

MM331 – MM332 Internship in Practice in Ministry and Mission
(2 credits per semester)
Instructions for Internship

PROPOSAL

1. An internship is a fulltime commitment; at least 35-40 hours over a minimum of 4 months per semester in the congregation/setting.
A written proposal, along with a standard PMM Student Placement Application (see website) is to be submitted to the PMM office **at least 90 days** before the internship begins. The proposal should include:
 - ◆ Name, address, contact information for the setting,
 - ◆ The proposed dates of the internship,
 - ◆ Your reasons for doing an internship in the particular setting,
 - ◆ Learning objectives as they relate to preparation for ministry,
 - ◆ A description of the setting and location (Use the PMM Teaching Congregation and Ministry Setting Profile and Application which you can find on the website),
 - ◆ A brief bio of the other persons in the learning partnership, and
 - ◆ Submission dates for each of the reflection papers.
2. A Learning Partnership is to be formed consisting of the student, clergy learning partner, and a lay learning partner.
3. A Learning Agreement is to be prepared by the student in consultation with the Learning Partners. Each student is required to develop, organize, and implement each semester a small learning experience that focuses on discipleship or spirituality. It must meet a minimum of 6 times. A description of the learning experience (such as: Discipleship Bible Study, Weekly Covenant Discipleship Group, Class/Band Meeting, Companions in Christ Group, Renovare Group, Alpha/Beta Group, or Beginnings Group) should be included in the Learning Agreement. The Learning Agreement is to be submitted to the PMM Office for approval no later than the end of the first month of the internship.

We highly recommend the book *Ministry Greenhouse: Cultivating Environments for Practical Learning* by George M. Hillman Jr. which is available from Cokesbury. It addresses many of the issues involved in the formation of a healthy internship experience.

4. A ministry project is to be designed by the student in consultation with the Learning Partners. The project should address a specific area of ministry to which the student will devote significant, in-depth attention. It should demonstrate development of creativity and innovation in ministry. The project description is to be included as a section of the Learning Agreement and is to be monitored and evaluated in the context of the overall agreement.

5. Mid-point and final evaluations will be completed separately by the student and the Learning Partners and jointly discussed. Signed copies are to be submitted to the PMM Office. The final evaluations are due no later than the last week of the internship.
6. A final, integrative reflection paper (8 –10 pages) is due at the end of the internship.
7. In addition to the materials indicated above, the student will write and submit each semester four (4) theological reflection papers (3 – 5 pages each) on a specific ministry activity of the learning experience that was significant for your formation and learning for ministry or which created a dilemma for you. To guide your selection, consider experiences related to: compassion, devotion, justice, and worship. Use *Reflecting with God* by Abigail Johnson, which is available from Cokesbury to guide you as you record your reflections. (See the guidelines below.)

Think about including the following in your paper:

- ◆ Identify the ministry activity briefly.
- ◆ Name your feeling about the event.
- ◆ Explore your thoughts and the dynamics that might be in play.
- ◆ Identify where you see God in the situation(s) around the ministry activity.
- ◆ Include the insights you gained from reflecting on this ministry activity.

Due dates for each reflection should be specified before the final approval of your proposal.

8. Form a group in your internship setting to engage with you in theological reflection on the practice of ministry and mission. Your proposal should describe the membership and functioning of this group.
9. Attach a copy of the Student Certification to your proposal.

MM331 – MM332 Internship in Practice in Ministry and Mission

STUDENT CERTIFICATION

I understand and agree to the provisions stated above in fulfilling my Practice in Ministry and Mission Internship at:

Name of Congregation/Setting

Student's Name

Internship Begins: _____ Ends: _____

Student Signature

Date

It is the responsibility of the student intern to make sure that all required documents are submitted and due dates are met.

PMM APPROVAL

PMM Faculty

Date: _____