LASOM Internship

Licensed Ministry

Louisiana District of the Assemblies of God

P.O. Box 346

Woodworth, LA. 71485

Louisiana School of Ministry (LASOM)

Steps of Completion

1. Review the internship packet in detail to understand the full internship procedure.

2. Contact a credentialed minister in regards of being your internship mentor. This minister must hold credentials at least one level higher than what you are seeking. (Ex: Certified interns must have a mentor with the minimum of licensed credentials) This exception comes with ordained interns who must have a mentor with ordained credentials.

3. Thoroughly review the internship process with the potential mentor. If the minister agrees to serve as your mentor, complete and mail in the **Internship Mentor Covenant** on page five to the District Office. (Attn: LASOM Internship Coordinator) In the event that you cannot find a minister to serve as your mentor, contact the District Office for further assistance in making a mentor connection.

4. The start date you list on the Internship Mentor Covenant is the day your internship begins. You have exactly three months to complete your internship project and submit the following documents to the District Office
    a. Six, single-page project papers
        i. Church Administration
        ii. Biblical Counseling
        iii. Personal Finance
        iv. Benevolence
        v. Personal Spiritual Growth
        vi. Ministerial Relationships
    b. Student Summary of Internship Reports
    c. Mentor Summary of Internship Reports
    d. Statement/Letter of suitability for ministry from the mentor
    (Sent from the mentor directly to the District Office)

5. Interns will receive an email confirming the status of their internship completion after submitting **all** the necessary documents within the three-month internship time allotment. A one-month extension can be requested in emergency or extreme situations. Students may have to restart the internship if documents are not sent in within adequate time given.

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Licensed Internship Protocol

LASOM Statement of Purpose:

The Louisiana District School of Ministry exists to provide training for those sensing a call to ministry, whether as credentialed ministers of the Assemblies of God, or as equipped laypersons within the local church. The school seeks to promote a unified purpose for ministry within the Fellowship, providing doctrinal and practical instruction based upon common core values and shared ministry goals.

The faculty and leadership of LASOM fully subscribe to the statement of Fundamental Truths of the Assemblies of God and commit LASOM to proclaim and support the principles and polity of the Assemblies of God. LASOM commits itself to provide training courses that meet District and General Council educational requirements for ministerial credentials.

Furthermore, LASOM seeks to fulfill the mission of the Louisiana District Council of the Assemblies of God in developing healthy leaders, churches and ministers.

Internship Purpose/Mission:

The LASOM internship strategy enables students to confirm God's call, develop the Christ like character, gain the competencies of ethical and effective ministry and develop the personal disciplines essential to successful life and ministry. The strategy uses guided "hands on" ministry experiences, interaction with qualified mentors, and the exercise of personal spiritual disciplines to accomplish its mission.

Internship Objectives/Goals

- Exposure to a variety of ministry methods, skills and practices
- Develop effective people and conflict resolution skills
- Ethical standards of ministry
- Fulfill the Assemblies of God General Council internship requirements
- Minister effectively within the fellowship
- Seek best practice experiences and exposure to effective ministry systems and structures
- Help students develop skills and gifts for maximum effectiveness in ministry
- Help students develop the disciples of effective servant leadership

Internship Characteristics/Values:

- Student Value: Equip students for effective ministry
- Student participation: Active involvement in the design and fulfillment of protocol described
- Cooperative Fellowship: Value ministry within the Assemblies of God in a way that faithfully fulfills the vision of a 'voluntary cooperative fellowship.'
- Biblical Fidelity: Develop ministry that is faithful to biblical teaching, values, principles and world view
- Encourage Development: Value/develop skills needed to pursue spiritual, personal and professional development throughout their life.

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Mentor Qualifications

The selection of an appropriate mentor is critical the success of the internship process. For the use of the internship protocol, mentor refers to the person overseeing the individual internship. Many times the mentor is the senior pastor but can also be another qualified person, as long as they are an Assemblies of God minister who is fully cooperative and supportive of the ministries and policies of the Louisiana District Council of the Assemblies of God.

(Ex: presbyter, staff pastor, ministries leader, etc.)

Students and mentors should meet frequently during the internship.

- They should meet at least one time during each project to review the student's progress with each project of the internship at each credential level.

More than one mentor may be needed to adequately receive all the information and experience needed to complete each project. While a student's senior pastor will be qualified in several areas, another mentor may serve in a greater capacity concerning ministry involvement and past experiences. If a mentor is unable or unwilling to commit the time needed for the student, the student may end the mentor relationship and continue with a different mentor.

A list of qualified mentors can be provided in the case that a student cannot make the mentor connection on their own. This will come as the result of the student requesting mentor suggestions after consultation with LASOM leadership.

An appropriate and qualified mentor must:

- Be ordained or credentialed at least one level above the credential the student is seeking
- Not be the spouse of the student
- Willingly follow the policies and guidelines of the LASOM internship process
- Review this Internship Protocol thoroughly with the student and assure they understand their role and responsibilities as a mentor.
- Exemplify the best practices in their ministry
- Willingly complete and submit the required LASOM mentor reports
- Write and send in a statement of ministry suitability about the students
- Willingly invest significant time in the intern and internship process
- Refuse to serve as a mentor in those areas in which they lack the expertise or if their involvement is not in the best interest of the student
- Consult with the student about their future plans and internship projects
- Communicate concerns regarding the intern or the internship process to LASOM

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Internship Mentor Covenant

Intern Name: _____

Level of Internship: ( ) Certified ( ) Licensed ( ) Ordained / Internship Start Date: _____

Mentor Name: _____

Mentor's Credential Level ( ) Certified ( ) Licensed ( ) Ordained

*****The remaining page information to be completed by the mentor assigned by the LASOM internship leaders and The Louisiana District council of the Assemblies of God. *****

I agree to serve as the **Internship Mentor** for: _____who is fulfilling the internship requirement for Assemblies of God ministerial credentials through LASOM. I understand that the student is seeking specific credentials for current and future ministry. I recognize that the role of **Internship Mentor** is critical to the successful completion of the LASOM internship and covenant with the student and LASOM to carry out this responsibility to the best of my ability and affirm the following objectives:

- After reading and fully understanding the LASOM Internship Protocol, I commit myself to carrying out the mentor responsibilities described.
- After reading and fully understanding the "steps of completion," I commit myself to carrying out the learning objectives described for each internship standard.
- I agree to fully cooperate with LASOM leadership and the student.
- I agree to model the best practices and excellence in ministry.
- I agree to attend and fully participate in any mentor training provided by LASOM.
- I agree to hold the student accountable for excellence and the timely completion of learning objectives throughout their internship.
- I agree to submit all required documentation in a timely fashion.
- I understand that in the event that I fail to carry out these responsibilities, the student is required to seek another mentor in order to successfully complete the internship.
- I will release the student from the mentoring relationship should I be unable to fulfill these requirements OR if the student fails to carry out the responsibility.

Phone: _____Email: _____

Home Church: _____City: _____

Signature: _____

Internship Projects

The projects designated in this internship protocol as mandatory are components of the credentialing requirement for the General Council of the Assemblies of God. As such, they cannot be altered by LASOM or the Louisiana District of the Assemblies of God.

*****Begin with Project No. 5, as it requires the full three months to complete*****

Project No. 1: Church Administration

Objective: To gain competence in church administration by attending, participating in, observing and evaluating an appropriate church board meeting or portion of a board meeting OR have the mentor attend, observe and evaluate an appropriate board meeting or portion of a board meeting the student chairs.

Project No. 2: Biblical Counseling

Objective: To gain competence in biblical counseling by planning, participating in or observing and evaluating a biblical counseling session under the guidance of a mentor OR to review and evaluate an appropriate biblical counseling resource OR invite the mentor to observe and evaluate a biblical counseling session conducted by the student.

Project No. 3: Personal Finance

Objective: To gain competence in personal finances by preparing and evaluating a personal family budget under the supervision of a qualified mentor.

