

Southern New England Ministry Network



School of Ministry Certified Internship Booklet

In fulfillment of the ...

ASSEMBLIES OF GOD, GENERAL COUNCIL INTERNSHIP REQUIREMENTS

FOR

PERSONS SEEKING MINISTERIAL CREDENTIALS

Table of Contents

Purpose, Mission, Goals, Values	3
Mandatory Standards for Credentialing with the A/G	4
Student Requirements	5
Standards For Certified Ministry Internship	6
Student Certified Internship Registration	7
Certified Internship Mentor Covenant	8
Student Summary	9
Mentor Evaluation	10-11
Certified Recommended Reading	12

[SNEMN-SOM Internship Director is Paul Yacovone \(Paul@snemn.com\)](mailto:Paul@snemn.com)



Purpose, Mission, Goals, and Values

Statement of Purpose:

The Southern New England Ministry Network, 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 SNEMN-SOM fully subscribe to the statement of Fundamental Truths of the Assemblies of God and commit SNEMN-SOM to proclaim and support the principles and polity of the Assemblies of God. SNEMN-SOM commits itself to provide training courses that meet Network and General Council educational requirements for ministerial credentials.

Internship Mission:

The SNEMN-SOM 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, reading and the exercise of personal spiritual disciplines to accomplish its mission.

Internship Objectives/Goals:

- a) Exposure to a variety of ministry methods, skills and practices
- b) Develop effective people and conflict resolution skills
- c) Ethical standards of ministry
- d) Fulfill the Assemblies of God General Council internship requirements
- e) Minister effectively within the fellowship
- f) Seek "best practice" experiences and exposure to effective ministry systems/structures

Internship Characteristics/Values:

- a) Student Value: Equip students for effective ministry.
- b) Student Participation: Students actively participate in the design and fulfillment of these standards and objectives.
- c) Cooperative Fellowship: Value ministry within the Assemblies of God in a way that faithfully fulfills the vision of a "voluntary cooperative fellowship".
- d) Biblical Fidelity: Students develop ministry that is faithful to biblical teaching, values, principles and world view.
- e) Flexibility: Students can "tailor" their internship experience in ways that better meet their needs and fulfill the requirements.
- f) Encourage Development: Students value and develop the skills needed to pursue spiritual, personal and professional development throughout their life.

Mandatory Standards for Credentialing with the A/G

Overview: Six Standards with Four Elements

The SNEMN-SOM internship consists of six standards. Each standard contains three elements that enable the student to meet the standard and achieve the learning objective. The elements in each standard contain:

1. A “hands on” learning standard.
2. Evaluation forms and written reports.
3. Interaction with mentor.

Standards:

The standards designated in this internship strategy as “mandatory” are components of the credentialing requirement for the General Council of the Assemblies of God.

SNEMN-SOM Mentor:

The mandatory standards that are designated in this internship strategy are components of the credentialing requirement for the General Council of the Assemblies of God

Mentor Qualifications:

An appropriate and qualified Mentor must:

1. Be an ordained Assembly of God minister.
2. Not be a relative of the student.
3. Willingly follow the policies and guidelines of the SNEMN-SOM internship process.
4. Willingly complete and submit the required SNEMN-SOM mentor’s reports.
5. Willingly invest significant time in the intern and the internship process.
6. Refer students to others who have greater expertise in areas and when it is in the best interest of the student.
7. Consult with the mentoree and approve and submit the mentoree’s “internship plan”.
8. Communicate concerns regarding the intern or the process with SNEMN-SOM leadership.
9. Maintain positive, transparent and mutually beneficial relationship with SNEMN-SOM/mentoree.

Student Requirements:

Written Work:

Student is required to submit a written report (1 page maximum) for each standard. The report should include two distinct sections:

Examination: A brief description of their experience.

Evaluation: A brief reflection on the “pros and cons” of their experience.

All reports are to be submitted to SNEMN-SOM for evaluation. They are due at the end of the internship process along with the **SNEMN-SOM Internship Student Summary**. Reports are to be typed; no more than 1 page in length and meet the generally accepted standards of grammar, punctuation, spelling and notation. Students who fail to submit acceptable reports and summaries or meet other standards will not receive credit for their internship.

Journaling:

Students are required to consistently (not necessarily daily) keep a journal. Each journal entry should include most or all of the following:

- 1) Scriptures read
- 2) Scriptural insights
- 3) Prayer Needs
- 4) Answered Prayer
- 5) Insights gained from non-biblical reading
- 6) Reflections on personal spiritual growth including insights, challenges and victories.

Students are not required to submit their journal to SNEMN-SOM for evaluation but are required to discuss significant insights, questions or concerns that arise from this process with their mentor.

Journal entries may focus on the student’s self-understanding and introspection, reflect on their view or scripture, life and ministry, or their relationship with God, family, the church, co-workers or others. Special emphasis should be given to insights, questions or concerns that arise as part of the SNEMN-SOM internship process.

Ministerial Relationships:

Actively participating in Network events, interacting with other ministers and churches and building significant relationships with others in ministry are critical parts of the SNEMN-SOM internship. Students are to actively engage in these activities, discuss their experiences with their mentor.

Standards for Certified Ministry Internship:

Standard 1: Sacerdotal Functions

Objective: To gain competence in performing sacerdotal functions by planning and/or participating in and/or observing and evaluating of a funeral, wedding, baptism and communion under the guidance of a mentor.

Standard 2: Discipleship

Objective: To gain competence in discipleship by planning and participating in an established lay discipleship process within the church or creating a mentoring relationship with another believer.

Standard 3: Pre-Marital Counseling

Objective: To gain competence in pre-marital counseling by planning and/or participating in, or observing and evaluating a pre-marital counseling session OR reviewing and evaluating a pre-marital counseling resource recommended or approved by the mentor.

Standard 4: Personal Evangelism

Objective: To gain competence in personal evangelism by mastering a witnessing strategy, presenting the gospel to a non-believer and seeking to engage them in pre-conversion and/or post-conversion discipling.

Standard 5: Personal Spiritual Growth

Objective: To gain competence in the process of personal spiritual growth by keeping a prayer and devotional journal consistently for six months that includes:

- 1) Scriptures read
- 2) Scriptural insights
- 3) Prayer Needs
- 4) Answered Prayer
- 5) Insights gained from non-biblical reading and
- 6) Reflections on personal spiritual growth including insights, challenges and victories.

Standard 6: Ministerial Relationships

Objective: To gain competence in ministry by developing significant relationships with other students, ministers, missionaries, sectional and Network leadership, and those who lead Network ministries.

Incremental Reading:

Incremental reading from the Recommended Reading List on the last page of this document is encouraged for all students.

Under extenuating circumstances, if a student is not able to complete one of the above standards, the student may request approval from the SNEMN-SOM Internship Director to read one of the books for that standard from the Recommended Reading List. If approved, the student will submit a one page reflection on the book that will replace the 1 page summary for that standard.

SNEMN School of Ministry

Student Certified Internship Registration

Student Name: _____ Phone: _____

Address: _____

City: _____ ST: _____ Zip _____

Email: _____

Home Church: _____ City: _____ ST: _____

Mentor Name: _____

Student Signature: _____ Date: _____

Once this document is complete, please email it to the SNEMN-SOM Internship Director.



Certified Internship Mentor Covenant

I agree to serve as the **Internship Mentor** for: _____ who is fulfilling the internship requirement for Assemblies of God ministerial credentials through SNEMN-SOM.

I recognize that the role of **Internship Mentor** is critical to the successful completion of the SNEMN-SOM internship and covenant with the student and SNEMN-SOM to carry out this responsibility to the best of my ability and affirm that:

- ☐ I have read, understand and commit myself to carrying out the mentor responsibilities described in the SNEMN-SOM internship strategy.
- ☐ I have read, understand and commit myself to carrying out the learning objectives described in the “steps to completion” for each internship standard.
- ☐ I agree to model “best practice” and excellence in ministry.
- ☐ I agree to fully cooperate with SNEMN-SOM leadership and the student.
- ☐ I agree to help the student identify and approve a more qualified “Mentor” for any standard in which I cannot provide a “best practice” experience.
- ☐ I agree to attend and fully participate in any mentor training provided by SNEMN-SOM.
- ☐ 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 should I fail to carry out these responsibilities, the student is required to seek another mentor in order to successfully complete their 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 their responsibility and will notify the SNEMN-SOM Internship Director of my decision.

Mentor Name: _____ Cell Phone: _____

Mentor Signature: _____ Email: _____

Church: _____ City: _____ ST: _____

Once this document is complete, please email it to the SNEMN-SOM Internship Director.



Certified Internship Student Summary

Student Name: _____

When you have completed the required internship standards, complete this report and return to the SNEMN-SOM Internship Director along with the 1 page summary reports required for each standard.

1. Sacerdotal Functions	Date	Duties	
Baptism			
Communion			
Funeral			
Wedding			

2. Discipleship	Yes	Date
Discipled/mentored a lay person(s) in a local church:		

Person or persons discipled: _____
 Areas of discipleship taught: _____

3. Premarital counseling	Yes	Date
Conducted a session, observed a session conducted by pastor or other counselor or reviewed a pre-marital counseling resource:		

4. Personal Evangelism	Yes	Date
Presented the gospel to a non-believer:		
Engaged in pre-conversion and or post/conversion discipleship:		

5. Personal Spiritual Life	Yes	Date
Consistently kept a prayer and devotional journal for six months:		

6. Ministerial Relationships	Yes	Date
Attended Network Regional Meeting: See Network website for dates.		
Attended Annual Network Conference: See Network website for dates.		

Student Signature _____ Date: _____

Certified Internship Mentor Evaluation

SNEMN-SOM Mentor Evaluations:

Students are required to meet the standards and objectives stated in this internship strategy. Students and mentors should closely adhere to the process outlined for each standard which are designed to insure the value and integrity of the internship process. Mentors are to hold students to a high standard of compliance and performance. Mentors are to evaluate the student's efforts in relation to the stated objective and determine whether the student's work is "excellent"; "average" or "unacceptable". In each standard, identify at least one strength, one weakness and one way the student could improve this area. Use and attach additional sheets as needed.

Students whose efforts are deemed "unacceptable" are to meet with the mentor to identify concerns and design a plan to repeat or create an appropriate substitute learning standard. Mentors are to notify the SNEMN-SOM leadership that the student work was deemed "unacceptable" and the steps they plan to take to help the student achieve an acceptable rating. The student may repeat the standard as many times as needed.

Sacerdotal functions: Attach additional sheets as needed.

Standard	Excellent	Average	Unacceptable
Baptism			
Communion			
Wedding			
Funeral			

Standard	Ex./Avg./Unacc.	Strength	Weakness	Improvement
Sacerdotal Functions:				

Discipleship:				
Pre-Marital Counseling:				
Personal Evangelism:				
Personal Spiritual Life:				
Ministerial Relationships:				

Mentor Signature_____Date:_____

Certified Ministry Internship

Recommended Reading

a. Sacerdotal Functions

Blain, Robert. The Funeral and Wedding Handbook. Lima OH: CSS Publishing Co. 2001.
Engle, Paul ed. Bakers Wedding Handbook. Grand Rapids, MI: Baker Book House, 1994.
Pickthorn, William E. Ministers Manual, Vol. 1-3. Nashville, TN: Word Publishing, 1965.

b. Discipleship

Barna, George. Growing True Disciples. Ventura CA: Issachar Resources, 2000.
Watson, David. Called and Committed. Wheaton, IL: Harold Shaw Publishing, 1982.
Comer, John Mark. Practicing The Way. WaterBrook Publisher, 2024
Peterson, Eugene. A Long Obedience in The Same Direction. IVP Publisher, 2021.

c. Pre-Marital Counseling

Hardin, Jerry and Dianne Sloan. Getting Ready for Marriage Workbook: How to Really Get to Know the Person You're Going to Marry. Nashville, TN: Thomas Nelson, 1992.
Rainy, Dennis. Preparing for Marriage. Ventura CA: Gospel Light Pub. Co. 1997.
Wright, H. Norman. Before You Say I Do. Harvest House Publishers, 2019

d. Personal Evangelism

Coleman, Robert. The Master Plan of Evangelism. Grand Rapids, MI: Baker Books, 1993.
Fools Talk - Recovering the Art of Christian Persuasion (Os Guinness)
Frost, Michael. Surprise the World The 5 Habits of Highly Missional People. NavPress, 2015
Keller, Tim. How to Reach the West Again. Redeemer City to City, 2020
Wright, W.T. Simply Christian: Why Christianity Makes Sense. HarperOne, 2021.
Fitch, David. Faithful Presence - Seven Disciplines that Shape the Church for Mission. IVP, 2016.

e. Personal Spiritual Development

Foster, Richard. Celebration of Discipline. San Francisco, Harper & Row Pub. Co., 1978
Macdonald, Gordon. Ordering Your Private World. Nashville, TN: Thomas Nelson, 1984
Willard, Dallas. The Spirit of the Disciplines. San Francisco, CA: Harper Collins, 1991.
Foster, Richard. Devotional Classics. HarperOne, Revised 6/28/2005.

f. Ministerial Relationships

Harmon, Nolan. Ministerial Ethics and Etiquette. Nashville, TN: Abingdon Press,
Shelley, Marshall ed. Leading Your Church Through Conflict and Reconciliation. Minneapolis, MN: Bethany House Publishers, 1997.
Scazzero, Peter. Emotionally Healthy Leadership. Zondervan, 2015
Bolsinger, Tod. Canoeing the Mountains: Christian Leadership in Uncharted Territory. IVP Publishers, 2018