



Pastoral Intern Candidate,

We are thrilled that you are interested in the pastoral internship here at First Presbyterian Church (Columbia, SC). This program is designed to help train up the next generation of reformed pastors by immersing them in church life alongside of top quality pastors and staff members. The skills our interns learn, the experiences they enjoy and the relationships they cultivate will allow them to develop the tools helpful to be effective for the Kingdom.

This packet has all the information you need in order to apply to become one of our pastoral interns. It contains:

- Pastoral Intern Application
- Pastoral Intern Program Description
- Intern Academic Hours Report

There are a few items particularly you may want to note. First, please make sure to fill out the application completely. Do not leave any sections blank. There is a pool of pastoral intern candidates and we would like all the information possible to make the best decisions for the selection of our interns. We also want to be diligent in matching up interns with an appropriate ministry area. To that end, please make sure to include which ministry area(s) (*up to 3*) you are interested in serving. Be sure to rank these choices from most interested to least.

Next, make sure to pay careful attention to the length [III], duties [IV], compensation [VII.2], and hours [VII.1] listed in the program description. **These are non-negotiable**. Also, please estimate an “Intern Academic Hours Report” even if you don’t know your schedule for the upcoming fall. We want to make sure that all our interns are endeavoring to take a fulltime academic load and yet not over-committing themselves.

As for the process from here, after you have submitted your application, you will hear back from us as to whether or not you’ve been selected to the interview phase of the application. At that time, if appropriate, we will schedule an interview with the intern program director. Once the interview phase is complete, we will contact you to let you know if you’ve been selected to participate in the pastoral intern program. Obviously not all who apply to the program will be selected. If you are not selected, you are free to apply again in following years.



Once again, we are excited that you are considering joining us here at First Pres as we labor together for the Lord. We hope to shepherd you well through this process and if you have comments, questions or concerns, please don't hesitate to contact us.

Yours in Christ,

Josh Squires

Rev. Josh Squires

Minister of Counseling and Congregational Care
First Presbyterian Church
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Columbia, SC 29201
(803) 799-9062 ext. 501



Pastoral Internship Application

First Presbyterian Church, Columbia





**FIRST PRESBYTERIAN CHURCH
COLUMBIA, SOUTH CAROLINA
PASTORAL INTERN APPLICATION**

Personal Information

Date:	
Full Name:	
Current Address:	
Email Address:	
Cell Phone Number:	
Date of Birth:	
Marital Status:	

Briefly tell about your family experience and home atmosphere. What kind of relationship do you have with your father? Mother? Brothers and sisters? Have your parents been divorced or separated?

What are your favorite activities (extra-curricular, campus, sports, honors, governmental, interests, hobbies, etc...)?

Education

	Name of Institution	Field of Study	G.P.A.	Years Attended	Type of Degree
College					
Graduate School					
Seminary					
Other Training					

Employment

Please include a resume with this application.

	Name Of Organization	Job Title	Dates of Employment
1			
2			
3			

Church Involvement

	Church	Senior Pastor	Involvement
1			
2			
3			

Faith and Testimony

Describe how you became a Christian, how that is affecting your life, and where you are now in your walk with the Lord.

Describe your practice of spiritual disciplines (e.g., prayer, Bible reading, memorization, fasting, journaling, etc.)?

Explain your view of the Bible.



Share your view of the Reformed faith, and how it will be relevant to your ministry moving forward?

Ministry

On a scale of 1 to 5, with 1 being the least and 5 the greatest, please rate (using an “x”) which areas you feel most gifted and comfortable in. Feel free to comment within each category if need be.

	1	2	3	4	5
Teaching					
Discipleship					
Planning					
Evangelism					
Gathering People					
Leading Bible Studies					
Counseling					
Listening					
Music (specify)					

Briefly describe your sense of calling to ministry (include both how you feel called and how others have confirmed your gifts and effectiveness in ministry).



What do you believe are your greatest strengths?

Give two examples of your weaknesses.

