

Unity Urban Ministerial School

Handbook for Internship in Church Ministry

Introduction

This document outlines the requirements for completion of the Church Internship required by Unity- It includes responsibilities of the Candidate, the Mentoring Minister, the host Church or Center, Unity Urban Ministerial School (UUMS), and Unity.

To be ordained by-Unity, a Candidate must have graduated from UUMS and have been accepted into the Unity Ministerial Path.

During their fourth or final year in the UUMS Program, those students are required to successfully complete a 9-months internship in a Unity Church or Center under the guidance of an ordained Unity Minister and in cooperation with Unity and UUMS.

The intention is to provide the candidate with different and progressive levels of skill development by allowing the candidate to observe/shadow, experience, perform, and participate in a variety of Ministerial activities.

Goals of the Internship

The primary goal of the Church Internship is to provide each Ministerial candidate with practical experience in a successful church. The secondary goal is to be a beneficial presence for the host church and participating Minister(s). The feedback process will also benefit Unity in its continuing process of educating successful Ministers.

Requirements for Candidates (Students)

Candidates must meet the following prerequisites before beginning the internship:

- Acceptance into the Ministerial Path through Unity.
- Successful completion of all interviews leading up to Admissions
- Graduation from UUMS
- Approval of the UUMS and Unity administrator

To provide standardization and assure maximum benefit of the internship, Candidates must:

- Maintain a Weekly Log to verify their activities
- Meet weekly with Mentoring Minister
- Submit Quarterly Reflection Report of activities/experiences to UUMS (NOTE: Reflection reports are totally confidential)
- Submit Part C: Student Evaluation of the Internship at end of program (attached)

Expectations for Candidate Experience

Each Candidate will experience:

- Integration of classroom instruction and Ministerial consciousness with "real world" church activities
- Exposure to and awareness of Ministry skills and consciousness within a church setting
- Exposure to other professionals in church ministry
- Opportunity to apply Unity principles and Unity consciousness in a "real world" environment

- Opportunity to evaluate personal learning objectives
- Opportunity to identify and work on personal strengths and weaknesses in ministry
- Activities that are close to actual "solo ministry"

Offering opportunities may include, but not be limited to:

- Worship Service opportunities
 - Plan at least one worship service
 - Give at least two messages
 - Lead at least two meditations
 - Day-to-day church operations
 - Assist Minister in day-to-day church operations
 - Observe church financial processes
 - Participate in at least three board meetings
 - Observe/oversee volunteer activities or ministry teams
 - Participate in/observe staff supervision
 - Participate in/observe strategic planning project based on church vision statement
 - Participate in/observe marketing, media and/or community outreach project

Special Services/Adult Learning

- Perform at least four special services; wedding, funeral/memorial, baptism/christening, and at least one holiday service. If you cannot perform these services, you may lead additional Sunday Services
- Lead two workshops
- Teach two adult classes (preferably 6-weeks each)
- Prayer and Meditation (scheduled and spontaneous)
 - Prayer service
 - Healing service
 - Individual requests
- Pastoral Care
 - Provide spiritual counseling at least six times upon approval of minister
 - Provide hospital and home visitation, with safety and feasibility considerations
- Youth and Family -Ministry
 - Attend at least one Youth Education training
 - Participate in a Youth Conference (IYOU, Regional Rally, Uniteen Retreat)
 - Assist in a Youth Classroom-at least once. If there is no Youth Ministry at the host ministry, intern, at the discretion of the Minister Mentor, my complete this requirement at another Unity Church.
- Other
 - Attend Regional/Sub-Regional meetings
 - Gain knowledge of-Unity and Regional services available
 - Practice Self-Care

Requirements of Minister Mentor

- Willing to serve as Candidate's mentor during 9-month internship
- Ordained by Unity
- In good standing with Unity
- At least three years in successful church ministry

- At least one year in the host church
- Not on sabbatical during Candidate's internship
- Complete and submit UUMS Internship Agreement and Church Ministry Application (attached)
- Complete and submit Part A: Mentoring Minister Evaluation of Intern, and Part B: General Internship Evaluation, at end of program (attached)

Requirements of Host Ministry

- In good standing with Unity
- Honor the Unity Urban Ministerial School's program/expectations
- Willing to work with Unity Urban Ministerial School and Candidate
- Willing to support the Mentoring Minister in this process
- Large enough to meet all/most of the Candidate's qualifying requirements
- Adequate opportunities for Candidate to achieve or experience ministry

