

Church Planting Internship Program and Contract

Proposal for _____ *and* _____
Intern *Field Leader*



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PREFACE

The purpose of the church planting internship is threefold: first, to encourage men to consider church planting as a possible area of ministry; second, to provide a practicum for men interested in church planting and wanting to experience some of the dynamics that go into church planting; third, to provide a church planting learning experience through practical ministry opportunities and assigned studies in the area of church planting.

The intern is assigned to a church planting missionary, ministering under the supervision of the Church Extension Ministries. The church planting missionary will act as the “Field Leader” for the intern. He will be the day-to-day supervisor of the intern and have the intern carry out the responsibilities as outlined in the intern’s contract. The specific assignments for the intern and field leader are found in the “Outline of Internship” section of the contract. The director of Church Extension Ministries will act as the coordinator of the internship and receive reports and evaluations as determined, as well as produce a summary of the internship, with input from the intern and field leader. This summary will be shared with the Board of Church Extension, the intern and field leader, along with any other individual who was involved with the internship, i.e. the intern’s pastor, church, college or seminary.

It is the desire of Church Extension that the internship program will stimulate the pastors and churches in the Bible Fellowship Church to encourage men to consider planting churches and to test the waters of church planting through this program. The internship is not designed to give a comprehensive understanding of church planting or a full experience of what is involved with planting and developing a church. Rather, it is designed to give a man a “glimpse” of the vital nature and challenge involved with forming and nurturing a new church.

The men who participate in church planting internships should leave such an experience with a general understanding of church planting and its relationship to the fulfillment of the Great Commission to make disciples. They should more fully understand church planting as missions and the church planter as a missionary. They should develop a deeper desire to evangelize the lost and become more open to encounters with various people. They should gain some insight of the demands and challenges that confront a church planter. Finally, they should prayerfully consider how God might call them to become a church planter.

INFORMATIONAL FORM

Complete the *Informational Form* (pages 3-4) and return to the director of Church Extension at the Church Extension office. Have the *Pastoral Reference Form* (pages 5-6) filled out by your pastor and have the pastor return the reference form to the director of Church Extension.

INTERN INFORMATIONAL FORM

Personal:

Name

Date of birth Married? Yes / No Name of wife _____ # of children -

Address

Phone

E-mail -

Church:

Church attending

Are you a member? Yes / No

Church address

Church phone

E-mail -

Pastor's name

Elder reference

Church activities (list fellowship and service involvements):

PASTORAL REFERENCE FORM

(The candidate must have this filled out by his pastor and returned by his pastor to the director of Church Extension)

_____ (Name of intern) has applied for a church planting internship with Church Extension Ministries of the Bible Fellowship Church. It will be necessary that his home church approves of this ministry and is willing to support the candidate with prayer and finances. The candidate will be meeting with a designated church planter to develop an outline of responsibilities and plan for the internship. Generally, he will be involved with worship services, Bible studies, door-to-door surveying, evangelism, and outreach programs. Church Extension will contract with the intern and his field director (church planter). A copy of the contract will be available to the pastor of the home church. The candidate will serve approximately six weeks and he will need approximately \$1,500.00 for his support package. Upon completion of the contract, these dates and figures will be finalized. We look forward to working with the candidate and with his home church. Please feel free to call the director of Church Extension with any questions.

Name of pastor _____

Name of church _____

Address of church _____

Church phone _____ E-mail _____

1. Is the candidate a member in good standing in the church?

Comments _____

2. Would you and the elders recommend the candidate for an internship with Church Extension Ministries?

Comments _____

3. Would the church be willing to allow the candidate to share his ministry with the church, and seek prayer partners and financial support?

Comments _____

4. Please describe the candidate's ministry involvement in the church:

Comments _____

5. Is there any reason why Church Extension should not consider this candidate for an internship?

Comments _____

6. Is there anything that Church Extension should be aware of when considering this candidate?

Comments _____

***Please take this pastoral reference form from the booklet and have your pastor mail it to the following address:
Church Extension Ministries
PO Box 753
Whitehall, PA 18052***

OUTLINE OF INTERNSHIP

I. Field Leadership:

Name of Field Leader

Name of Mission Church

Address

Phone

E-Mail -

II. Particulars:

Dates of internship –

Lodging provided by

Address

Phone

E-Mail -

Meals provided by

Transportation needs

III. Requirements:

A. Reading list (The readings should be completed by the end of the internship. Books are on loan to the intern from Church Extension.)

- A. The BFC Church Planting Guide and DCPI Handbook (*on CEM website*)
- B. Evangelism & the Sovereignty of God, (J. I. Packer)
- C. The Nuts and Bolts of Church Planting, (Aubrey Malphurs)
- D. The Inner Life of the Church Planter (Gentry McColm)

B. Schedule - to be determined by the field leader with appropriate personal time and breaks.

C. The intern's ministry involvements and responsibilities

1. To assist at one of the weekly Bible studies, teach as scheduled by the field leader and assist at Sunday services.
2. To complete a door-to-door survey of a targeted housing development.
3. To meet with the field leader and have him mentor the intern in pastoral skills.
4. To achieve the following set goals:
 - 1.)
 - 2.)
 - 3.)
5. To assist and facilitate the service groups (work & ministry teams) that may visit the mission church from various BFC churches.
6. Complete an *Intern's Self-Evaluation* form and submit it to the director of Church Extension.
7. *The Intern's Personal Daily Journal* - The intern will keep a daily journal of his activities and observations. The following items need to be included:
 - a. Significant observations, positive and negative.
 - b. Activities or meetings attended.
 - c. Responsibilities involved with or completed.
 - d. Failures or achievements experienced.
 - d. Lessons learned: about ministry and the intern's personal life, and abilities.
 - e. Total daily hours spent in ministry.
 - f. Mileage traveled.