Why are you interested in this internship with FPC?

References

Please list those, in each category below, who have indicated their willingness to receive inquiries concerning you:

	Title	Name	Email	Address	Phone
Pastor or Campus Minister					
Member of Local Church					
Peer Friend					
Most Recent Employer					



Have you read the Pastoral Intern Program document? Do you have any questions?

Which track of the internship program are you interested in? [Ministry to the Senior Adults, College, Counseling, Discipleship, Pastoral Care, Senior Minister, Missions, Young Professionals, Youth] *Please include your top three options, ranked and why.*

Please return the completed application to Josh Squires' office by January 1st. A decision on your application should be made by the end of March.



Pastoral Internship Program Description First Presbyterian Church, Columbia



Internship Program for Seminary Students First Presbyterian Church, Columbia

This proposal envisions the creation of a program for seminary students to intern at First Presbyterian Church, Columbia SC. Briefly stated, the church proposes to take three interns for three-year assignments¹ beginning July 1, 2018, and three each year thereafter, so that by July 1, 2020, there would be a total of nine interns at any one point in time. Interns would work 20 hours per week while continuing their academic coursework, with the goal of completing their academic degree in four years. Interns would be assigned to one ministry area in order to better understand the ministry of the church and the specifics of the department to which they are assigned. Additionally, interns will receive cross-training from all ministry areas during their time at the church to gain an overall understanding of the various aspects of congregational ministry². They would complete assignments and perform duties which support our pastors and other ministry staff.

I. The objectives of the internship.

I.1. Objectives for the interns

Primarily, the objective is to equip the interns for lives of ministry as pastors, both through the opportunity to grow in their faith personally and to gain experience and capabilities in practical ministry service. Specifically,

1. To grow spiritually within a loving congregation.

1 The change from 4x2 to a 3x3 (interns by years) program is based on the following rationale: 1.) Most M.Div programs need 4 or more years to complete if the student has an outside job; 2.) Given that most programs take longer than 3 years to complete, the church is still able to launch the intern prior to graduation, giving them time to find a call; 3.) The amount of positive contribution that an intern can make to the church grows tremendously by the increased time in the same environment (see III - rationale); 4.) It allows interns an opportunity to mentor one another more consistently (see VIII)

2 The assigning of an intern to one ministry area allows the intern to learn an aspect of ministry in the church at sufficient enough depth to be immediately deployable for the Kingdom. At the same time it helps the individual departments to take their time to train interns while reaping the benefits of having a trained ministry worker for multiple years. Taking the time to train an intern all over again every year or six months incurs a significant training burden on that department with minimal ability to recoup that training time via the efforts of the intern.



2. To develop relationships with godly pastors who can model the role of pastor to a congregation in such a way as to allow the intern to understand how to serve in this role.
3. To develop an understanding of the structure of a church and the issues which arise in the life of its congregation.
4. To gain experience in multiple aspects of ministry which would enable the intern to make better decisions about the type of congregation and ministry that matches their spiritual gifts.
5. To gain experience that will be transferable to situations that will arise in their pastoral calls.

I.2. Objectives for First Presbyterian Church

Primarily, the objective is to raise up and train the next generation of godly reformed pastors.

1. To develop a program that helps to prepare outstanding candidates for the reformed ministry by gaining experience working in a large church in a number of activities that would enable them to serve their future congregations more effectively.
2. To create a model internship program that could be utilized at other churches to raise the standard of preparation of ministers across reformed denominations.
3. To provide our church with support for its ministry activities utilizing the talents of ministerial students in a manner that provides substantive benefit to the church without creating long-term commitments.

I.3. Objectives for the Seminaries

Primarily, the objective is to integrate practical experience with the academic preparation for seminary students in a manner which enhances both.

1. To provide for its students experiences generally unavailable to seminary students.

2. To allow students to continue progress towards their degree while gaining practical experience.

II. Candidates for the Internships

II.1. Intern Recruitment Process

1. Undergraduate campus ministries, FPC College Ministry being the primary entry. David Henderson will be the primary point person in consultation for this area.