Responsibilities of Mentoring Minister

Ensure Candidate is able to experience as many of the following during internship as possible:

- Day-to-day business of the church
- Board meetings where financial and other decisions are made
- Volunteer activities
- Sunday services
- Prayer activities (personal and public)
- Youth and Adult education programs
- Hospital/home visitation
- Local/Regional ministerial association meetings
- Public relations activities that support the church: Marketing, Media, Outreach

Observe and evaluate Candidate's performance:

- Ministerial presence (listening/interpersonal skills, attitude, etc.)
- Leadership skills, responsibility, self-discipline, maturity
- Professional appearance/demeanor
- Actions in keeping agreements
- Verification of documented hours completed

Check-in meetings

- Schedule and hold weekly meetings for planning, feedback, Q&A
- Oversee and evaluate Candidate's participation in projects/activities
- Complete evaluation of Candidate in 45th week of internship
- Discuss Candidate's performance during final week of internship
- Submit written report to Executive Director of Unity Urban Ministerial School after final meeting (form attached)
- Submit written evaluation of entire experience to Unity Urban Ministerial School (form attached)

Internship Agreement

Date: _____

Ministerial Candidate: _____

Ministry: _____

Supervising Minister: _____

We are aware of the requirements involved with hosting a ministerial candidate as part of Unity Urban Ministerial School's Internship program, and we are willing to devote the time and resources necessary.

We agree to provide the candidate with an opportunity to experience and participate in those activities that are available in this ministry.

We agree to complete all forms necessary for Unity Urban Ministerial School to evaluate the program, the candidate, and the ministry.

Application to be filled in by the mentor/minister

Unity Urban Ministerial School

Internship in Church Ministry

Church Application

I. Internship Church Please answer the questions below.

Name of Church & Location: _____

Name of Minister(s): _____

Name of mentor if not the minister: _____

Contact Information - Email / Phone: _____

Church Size (Family 25-50 / Pastoral 50-150 / Program 150-400 / Corporate 400+): _____

Approximate average attendance / Pioneered by you? _____

II. Requirements for an Internship Church

Please put a check mark by qualifications you meet.

- ☐ Minister is a Unity ordained minister.
- ☐ Minister has been in a successful ministry for at least 3-5 years.
- ☐ Minister is in present church for a minimum of 1 year, with preference of 3+ years. (Mitigating factors to be approved by Unity)
- ☐ Neither church nor minister is in a review process with the Ethics Review Team.
- ☐ Minister is in good standing with Unity.
- ☐ Church/minister honors and supports the work of Unity Urban Ministerial School and Unity.

III. Of the following areas, which can you offer the Intern in your church?

- ☐ Participate in Sunday Service: platform / give the lesson / lead meditation
- ☐ Teach class or workshop for adults and/or youth
- ☐ Attend Board meetings as well as other meetings
- ☐ Attend Staff meetings
- ☐ Day-to-day church business
- ☐ Observe financial procedures
- ☐ Work with volunteers
- ☐ Offer personal and public prayer
- ☐ Perform wedding/memorial/baptism/blessing when possible
- ☐ Observe marketing, media, and/or community outreach
- ☐ Participate in weekly short internship review sessions with mentor, as explained in the handbook.
- ☐ Other (explain)

V. Why would you like an intern?

Have you spoken with a student before applying? If yes, name of student.

Do serve on a Ministerial Interviewing Team_____

Does your Board know about and support this idea? _____

Thank you for being willing to be the Host of an Internship.

Our current process:

1. If the ministry is already approved for internship, the UUMS Faculty will contact the ministry for availability.
2. If the ministry is not already on the approved list, the UUMS will contact Unity with this application for approval.
3. The UUMS confirms this approval with the student.
4. At least two weeks before the beginning of the term, the student will contact the ministry to have a conversation about arrangements.

Please review, sign, and date below.

I agree to hold sacred and confidential all interactions between the student, Unity Urban Ministerial School Faculty and Staff, the church and myself. If for any reason this is not possible, I will inform UUMS and Unity credentialing staff.

Signature _____

Date _____

Please return this form either electronically to Campbell.unity@gmail.com or mail to Rev. Sandra Campbell, 2116 SW Walden Drive, Lee's Summit, MO 64081.