Note: This journal is used as a key instrument in the overall evaluation of the internship. The intern will submit his journal to the director of Church Extension for discussion with the director at the "wrap-up" meeting.

D. Field Leader's Responsibilities

1. To provide housing and meals for the intern, if needed.
2. To provide transportation to and from activities, if needed.
3. To provide a daily schedule of days off, involvements, and activities.
4. To provide time for one-on-one interaction with the intern to discuss the intern's observations, assigned readings, lessons learned from involvements, and problems or concerns.
5. To complete a *Field Leader's Evaluation* form and send it to the director of Church Extension.
6. To complete any forms the intern will need for his school or church.
7. To write a report on the internship experience. The report may be used for future internships.

E. Director of Church Extension's Responsibilities

1. To provide the intern with transportation to and from the internship site at the beginning and end of the internship, if needed.
2. To provide the books for the required readings.
3. To provide all forms necessary for the field leader and intern.

4. To act as a liaison to the intern's school or seminary, church, and pastor.
5. To provide the intern's school or seminary, church, and pastor with appropriate evaluation forms and a final report of the internship.
6. To intervene in any problems or concerns which may arise during the internship.
7. To receive reports from the field leader and the intern.
8. To hold final evaluation meetings (Wrap-Up meetings) with the field leader and the intern.

EVALUATION FORMS

Field Leader's Evaluation Form

Name of Field Leader _____ Date _____

Name of Mission Church _____

Name of Intern _____

Date of Internship: From _____ To _____

1. Having observed and ministered alongside the Intern, do you believe that he has gifts and abilities that are suited for church planting?

Definitely Probably Possibly No

Explain _____

2. What gifts and talents did you observe in the Intern?

3. How did your congregation, people in the community and strangers respond to the Intern?

4. Evaluate the Intern in the following areas (circle one group in each category):

Evangelistic: Unashamed/Very Open Willing/Careful Hesitant/Uncomfortable

Motivation: Go Getter/Aggressive Think Through/Planner Wait & See/Follower

Vision: Perceptive/Resourceful Observant/Study Consideration/Questioning

Relational: Freely Engaging/Interested Talkative/Short-term Needed Intro/Impersonal

Administration: Organized His own order There but where Unorganized

Teachable: Attentive/Implementer Listener/In his own time Hearer/Procrastinator

5. From what you could observe and ascertain in your discussions, does the Intern have a productive spiritual life in prayer, the reading of God's Word, a compassion for people and a grasp of Scripture in order to be a good evangelist and preacher/teacher?

Yes ___ No ___ Explain _____

6. Did you encounter any problems or concerns with the Intern? Yes _____ No _____

If yes, explain _____

7. How would you rate your overall experience with the Internship? (Circle one)

Very profitable A good experience Not what I expected A negative experience

8. If you had the opportunity, would you accept another Intern? Yes _____ No _____

9. Closing thoughts: _____

INTERN'S SELF-EVALUATION FORM

Name of Intern _____ Date _____

Name of Mission Church _____

Name of Field Leader _____

Date of Internship: From _____ To _____

1. Briefly, state the major lessons you learned about church planting?

2. What did you discover about your ministry strengths and weaknesses?

3. What did you discover about your attitude and character for ministry in a church planting setting?

4. How did the people in the Mission Church, the community or strangers respond to you?

5. What personal lessons did you learn? _____

6. How would you rate your relationship with the Field Leader?
very open/available somewhat open/scheduled meetings not very open/unavailable

7. What would you tell other Field Leaders who would get involved with an Internship?

8. Did the Internship: exceed / meet / fall short of your expectation? (Circle one)
Why? _____

9. If you would want to change some things about the Church Planting Internship, what would they be?

10. Additional comments _____

FIELD LEADER'S CONTRACT & CHURCH EXTENSION'S SUPPORT COMMITMENT

As Field Leader for _____ (Intern's name), I agree to supervise his Internship, following the guidelines as set forth in the Internship Contract for the period _____ (dates).

I agree to have the Mission Church, _____, (Name of Mission Church) provide transportation while on the field, housing and meals if needed.

I agree to submit any forms requested and do any reporting as outlined in the Contract.

I agree to report any problematic situations, i.e. health problems, injury occurrences or relational difficulties, as soon as possible to the Director of Church Extension.

(Signature of Field Director)

(Print name)

(Date)

As Director Of Church Extension, I agree on behalf of the Church Extension Ministries, that Church Extension will provide the Intern with financial support in the amount of \$ _____, \$ _____ at the beginning of the Internship and \$ _____ at the end of his term of ministry. This support is contingent upon the Intern raising 80% of the needed support (\$ _____).

(Signature of Director of Church Extension)

(Print name)

(Date)

INTERN'S CONTRACT

As a Church Planting Intern serving with _____(Field Director) at the _____(Name of Mission Church) of the Church Extension Ministries, I agree to follow the guidelines as set forth in the Internship Contract for the period _____(dates of service).

I agree to the requirements as outlined in this Contract.

I agree to raise at least 80% (\$_____) of the Internship Support Package of \$_____, before going on the field and will diligently seek to raise 100%.

I agree to submit all evaluations and reports as requested in the Contract.

I agree to be respectful and a godly testimony to the Field Leader, his family, the people in the Mission Church and the community.

I agree to report any problematic situations I encounter, as soon as possible, to the Director of Church Extension.

By God's grace and assistance and in prayerful consideration of this Internship Contract, I agree to these items and seek to honor God in all things during this Internship.

(Signature of Intern)

(Print name)

(Date)