



Internship Development Packet

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WHY AN INTERN PROGRAM?

A key Vineyard value is to equip believers to do the ministry. In addition to this, we want to train those who are called into full time service to plant and to pastor churches with our philosophy of ministry. Our Pastoral Intern Program aims to fulfill this objective. This program is geared toward those who could potentially be sent out to plant or pastor within 1-2 years. Pastoral interns will be mentored by our professional staff, trained in ministry and theology, and they will be expected to serve in and lead various ministries at The Vineyard Church. Interns will gain first hand knowledge of and experience in what it is like to be a part of a pastoral team. In addition, they will learn to manage their lives and ministries: setting goals, establishing priorities, making plans, and evaluating their work and significant relationships for more effectiveness and better planning.

The benefits of interning are manifold: participating in the ministry and relationship with the Vineyard Church pastoral team; free admission to designated conferences and training events; a possible \$200 a month stipend; educational and training resources from the mentoring pastor (training manuals, tapes, and other materials); opportunity for spiritual growth; and acquisition of skills, experience, and a workable plan for leaving here and entering the ministry or planting a church. In addition, the intern in good standing will receive letters of recommendation from our staff.

WHAT DOES AN INTERNSHIP LOOK LIKE?

A regular internship lasts one year and is 20 hours/week, not including specific training in Vineyard Institute.

The following is the content of the internship curriculum:

Ministry Training: The intern will attend staff meetings, participate in planning, pastor on call, and regular meetings with the intern's mentoring pastor; attend staff training sessions and events. In addition the intern will participate in 2-3 conferences per year, leading and multiplying small groups, exposure to different areas of church life (ministries to children, young adults, youth, men, women, compassion ministries, evangelism, and assimilation, pastoral care and counseling- including weddings, funerals, discipleship, worship, administrations, etc).

Theological Training: The mentor pastor will assess the intern's needs for theological training. Part of the internship could include reading books, writing papers, etc.

Optional Vineyard Institute: For interns needing formal leadership and biblical training. This includes two academic intensives (12 hours of instruction in a weekend per quarter in the areas of biblical studies, systematic and historical theology; practical courses in leadership, power ministry, administration, interpreting scripture, church planting, and spirituality.

PASTORAL INTERN JOB DESCRIPTION

General Qualifications:

1. A contagious and consistent relationship with Jesus Christ and a reputation that is excellent both within and outside the church community. A well-established set of disciplines in worship, bible study, prayer, repentance, peacemaking, purity, service, giving, witnessing, submission, simplicity, and guidance from the Holy Spirit. Well-ordered relationships and household: healthy family life, well-behaved children, faithful to one's spouse (if applicable) in every respect. If single, chaste and a good example in relationships with the opposite sex. Character qualities pursuant of 1 Timothy 3 and Titus 1 (read and complete Appendix A).
2. A track record of tithing to the local church, serving in ministry, loyalty to pastoral leadership, and evidence of leadership and calling to full-time ministry.
3. Free from addictions and life-dominating sins, willing to limit one's liberty for the sake of others.
4. Demonstrated competence in doing the work of the ministry. The intern should be able to demonstrate gifting and ability as necessary for pastoral ministry (complete Appendix B).
5. A commitment to the Vineyard Statement of Faith, values, practices, and philosophy of ministry.

Specific Qualifications:

1. If married, a spouse who enthusiastically supports participation in the program and who will freely agree and solemnly commit to seeing it through.
2. Enthusiastic and unqualified recommendation by a pastor who confirms the candidate's call to ministry.
3. The time and energy to work at least 20 hours a week as an intern.
4. Financial provision to be able to do an internship in light of the limited stipend from the church (complete Appendix C).
5. Intention to plant a church or serve on the pastoral staff of a church soon after completing internship.

Responsibilities and Duties:

1. Attend all classes, training events, staff meetings, etc., and complete all assignments agreed upon in Vineyard Institute (if attending), pastoral staff, and as otherwise directed by the mentoring pastor.
2. Lead a small group and multiply at least once during the year.

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3. Participate in our Pastor on Call (POC) referral system at least a half day a week.
 4. Participate in at least one wedding and one funeral in the course of the year.
 5. Participate in various other ministries of Vineyard Church, such as: healing, evangelism, discipling, deliverance, teaching, missions, children's ministry, student ministries, young adults, spiritual formation, recovery groups, ministry to the poor, leading ministry times, and intercessory prayer.
 6. Participate and serve in designated church services, duties before and after church services, intercessory prayer meetings, evangelism and outreach events, etc.
 7. Completion of a strategic plan within a stipulated time frame. A rough draft of a 2-3 year plan will be due in the ninth month of the internship. It will be reviewed by the mentoring pastor, who will in turn critique it and return it to the intern for the preparation of the final draft. At this point, the mentoring pastor will make a recommendation about the intern's suitability for pastoral ministry in the future. If the mentoring pastor and the intern agree that church planting should be part of the 2-year strategic plan, the intern should begin preparations with the church planting coordinator 6-9 months before the expected launch date. If pastoral ministry in another church is more likely, the mentoring pastor and intern should make a plan for possible ministry placement.