Project No. 4: Benevolence

Objective: To gain competence in benevolence ministries by developing a report on all benevolence policies, practices, record keeping and funding.

Project No. 5: Personal Spiritual Growth

Objective: To gain competence in the process of personal spiritual growth by keeping a prayer ad devotional journal consistently for ***three months*** that includes 1) Scriptures read, 2) Scriptural insights, 3) prayer needs, 4) answered prayers, 5) insights gained from non-biblical reading, and 6) reflections of personal spiritual growth including insights, challenges and victories.

Project No. 6: Ministerial Relationships

Objective: To gain competence in ministry by developing significant relationships with other students, ministers, missionaries, regional and district leaders and those who lead district ministries.

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Project Requirements & Steps to Completion

Students may begin the internship projects after completing at least four LASOM or Global University courses at the desired level of internship. ***The interviews and journaling in each step are only to assist students in writing the reports and DO NOT need to be submitted.***

Project No. 1: Church Administration

a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of church administration.
b) Write a one-page report for this project.
c) Meet with and discuss this report and experience with your mentor before submission. The report should include information gleaned from the following interviews.

Church Administration: Steps to Completion

1) Interview a pastor using the following questions.

    a. How often does the board meet?
    b. Is there an agenda prepared for each board meeting? If so, is the agenda distributed to members of the board prior to the board meeting?
    c. Who comprises the church board? (Deacons, Secretary, Treasurer, Elders, Trustees, Board Members, Staff, etc.?)
    d. What is the role of each board member?
    e. Are women allowed to serve on the board? Why or why not?
    f. Who chairs the meetings of the board?
    g. Are Roberts Rules of Order followed?
    h. Does the pastor allow for candid discussion of and healthy disagreement related to agenda items at board meetings?
    i. Are financial reports presented, reviewed and approved at every meeting of the board?
    j. Are minutes of the previous meeting presented, reviewed and approved at every meeting of the board?

2) Observe, participate in or help plan a church board meeting alongside the mentor or a senior pastor.

Project No. 2: Biblical Counseling

a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of biblical counseling.
b) Write a full one-page report for this project.
c) Meet with and discuss this report and experience with your mentor before submission. The report should include information gleaned from learning process.

Biblical Counseling: Steps to Completion

1) Help plan, participate in or observe/evaluate a biblical counseling session with the mentor or an available pastor.

2) Review and evaluate an appropriate biblical counseling resource

3) Have the mentor observe and evaluate a biblical counseling session that you, the student, conducts.

Project No. 3: Personal Finance

a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of personal finances.
b) Write a full one-page report for this project.
c) Meet with and discuss this report and experience with your mentor before submission. The report should include information gleaned from learning process.

Personal Finances: Steps to Completion

1) Set aside a time to review your personal finances (with your spouse) and prepare a family budget for the coming year.
2) Have the mentor evaluate your family budget, offering suggestions and personal experience.
3) Engage with the mentor about insights and/or questions regarding a minister's personal finances.

Project No. 4: Benevolence

a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of benevolence ministries.
b) Write a full one-page report for this project.
c) Meet with and discuss this report and experience with your mentor before submission. The report should include information gleaned from learning process.

Benevolence: Steps to Completion

1) Identify and visit community based benevolence and social services agencies and determine which agencies you would refer a member of the congregation or others to work with or support.
2) Review the church's benevolence policies and practices and the involvement with community benevolence or social service agencies.
3) Engage with the mentor about insights and questions regarding benevolence ministries.

Project No. 5: Personal Spiritual Growth

a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of personal spiritual growth.
b) Write a full one-page report for this project.
c) Meet with and discuss this report and experience with your mentor before submission. The report should include information gleaned from learning process.

Personal Spiritual Growth: Steps to Completion

1) Keep a prayer and devotional journal consistently for **three months** that includes:
    a. Scriptures read
    b. Scriptural insights
    c. Prayer needs
    d. Answered prayer
    e. Insights gained from non-biblical reading
    f. Reflections on personal spiritual growth including challenges and victories
2) Set aside specific times for prayer, reading and devotions every day
3) Engage with the mentor about insights and questions regarding personal prayer and devotional life.