2. Reformed Theological Seminary in consultation with Stephane Jeanrenaud, Vice President of Administration, and Rev. Dave Latham, Director of Admissions and Recruitment, as they recruit students to RTS Charlotte with this internship in mind, and as they keep FPC abreast of outstanding students currently attending RTS who might be interested in this program.

3. Erskine Seminary in consultation with local professors who are able to recommend outstanding students entering seminary who might be a good fit for this program.

II.2. The time of entry to the program

A. Prior to first year of seminary.

Prospective interns will be recruited through the three tiers listed above prior to their first year of seminary but dependent upon their acceptance into a reformed seminary. This will allow FPC to attract top tier interns before they find other options. The internship program would be used as a recruiting tool for the institution and for the church to attract high quality candidates to study for the ministry. Its availability would remove hesitancy of attending seminary because of financial issues.

B. After completion of the first year of an M. Div. degree program (or relevant degree).



Some interns will surface from a reformed seminary during their first year and will be recruited to continue their seminary while taking on this internship at FPC. Connections at RTS Charlotte, Erskine, and other reformed seminaries will be beneficial for this purpose.

II.3 Internship Selection

Internship candidates must submit an application to Josh Squires, Director of Pastoral Intern Program, by Jan 14. Applications will be reviewed by Josh Squires and the College and Seminary Committee. Applicants will be interviewed by the College and Seminary Committee and Josh Squires in February. Applicants should expect to receive a decision by March 1. Applicants accepted by Director of Pastoral Intern Program and the College and Seminary Committee will be presented to the Session in March.

Interns will be reviewed annually by the Director of Pastoral Intern Program and College and Seminary Committee and determination will be made as to whether or not the applicant will proceed in the program for another year.

Interns should be selected by the College and Seminary Student Committee of the First Presbyterian Church. Session based on applications submitted by candidates, endorsed by their institution and also by the presbytery that has the candidate under care.

Interns will be hired as part-time employees of First Presbyterian Church. As it is a part-time position benefits are neither included nor offered. For the pay structure of the position, please see section “VI.2 Compensation for Interns – Structure”

III. Length and timing of the internship

The intern will be resident at First Presbyterian Church three years. We do not want the intern to be overly delayed in completing their degree program. The three-year internship should begin in June and be completed in May three years later. The intern would work 20 hours a week, leaving time for the intern to take academic courses at a reduced rate, at least nine credit hours each semester. Over three years, the intern might then be thirty-six credit hours (one full year) behind a full-time 3 year track.

Monitoring the academic progress of the intern is absolutely vital. We have seen in the past a tendency to slow down progress toward degree completion by those on church staff who were also working toward a degree. Interns will be responsible for completing the *Intern Academic Hours Report* before the beginning of each semester to be turned into the Intern Program Director or his assistant.

Rationale:

1. The rather long length of the internship is to create value to the church. Most short-term internships, while most helpful to the student, do not provide value to the host. The longer the intern is on our campus, the more familiar he will become with the congregation and its life. Further, the intern would develop a greater understanding of their own gifts.
2. For the intern, the longer internship provides an opportunity to have an in-depth experience in various ministry areas (see below under duties).
3. For the educational institution, the long internship reduces the need of the intern to rely on institutional resources.

IV. Duties of interns

The following is intended to reflect the key experiences which all interns will complete. Each ministry area will be required to identify the key responsibilities and competencies for their area, and they will work with the individual interns to facilitate the training and experiences described.

Intern Area/ Pastoral Competency	Specific Area	Yr 1	Yr 2	Yr 3
Church Operations/Governance	Session Meeting			
	Presbytery Meeting			
	Committee Meeting			
	Deacons Meeting			
	Synod			
	Presentation to Session			
	Other Meetings			
General Church Support	Conference\Retreat			
	Lecture			
	Sunday School			
	VBS			
	Women of the Church			
	New Member Class			
Preaching/Teaching	Children's Catechism			
	Assist at Laurel Crest			
	Prayer Meeting			
	Wednesdays @ First			
	Bible Study			
	Sunday School			
	Assisting in Worship			
	Observing Funeral			
	Observing Wedding			
	Observing Baptism			
	Observing Lord's Supper			
	Devotional			
	Preach in Worship			
Pastoral Care	Hospital Visitation			
	Funeral Preparation			
	Pastoral Care of Elderly			
	Care Team Training			
	Widow Ministry			



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	Elderly Fellowship (AIA/Encouragers)			
Discipleship	Mentoring			
	Christian Education			
	Sports/Special Needs			
	International Ministry			
Missions				
College	Observe Evangelistic Follow-Up Meeting			
	Observe Teaching on Campus			
	Small Group			
	Discipleship Appointment			
	Attend Ministry Event			
	Attend Strategic Planning Meeting			
	Attend Leadership Meeting			
Women's				
Youth				
Music				
Counseling	Crisis Response			
	Pre-marital Counseling			
	Attend Marriage/Parenting Seminar			
	Discuss Appropriate Boundaries in Counseling			

In addition, each ministry area should define other key competencies needed for their ministry specific interns. These ministry areas are: Senior Minister, Young Professionals, Pastoral Care, Senior Adults, Missions, Counseling, Discipleship, College & Youth.

Senior Minister	Research – current teaching topics			
	Research – current theological trends			
	Research – current cultural trends			
	Writing – familiarize with the publishing process			
	Writing – work with publishers to edit and publish senior minister’s work			
	Teaching – co-ordinate topics and speakers for various ministry events			
	Teaching – help with various tasks as related to the Senior Minister’s teaching opportunities			
Young Professionals				
Pastoral Care	Education – Develop a working theology of pastoral care			
	Research – Integration of the Word and Pastoral Care			
	Planning – Develop a plan for cultivating the shepherding of our flock			

	Visitation – Weekly visitation across the spectrum of ages and settings			
	Participation – Care Teams, Pastoral Care Support Committee			
	Implementation – Help establish a new component of Pastoral Care			
	Presentation – Develop a multi-week course on caring for the flock (one another)			
Senior Adults	Education – Develop a working theology of Elderly Care			
	Research – Explore current and historic trends in Pastoral Care for the elderly			
	Planning – Develop a plan for Pastoral Care of the Elderly			
	Visitation – Cultivation of leadership for fellowship groups for the Elderly			
	Participation – Fellowship Groups (AIA & Encouragers)			
	Implementation – Develop new avenues of ministry to the elderly			
	Presentation – Develop a multi-week course on the care and needs of the elderly			
Missions				
Counseling	Research - current counseling topics			



	Presentation - Develop a multi-week class on a counseling topic			
	Counseling - Weekly counseling for low intensity cases			
	Planning - Develop a plan for deploying counseling resources for a congregation			
	Communication - learn various tools (writing, podcasts, teaching) for communicating counseling topics			
	Implementation - develop a plan for how the church can better address one counseling need (i.e. – single parents, divorcees, etc.)			
	Education - Development of a theological and practical approach to most common counseling issues			
Discipleship				
College	Evangelism: Gather New Students			
	Evangelism: Follow Up New Contacts			
	Evangelism: Plan Evangelistic Events			
	Discipleship: Disciple Multiple Students One on One			
	Discipleship: Launch and Lead a Small Group			

	Discipleship: Develop Plan for Discipleship of Individual Students			
	Discipleship: Develop Plan for Reaching a Target Audience on Campus			
	Leadership: Facilitate Leader's Meeting			
	Leadership: Facilitate a Staff Meeting			
	Research: Research Topics for College Hour			
	Research: Research Illustrations for College Content			
	Present: Present Plan for Time-Management			
	Missions: Attend and Lead Wales Summer Mission Trips			
Youth				

V. Relationship between the Church and the Intern's Academic Institution.

The internship should be a major benefit to the academic institution, in that it provides an unparalleled opportunity to attract and retain high quality students. There should be a formal relationship between the institution and the church which binds the institution to bear certain responsibilities for monitoring the student's progress and sustaining the internship experience.

Acceptance of these responsibilities needs to be assured before interns from a specific institution are accepted.

VI.1 Compensation for Interns – General Principles

The actual mechanism for internship compensation needs study. Ministerial students have both living expenses and tuition expenses. The initial idea is that we take advantage of tuition reductions provided by the seminaries or the denomination before determining how we distribute the funding.

The internship stipend should be consistent across interns and not based on need.

VI.2 Compensation for Interns – Structure

The interns will be paid an escalating salary which will average \$20,000 a year. The salary schedule is as follows:

Year 1	\$18,000
Year 2	\$20,000
Year 3	\$22,000

In addition to base pay, students will be supported by the church to help cover up to 1/3 of their seminary tuition. This support will last through the completion of their degree or up to 4 years whichever comes first.

VII. Administration of the Internship Program.

VII.1 – Weekly Schedule

Interns would be assigned to ministry areas of the church. Each ministry area Pastor or Director, working through the Session or Diaconate committee which has responsibility for the activity, would be asked to identify areas where interns would be useful. Suggestions would be reviewed by the Session Committee charged with oversight of the internship program and the details of specific ministry assignments structured. Once the assignment is designed, objectives, reporting relationships and evaluation need to be specified. The ministry assignments need to be designed with clear and measurable anticipated outcomes. Ministry assignments should be challenging and integrated with the actual ministry activities of the church.

The general **weekly intern schedule** is estimated as follows:

Item	Time per Week (Hours)
Staff Meeting	1.5
Intern Meeting	1
Attend church function: Wednesdays@First Centerpoint & Prayer Meeting Sunday School	1.5
Individual Development/Discipleship	2.5
Small Group/Bible Study (Attend/Rotate Teaching)	3
Ministry Area Projects/Assignments	8-10
General Church Operations/Support Assignments	3-5
Group Meeting with Sr Minister	1x per month
Meeting with Intern Committee	1x per month
Total	19-23 per week

VII.2 – Character Development

Having an effective intern program is not simply about what the interns are “doing”, it’s also about how they are being developed: learning their gifts, and processing their call into full-time ministry. In light of this, there are two training components. One is personal development and the other is practical ministry experience. The former develops skills while the latter helps to develop the character of men who will serve their flock like Christ serves them. To that end, three-year internships in a single ministry area help department heads to get to know the character of their interns and create loving relationships to build them up in preparation for ministry. Ministry heads will be expected to spend regular time with their intern (which would be a part of the individual development and discipleship above category above) to help identify areas of strength and weakness. As well as to help recommend ways that the intern may grow in their call as a shepherd and help them develop individual skills to prepare them for ministry. Personal as well as professional development in ministry is often facilitated through reading and writing. To that end there will be a consistent focus on both elements throughout the internship.

VII.2.1 – Reading Schedule

Interns will have reading schedules based on their individual department heads as well as a joint reading schedule. Please check with your department head and with the program director in order to receive these reading schedules. Interns should budget a couple of hours per weeks for intern related reading. There will be regular discussions covering the assigned readings and interns will often be asked to teach the group from the reading they have been assigned.

VII.2.1 – Position and Project Papers

Interns will be expected to write multiple position papers which will be submitted to the Senior Minister for review. These position papers are to be 6-8 pages in length, double-spaced, Chicago Manual of Style, and include both a cover page and a one page bibliography.

These position papers include (but may not be limited to):

- The Inerrancy of Scripture
- The Trinity
- Substitutionary Atonement
- Calvinism
- The Nature of Christian Ministry

Additionally, the intern will complete an 8-10 page ministry project proposal by the end of the spring of their second year. This ministry project paper will help form the basis of the ministry project they hope to complete their final year in the intern program. This project should be related to the intern's specific ministry department.

A basic outline of this paper, as well as the topic, is to be submitted to the program director by the end of the summer between the first and second year.

The components parts of that paper are as follows:

- Observed ministry need
- Theological rationale
- Historic Response
- Current Response (at FPC and other churches)
- Proposed Future Response
- Resources Needed (initial and long-term)

VII.3 – Oversight

During the period of the ministry assignments, the specific ministry staff member most directly involved should have direct oversight responsibility for the activities of the intern.

As stated above, the ministry area Director will have oversight over the design and implementation of his intern vision; however, there is a need, for the program as a whole to be overseen by a person or persons who are tasked with the responsibility of overseeing the ministry area Director, as well as, the personal development, practical ministry experience, and community environment of the interns.

All operational activities of the internship program are the responsibility of the Director of Finance and Operations of the church. Examples of this would be handling finances and overseeing the evaluation of projects and the interns' effectiveness with implementing various goals.

The intern program director (currently Rev. Josh Squires) will have oversight of the rest of the program (personal development, practical ministry experience, and community environment among the interns). Examples of oversight in this area would be supporting the ministry directors to make sure the program as a whole is running smoothly, a semi-monthly gathering with the interns to train them in personal development and practical ministry, as well as, process their experiences to that point, recruiting prospective interns into the program, and any other unforeseen requirements to maintain the health of the program, the interns, and all involved working relationships.

Interns will, of course, benefit from interaction with the Senior Pastor. Given the substantive responsibilities of our Senior Pastor, however, the time commitment required needs to be regulated. The primary interaction with the Senior Pastor will be through participation in activities such as regular attendance at worship, CenterPoint, Wednesday lunch, staff meetings and other events at which the Senior Pastor is closely involved. There should be room for direct contact with the interns as a group, as well, but there should be no expectation of one-on-one mentoring of the interns by the Senior Pastor.

VII.4 – Individual Evaluation

The evaluation process should be overseen by the Director of Finance and Operations in cooperation with the supervising ministry staff member, the associate pastor who directs that area, if applicable, the Session Committee most closely involved in the work conducted, and others involved in the assignment. Detailed evaluation of the intern’s performance will take place each year.

Continuation as an intern is dependent on satisfactory performance both in his ministry assignment and academic program.

With only three interns in the first year, intern-to-intern relationships will probably be informal at first, but as the program grows in size, something more formal should develop. Second-year interns should be given some responsibility for developing relationships with the first-year interns, perhaps by taking responsibility for leading them one-on-one in the Foundry program when they arrive.

VIII. Evaluation of the Internship Program

Each year the internship program should be reviewed and changes suggested by the Session Committee on Colleges and Ministerial Students. The review should be completed by April 1 so as to provide opportunities for changes to be implemented for the next cohort of interns.

The ultimate evaluation of the internship program, as in any educational program, lies in the life of ministry of those who complete it. The value added of the internship hopefully will be far greater than the value provided to First Presbyterian Church over the three years of their service. Yet we have specific needs in our church for assistance with our ministries, and numerous projects that time does not allow our ministry staff to develop and implement. Many internships last only a few months and provide only a transient albeit helpful short-term benefit. We have an opportunity at rather low cost to develop a program which, if implemented with rigor and vigor, will mix current and future blessings.



Intern Academic Hours Report

INTERN ACADEMIC HOURS REPORT

Date: Fall '18

To: Interns

From: Intern Program Director

Subject: Please note that the Intern Program policy includes all Interns taking a minimum of 9 hours and a maximum of 12 hours per semester.

Taking additional hours will require approval of the College & Seminary Committee. If taking more than 12 hours, please put in writing the reason why you are taking more hours and email to the Intern Program Director.

Please email this form to be presented at the September College & Seminary Committee meeting.

Thank you.

INTERN: _____

Institution: _____

On-Campus hours: _____

Virtual hours: _____

Audit hours: _____

Total Hours: _____