requirements. It is recognized, however, that candidates will be received during various stages of training, and every effort will be made to cooperate with presbyteries from which candidates might transfer. Each intern must report four times yearly to the Credentials Committee, two months before each presbytery meeting, and must be responsive to the committee's counsel and guidance. It is further recognized that some men will be specializing in Christian education or foreign missions. In such case the intern must complete the specific requirements set forth in this program, since he will be called upon to fulfill all the duties of a minister of the gospel. A candidate's internship may be fulfilled overseas on a short-term missionary assignment at the discretion of presbytery.

5. Mentors:

Each intern will be assigned a mentor who meets the following requirements:

- a. He is a PCA teaching or ruling elder with at least 3 years experience as an elder.
- b. He will meet with the intern monthly to review/measure the intern's progress and to shepherd him in the following:

- Character - assisted by the intern's spiritual inventory which was previously submitted to the Credentials Committee,
- Knowledge - according to the Constitution of the PCA (see BCO 19-2),
- Pastoral duties — see 7. d) (10) below ("Practical On-the-Field Assignment for the intern"). The mentor must model these duties by demonstrating how to conduct each of the required calls and by observing or designating another to observe the intern on at least 8 of those calls.
- Teaching—evaluate and assess. See 7. d) (1) below ("Practical On-the-Field Assignment for the Intern")

c. He will make semi-annual assessments of the intern - his gifts and graces - and submit each assessment to the Credentials Committee for the committee's September and March stated meetings.

d. He will, just prior to the completion of the intern's training program, relate to the interns sub-committee or designated member thereof an account of the development of the internship and give his final assessment of the intern's gifts and graces for ministry (according to I Timothy 3:1-7).

6. The Intern and the Uniform Curriculum:

As part of his application for licensure a candidate will provide the Credentials Committee with transcripts for all seminary academic work. The Credentials Committee will determine if there are any deficiencies existing between seminary training and the uniform curriculum. The results of such a comparison will be reported by the Credentials Committee to presbytery when the candidate is presented for licensure. The committee will provide a plan to correct any deficiencies and report to each meeting of presbytery the progress being made by the intern in eliminating them.

7. Practical On-the-Field Assignment for the Intern:

- a. Approval: Presbytery must approve all assignments.
- b. Time: The equivalent of a year of full time experience is required.

Various combinations of full and part-time ministries may apply toward partial fulfillment of the requirement. In all cases a minimum of six consecutive months of full time experience as an intern in this presbytery is required.

- c. Reports: All written reports and papers must be typed and presented to the Credentials Committee.
- d. Specific Assignments to be completed by Each Intern:

(1) A report of his preaching and teaching: A minimum of 52 must be listed, giving the dates, the occasions, the texts and the applications. At least one sermon and one teaching class must be observed and evaluated by a designee of the Credentials Committee (ordinarily the intern's mentor).

(2) A detailed report of a baptismal service: This should include an explanation of counseling, and admonition of communicants present at the baptism, and an exhortation directed toward the parents when the candidate is an infant.

(3) A detailed report of a communion service: This must contain the procedures involved in the notification of the congregation, the explanation of the sacrament offered the congregation prior to its administration, the words of institution to be used, a discussion of what is involved in fencing the table, and an explanation of spiritual preparation for the Lord's Supper.

(4) A detailed report of a funeral service: This must contain precisely what the intern would do in making initial contact with the family of the deceased, at the funeral, and at the graveside.

Exposition of appropriate scripture and a description of the various avenues of pastoral care to the surviving family must be included.

(5) A report on session and deacons' meetings: This must include attending three session and two deacons' meetings from at least three different local churches. A sample agenda for a session meeting is to be included.

(6) A report on the use of Robert's Rules of Order: The book must be read and the procedures for calling and moderating a congregational meeting must be discussed.

(7) A report on church budgets: This should include their preparation and their relationship to missions. The intern is to meet with a designee of the Credentials Committee to discuss the preparation of church budgets and to receive instruction in the stewardship of personal finances. Insights gained in this meeting are to be included in the report.

(8) A report on the Standing Rules of presbytery: The intern must read the Standing Rules and indicate his understanding of the purpose, work, and importance of presbytery. This must include a discussion of the intern's attendance at three presbytery meetings, including one other than this presbytery.

(9) The intern is to attend and report on each of the following committee meetings:

(a) Presbytery - Mission to the World, Mission to North America, and Discipleship Ministries. However, those committee meetings should not be ones which are held during a presbytery meeting. The report should explain:

- i) procedures followed by committees in planning their meetings;
- ii) participation by ruling and teaching elders;
- iii) his perception of his own role as presbyter if he were a committee member.

(b) Local Church - Worship, Missions, C.E. or other available committees. This report should explain:

- i) procedures followed in planning meetings;
- ii) participation by various members of the committees;
- iii) his perception of his role as pastor in providing leadership, training, motivation, and assistance to church committees.

(10) A report on visitation:

(a) The intern must make the following calls:

- i) hospital patients - 8 calls;
- ii) nursing home patients - 3 calls;
- iii) jail inmates - 2 calls;
- iv) church members' homes:
 - a) regular worshipers - 3 calls;
 - b) visitors - 2 calls;
 - c) church members who are inactive or attend infrequently - 6 calls.

(b) He should indicate the dates, times, and occasions for the visits and answer the following questions:

- i) What is your philosophy of visitation?
- ii) What were your perceptions as a result of visiting in each of the above listed places?
- iii) Were there any negative perceptions which you had to face? If so, identify these and explain how you expect to deal with them.

(11) A report on a wedding: This must include a detailed course outline for premarital counseling and a complete wedding service.

(12) A report on a course for new members: This should include those who come from nonreformed backgrounds. A bibliography should be included.

(13) A report on the intern's relationship with his mentor: This should include his evaluation of the value of the internship program.

(14) A theological paper which reflects the intern's struggles in his pastoral duties must be submitted. The intern and Credentials Committee will agree upon the topic.

SCHEDULE OF DEADLINES

Year	Presbytery Meeting	Credentials Committee Meeting	Deadline for Submissions to Credentials Committee
2023	February 7 May 2 August 1 November 7	December 13, 2022 March 14 June 6 September 12	November 25, 2022 February 24 May 19 August 25
2024	February 6 May 7 August 6 November 5	December 12, 2023 March 12 June 11 September 10	November 24, 2023 February 16 May 24 August 23
2025	February 4 May 6 August 5 November 4	December 10, 2024 March 11 June 10 September 9	November 22, 2024 February 21 May 23 August 22

Required Reports:

Report	Required for	Due
Oral Report	Interns and Candidates	Annually at the anniversary Presbytery meeting where candidacy/internship was approved
Intern Report	Interns only	3 times a year (each quarter except for above oral report)
Mentor Assessment of Intern	Interns only	February and August (for March & September committee meetings)
Session Assessment of Intern	Interns only	November (for December committee meeting)
Faculty Report on Candidates and Interns	Candidates and Interns	November (for December committee meeting)
Updated seminary transcript	Candidates only	Annually in June