Project No. 6: Ministerial Relationships

a) Choose one or more of the appropriate opportunities or steps below to grasp a full understanding of ministerial relationships.
b) **Write a full one-page report for this project.**
c) Meet with and discuss this report and experience with your mentor before submission. The report should include information gleaned from learning process

Ministerial Relationships: Steps to Completion

1) With the help of the mentor, identify (and if possible, contact) sectional and district leaders and those who lead district ministries

2) Seek an appropriate opportunity to attend a sectional fellowship, District Council and/or sectional meeting and a local ministerial association meeting.

3) Join a cohort/small group of other ministers or ministry students

4) Engage with the mentor about insights and questions regarding healthy relationships with other churches and ministers, sectional/district leadership and district ministries

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Guidelines for Project Reports

- Each one-page typed report should be written in three sections.
  - Section No. 1: Examination – a brief description of your experience
  - Section No. 2: Evaluation – a brief reflection of the pros and cons of the experience
  - Section No. 3: Strategy for Improvement – a description of the steps you, the student, plan to take to improve competency in the area or improve your method in the future

- Each section should be **at least** one paragraph with all three sections filling the page.

- All reports must be reviewed by the mentor and must be sent in with the corresponding documents listed below to LASOM leadership for evaluation.
  - *End of internship documents to send in:*
    - One-page written report per project (Exception: Four for Project No. 1)
    - Student Summary
    - Mentor Summary
    - Letter of Recommendation from mentor

- All project reports are due **within three months from the date of registration**.

- Reports are to be full typed and meet the generally accepted standards of grammar, punctuation, spelling and notation.

- Each report must have a one-inch border all around and must be double spaced.

- Students who fail to submit acceptable reports and summaries or meet other standards will not receive credit for their internship.

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Licensed Ministry Internship Reports: Student Summary

1. **Church Administration:**

Standard	Yes	No
Observed and analyzed a church board meeting with a mentor:		
OR conducted a church board meeting that was observed and evaluated by a mentor:		

2. **Biblical Counseling:**

Standard	Yes	No
Conducted a counseling session under the guidance of a mentor:		
OR Observed and evaluated a counseling session:		
OR Reviewed and evaluated biblical counseling resource:		

Pastor/mentor monitoring counseling session: _____

OR resource evaluated: _____

3. **Personal Finances:**

Standard	Yes	No
Prepared a personal family budget:		

Evaluated by: _____

4. **Benevolence:**

Standard	Yes	No
Developed a report on all benevolence agencies in the community:		
Reviewed and evaluated churches benevolence policies, practices, funding, etc. within the community:		

5. **Personal Spiritual Life:**

Standard	Yes	No
Consistently kept a prayer/devotional journal for three months:		

6. Ministerial Relationships:

Standard	Yes	No
Attended a Sectional Meeting:		
Attended District Council:		
*Attended a Ministerial Association meeting:		
*Participated in a ministerial small group:		
*Participated in a ministry cohort group (Ex: LASOM)		

- ***Optional – student is encouraged to participate but not required for internship completion.**

Intern: _____ **Mentor:** _____

Date: _____ **Date:** _____

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Licensed Ministry Internship Reports: Mentor Summary

In discussion with the student, please rate their performance (excellent, average, unacceptable) in each project. Identify at least one strength, one weakness and one way the student could improve in this area. Attach additional sheets as needed.

Project	Performance Rating	Strength	Weakness	Improvement
Church Administration:				
Biblical Counseling:				
Personal Finance:				
Benevolence:				
Personal Spiritual Growth:				
Ministerial Relationships:				

Suitability for Ministry: Submit a one-page statement of your overall impressions of the student's capabilities and potential for ministry. Identify strengths, weaknesses and recommendations for improvement. This statement should be submitted directly to:

Louisiana School of Ministry, P.O. Box 346, Woodworth, LA. 71485

Intern: _____ **Mentor:** _____

Date: _____ **Date:** _____