Part A: Mentoring Minister Evaluation of the Intern

Internship in Church Ministry

Minister Supervisor: _____

Ministry: _____

Email / Phone #: _____

Intern: _____

Dates of Internship: From / To / Number of Documented Hours:

Evaluation of the Intern

Rubric or Standard	Needs much Improvement	Sufficient for now	Well Done	NA
S/he adapted well to this ministry	☐	☐	☐	☐
S/he made connections with people	☐	☐	☐	☐
S/he was very enthusiastic & took initiative	☐	☐	☐	☐
S/he displayed maturity & confidence	☐	☐	☐	☐
S/he accepted responsibility or correction when necessary	☐	☐	☐	☐
S/he was dependable & kept agreements	☐	☐	☐	☐
S/he has suitable listening & communication skills	☐	☐	☐	☐
S/he learned quickly & eagerly	☐	☐	☐	☐
S/he honored the existing church policies	☐	☐	☐	☐
S/he could admit areas to work on	☐	☐	☐	☐

S/he seemed sensitive to others	☐	☐	☐	☐
S/he was willing receive my input & feedback	☐	☐	☐	☐
S/he did excellent work throughout	☐	☐	☐	☐
S/he displayed spiritual maturity and a spiritual presence	☐	☐	☐	☐
Other	☐	☐	☐	☐

Evaluation of Specific Activities

(discuss areas of strength and need for growth)

Participation in Sunday service:

Prayer activity:

Board & other meetings:

Work with volunteers:

Involvement with Youth Education:

Participation in Adult Education:

Contribution to Administration activities:

Other:

In what areas have you noticed this intern is particularly strong?

In what areas have you noticed this intern still needs to grow?

Is there anything else you feel this intern needs to learn or develop to prepare for his/her ministry?

Overall performance evaluation: 1 excellent, 0 satisfactory, -1 unsatisfactory _____

Date on which this evaluation was discussed with the intern _____

Intern signature _____

Minister signature _____

Submit to:

Rev. Sandra Campbell, 2116 SW Walden Drive, Lee's Summit, MO 64081 or
Campbell.unity@gmail.com. 816-525-7505

Part B: Mentoring Minister Evaluation of the General Internship Experience

Minister Supervisor: _____

Ministry: _____

Email / Phone #: _____

Intern: _____

Dates of Internship: From / To / Number of Documented Hours:

Evaluation of Experience

The ministry benefited from having an intern ☐ Yes ☐ No

I benefited from working with an intern ☐ Yes ☐ No

Goals of Internship seemed attainable ☐ Yes ☐ No

Things that worked well with the Internship experience (not the intern):

Suggestion for improvement of the process:

Is there anything you feel that Unity Urban Ministerial School could provide to assist our interns in being more prepared to serve you and the ministry? Or provide you as their mentor?

Would you like to have Unity Urban Ministerial School interns in the future? (If no, please explain):

Submit to: Rev. Sandra Campbell, 2116 SW Walden Drive, Lee’s Summit, MO 64081 or
Campbell.unity@gmail.com. 816-525-7505

Part C: Student Evaluation of the Internship

Internship in Church Ministry

Minister Supervisor: _____

Ministry: _____

Email / Phone #: _____

Intern: _____

Dates of Internship: From / To / Number of Documented Hours:

Evaluation of the Mentoring Minister

My Observation and Discernment	Wanted More	Often True	Well Done	NA
My mentor met with me regularly	☐	☐	☐	☐
S/he was available to answer my questions	☐	☐	☐	☐
S/he was available to assist me when needed	☐	☐	☐	☐
S/he provided me helpful feedback	☐	☐	☐	☐
S/he used compassionate communication	☐	☐	☐	☐
S/he was willing to listen to me	☐	☐	☐	☐
S/he accepted my input	☐	☐	☐	☐
I received an adequate level of supervision	☐	☐	☐	☐
His/her attitude to UUMS and UWM was positive	☐	☐	☐	☐

Evaluation of the Ministry Experience

My Observation and Discernment	Wanted More	Often True	Well Done	NA
The amount of work I was given was realistic	☐	☐	☐	☐
I was treated as a professional at the Church	☐	☐	☐	☐
The responsibilities I was given were realistic	☐	☐	☐	☐
I had opportunity to interact with staff	☐	☐	☐	☐
I had opportunity to interact with Board members	☐	☐	☐	☐
I had opportunity to interact with congregants	☐	☐	☐	☐
Others	☐	☐	☐	☐

Student Evaluation - Experience Notes

What kind of experience did you have in each of the following areas?

Sunday Service:

Prayer activity:

Board meeting:

Volunteer activity:

Youth education:

Adult education:

Administrative activities:

Other Comments, Needs, Suggestions:
