

# PROCLAMATION PRESBYTERIAN CHURCH

## PASTORAL INTERNSHIP

### Purpose

To raise up godly men, mature in life and doctrine, to serve as pastors in Christ's church. We aim to establish and equip interns in both their personal practice of holiness, as well as their vision for ministry in the local church.

### Internship Philosophy

Our Pastoral Internship program is a long-term investment in the global church's health and well-being. We firmly believe the local church has a necessary role to play in preparing future pastors for ministry. Based on our location and the resources God has entrusted to our care, Proclamation Presbyterian Church has the unique responsibility to come along side seminary students by training them in the proclamation of the Word, prayer, shepherding the flock, and relational ministry—all the while growing in their character and personal discipline in the Lord. Seminary training is a precious gift, but it does not compare with the local church in terms of the hands-on-training, one-on-one discipleship, behind the scenes observations, and individual evaluation.

### Who can apply?

Any man over the age of 21 who is actively preparing for pastoral ministry in the future (e.g., attending seminary).

### Requirements for Interns

- Must be in broad agreement with our church's doctrinal standards: the Westminster Confession of Faith and Catechisms.
- Fill out an application (see Application for Pastoral Internship).
- Regularly attend AM and PM worship services during the length of the internship.
- Attend or teach a Sunday School class and be a part of a small group during the length of the internship.

### Details of the Internship

- The internship is a 1- or 2- year program that is active for 10 months of the year, September through June. Current first year interns must be evaluated and approved by the senior pastor in the spring of their first year in order to continue for a second year.
- The internship averages 450-500 total hours, or around 10-13 hours a week.
- Interns will receive a small stipend to compensate them for the time given to their work—\$6000 for the first year and \$8000 for the second.
- The interns will each attend one conference with the staff during the course of the internship at the expense of the church. First year interns will attend a mid-year pastor's conference (such as Together for the Gospel). Second year interns will attend the PCA's General Assembly in June.
- There are two new openings per year for the internship program (4 total).

- The Senior Pastor will select the interns from among the applicants, who in turn must be approved by the Session.

### **What do I do as an Intern?**

The internship has three components: Experience, Mentoring, and Ministry Opportunity

The first year of the internship will include:

- I. Experience (170 hours)
  - A. Attend Session Meetings (55 hours)
  - B. Attend at least one Diaconate Meeting, one Missions Committee Meeting, and one Staff Relations Committee Meeting (10 hours)
  - C. Attend One Conference (0 hours)
  - D. Attend at least one wedding rehearsal and ceremony (if possible) (5 hours)
  - E. Attend at least one funeral and visitation (if possible) (5 hours)
  - F. Attend at least one Presbytery Meeting (5 hours)
  - G. Meet one-on-one with several elders (10 hours)
  - H. Disciple one younger man in the congregation (35 hours)
  - I. Make hospital calls, elders calls, and new member calls as asked (25 hours)
  - J. Meet with different people in the congregation as assigned (20 hours)
  
- II. Mentoring (130 hours)
  - A. Meet with Ben every other week (45 hours)
  - B. Meet with the other pastoral staff on the opposite weeks (45 hours)
  - C. Attend Church Officer training in the winter
  - D. Reading (20 hours): prep for discipleship times
  - E. Create a Class Outline (20 hours): The intern will outline an eight week Adult Education class.
  - F. Come under care of the Philadelphia Metro-West Presbytery. Have your internship approved by the LDC.
  - G. Be open to feed back and assessment of your call to ministry.
  
- III. Ministry Opportunity (130 hours)
  - A. Assist in worship as called upon (10 hours)
  - B. Preach at least twice in an evening service (80 hours)
  - C. Teach at least three times (Adult education, Children's Sunday School, youth group, etc.) (30 hours)
  - D. Teach/lead a small fellowship group at least twice (10)

The second year of the internship will include:

- I. Experience (180 hours)
  - A. Attend Session Meetings (55 hours); you will be asked to lead the book discussion once at a session meeting

- B. Attend at least one Diaconate Meeting, one Compassion Committee Meeting, and one Finance Committee Meeting; you will be asked to chair a committee meeting during the year (13 hours)
  - C. Attend at all Presbytery Meetings (20 hours)
  - D. Attend General Assembly of the PCA in mid-June (0 hours)
  - E. Meet one-on-one with at least 3 elders (8 hours)
  - F. Disciple one younger man in the congregation (35 hours)
  - G. Make hospital calls, elders calls, and new member calls as asked (25 hours)
  - H. Meet with different people in the congregation as assigned (20 hours)
  - I. Attend at least one church officer candidate interview with the Elder Interviewing Team (2 hours)
- II. Mentoring (90 hours)
- A. Meet with Ben once a month (15 hours)
  - B. Meet with the other pastoral staff (30 hours)
  - C. Reading (20 hours): prep for discipleship times
  - D. Attend one pastoral counseling session, with the express permission of the counselee(s) (2 hours)
  - E. Create a Class Outline (20 hours): The intern will outline a four Adult Education classes in his 8-week series
  - F. Pursue Licensure in the PCA by taking the necessary exams with the PMWP Leadership Development Committee
  - F. Be open to feed back and assessment of your call to ministry.
- II. Ministry (225 hours)
- A. Assist in worship as called upon (20 hours)
  - B. Preach at least twice in an evening service (80 hours)
  - C. Teach at least six times (Adult education, Children’s Sunday School—in different ages, Refinery, Japanese Ministry, etc.) (30 hours)
  - D. Co-teach/lead a small fellowship group (70)
  - E. Attend weekly session prayer meetings (25 hours)

Sunday worship services, small group involvement, conference/General Assembly, and Sunday School attendance are not counted toward the hours of the internship.

**Stipend Provided**

First year interns	\$6,000
Second year interns	\$8,000

Books and conference expenses are covered

**PROCLAMATION PRESBYTERIAN CHURCH**  
**Pastoral Internship Application**

Name\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_

Email\_\_\_\_\_

Where is your church membership?

Have you read the Requirements for Interns and do you agree to them?

Please list two or three references (non-relatives) who can give accurate testimony to your character, Christian commitment, and gifts for ministry. Include name, address, telephone, and email.

Please answer briefly, in complete sentences, the following questions. Use a separate sheet if necessary (but try to be brief). If you are using this sheet, please print neatly.

1. How did you become a Christian?

2. Describe your sense of call to pastoral ministry (include both how you feel called and how others have confirmed gifts and effectiveness in you for pastoral ministry).

3. Describe your previous involvement in church and Christian service, especially areas of leadership.
  
4. Describe your practice of spiritual disciplines (e.g., prayer, Bible reading, memorization, fasting, journaling, etc.)?
  
5. What are a few of your spiritual gifts and personal strengths?
  
6. What do you need to work on?
  
7. Who are some the authors, people, or books that have been most formative in your Christian life?

Please return the completed application to Pastor Ken by May 15. If you are not a member of PPC, please include a resume and cover letter. A decision on your application should be made by the end of May. Keep in mind, there are currently only three openings and we do not automatically take three people each year.