

Southern New England Ministry Network



School of Ministry Licensed Internship Booklet

In fulfillment of the ...

ASSEMBLIES OF GOD, GENERAL COUNCIL INTERNSHIP REQUIREMENTS

FOR

PERSONS SEEKING MINISTERIAL CREDENTIALS

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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 Licensed Ministry Internship:

Standard 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 by having the mentor/coach to attend observe and evaluate an appropriate board meeting or portion of a board meeting the student chairs.

Standard 2: Biblical Counseling

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

Standard 3: Personal Finance

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

Standard 4: Benevolence

Objective: To gain competence in benevolence ministries by developing a report on all benevolence agencies in their community and by reviewing the churches benevolence policies, practices, record keeping and funding.

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 district leaders and those who lead district 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 Licensed 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.



Licensed 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.



Licensed 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. Church Administration	Yes	Date
Conducted or observed and analyzed a church board meeting with a Mentor:		

Mentor in church board meeting: _____

2. Biblical Counseling	Yes	Date
Conducted a counseling session under the guidance of a Mentor:		
OR observed and evaluated a counseling session:		
OR reviewed and evaluated biblical counseling resource:		

Mentor monitoring counseling session: _____

3. Personal Finances	Yes	Date
Prepared a personal family budget:		

Evaluated by: _____

4. Benevolence	Yes	Date
Reviewed and evaluated churches benevolence policies, practices, funding etc:		

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

6. Ministerial Relationships	Yes	Date
Attended Regional Tour:		
Attended Annual Network Conference:		

Student Signature _____ Date: _____

Licensed 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.

Standard	Ex./Avg./Unacc.	Strength	Weakness	Improvement
Church Administration:				
Biblical Counseling:				

Personal Finances:				
Benevolence:				
Personal Spiritual Life:				
Ministerial Relationships:				

Mentor Signature _____ Date: _____

Licensed Ministry Internship

Recommended Reading

a. Church Administration

- 1.
- 2.
- 3.

b. Biblical Counseling

- 1.
- 2.
- 3.

c. Personal Finance

Clements, Patrick. Financial Freedom. Sisters OR: VMI Publishers, 2003.

Burkett, Larry. The Complete Financial Guide for Young Couples: A Lifetime Approach to Spending, Saving Investing. Colorado Springs, CO: Chariot Victor Publishing, 1993.

Burkett, Larry. The Financial Planning Workbook. Chicago, IL: Moody Press, 1990.

Cooley, Don. A Steward's Journey: Solving the Money Maze. Colorado Springs, CO: ASJ Resources LLC, 2002.

d. Benevolence Ministries

Sjogren, Steve Conspiracy of Kindness. Ann Arbor, MI: Servant Publications, 1993.

e. Personal Spiritual Development

Bridges, Jerry. The Practice of Godliness. Colorado Springs, CO: NavPress, 1983.

Sanders, J. Oswald. Spiritual Maturity. Chicago, IL: Moody Press, 1962.

Wilson, Jack M. But Thou, O Man of God. Liberal, KS: Aplinglow Publishing, 1991.

f. Ministerial Relationships

Autry, James. The Servant Leader. Roseville, CA: Prima Publishing, 2001.

Maxwell, John. The 360 Degree Leader. Nashville, TN: Thomas Nelson Publishers, 2005.

Trent, John, Ron Cox and Eric Tooker. Leading from Your Strengths. Nashville, TN: Broadman, Holman Publishers, 2004.

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