Reporting Relationships, Evaluations, and Assessments:

1. The intern will report to his/her mentoring pastor who, in turn, reports to his/her supervising pastor. The mentoring pastor will keep the supervision pastor apprised of the progress of the internship.
2. Periodic evaluations will be given by the mentoring pastor: 3 months, 6 months, and 1 year. The supervising pastor may participate in any of these evaluations. The initial commitment of the mentoring pastor to the intern is for only 90 days pending this first evaluation.
3. The mentoring pastor will meet once a week with the intern for the first 90 days, then the meetings will continue on a weekly or semi-weekly basis according to the discretion of the mentoring pastor.
4. All of the intern's written work and evaluations will be kept on file with their applications, references, and letters of recommendation from us.
5. To help locate the working style, traits, strengths and weaknesses, the intern should take the DISC test and the Meyers-Briggs personality assessments.
6. As small group leaders, interns will also be expected to report to their pastoral leader.

Costs and Benefits:

1. Many programs of this kind throughout the country require a substantial tuition to enroll. However, at Vineyard Church we believe that the necessary sacrifices and simplicity of lifestyle that is demanded for a 20-hour per week commitment to training and ministry, along with an untiring work ethic, is a sufficient cost.
2. We may provide the intern with a \$200/month stipend.
3. The mentoring pastor will provide a number of training tools and resources: manuals, tapes, or other materials. The intern may also have a stipend for resources from the Vineyard bookstore.
4. Participation in ministry and relationship with Vineyard's pastoral team.
5. Incredible opportunity for spiritual and occupational growth.
6. Acquisition of skills, experience and a workable plan to leave here and plant a church or enter the ministry of another church.
7. Free admission to all conferences and training events sponsored by the Vineyard Church.
8. Letters of recommendation from our staff.

MENTORING PASTOR JOB DESCRIPTION

- I. Hiring an Intern:
 - A. Application
 - B. Financial considerations
 - C. 20 hr/week including at least 1 day a week at the church

- II. Responsibilities
 - A. Job Description and Probationary Goals
 - 1. Verify adequate time, energy, resources, and strength of family support to successfully negotiate the program. Set the intern's job description and the goals for the 3-month probationary period.
 - B. Training
 - 1. Assess intern's theological preparation, negotiate remedial training, and supervise any studies in assigned areas. Assess intern's working style, traits, strengths and weaknesses.
 - 2. Allow the intern to attend the mentor's lay leadership training meetings, counseling appointments, and to work with the mentor in other pastoral duties.
 - C. Weekly Meetings
 - 1. Establish regularly set meetings with the intern to review the past week, current goals, and encourage spiritual disciplines.
 - 2. Provide counsel, direction, and ministry to the intern (and spouse if applicable) as needed.
 - D. Evaluations
 - 1. After three months of working with the intern, complete the evaluation form, confer with the supervising pastor, and decide whether to continue with the internship if it is mutually agreed upon with the intern.
 - 2. Complete the evaluation form and review with evaluation with the intern after 3 months, 6 months, and 1 year. See Appendix D.
 - 3. Ask the intern to complete the evaluation form for the mentoring pastor at the end of the internship. See Appendix E.
 - E. Nine-Month Strategic Plan

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1. Review the intern's strategic plan for future ministry, confer with the supervising pastor, and give written critiques back to the intern so he/she can modify and complete a final draft before the 1-year internship is completed.

III. Ministry Placement

1. At 9-month strategic plan review, give pastoral counsel to the intern regarding future ministry involvement, whether lay ministry, church planting or pastoral ministry.
2. Write a letter or recommendation after working with the intern for 9 months, if this is possible.
3. Communicate to the church planting coordinator plans and preparation for church planting if this is part of the 2-year strategic plan.
4. If the mentoring pastor recommends pastoral ministry, the pastor and the intern should put together a plan for ministry placement.

III. Reporting Relationship

- A. All matters pertaining to the performance of Interns and the general functioning of the program should be reported to the supervising pastor.

IV. Supervising Pastor Job Description

A. Responsibilities

1. Oversee the mentoring pastor's screening and recruiting of intern. Confirm or deny the nomination.
2. Oversee the mentoring pastor's training, evaluation, and assessment of the Intern.
3. Support the mentoring pastor in any way possible to ensure the success of the internship.
4. Oversee budgetary concerns related to the internship.
5. Review the goals for the intern and the strategic plan of the intern. Give written critiques.
6. Verify the intern's minimum participation in the program of 20 hours per week.
7. Review curriculum intern would use to teach any Vineyard Institute course.
8. Write letters of recommendation for the intern if merited.

INTERN APPLICATION

PERSONAL INFORMATION

Full Name: _____ Spouse's Name: _____

Home Address: _____ City: _____

State: _____ Zip: _____

Home Phone: (____) _____ Work Phone (____) _____ Date of Birth: __/__/__ Gender: _

Employer's Name: _____

Work Address: _____ City: _____ State: _____ Zip: _____

Marital Status: Single: Yes No Married: Yes No Date of Marriage: __/__/__

Widowed: Yes No Date: __/__/__ Divorced: Yes No Remarried: Yes No

Please attach an explanation if divorced or remarried, especially re: circumstances in relationship with biblical truth.

Names and Ages of Children:

_____	_____
_____	_____
_____	_____

How long have you been a Christian? _____ Are you a member of The Vineyard Yes No

If Yes for how long? _____

If more space is needed, write out your response on a separate piece of paper and attach.
How long have you been involved with the Vineyard movement in general, and this Vineyard Church in particular?

How long have you been a Christian? _____ Are you a member of The Vineyard Yes No

If Yes for how long? _____

If more space is needed, write out your response on a separate piece of paper and attach.
How long have you been involved with the Vineyard movement in general, and this Vineyard Church in particular?

In what church ministries or activities are you currently involved and with what degree of regularity?

What other Christian service have you done since becoming a Christian?

Is your spouse fully supporting your decision to commit to this intern program? Please explain:

Describe your devotional life in terms of your practice of the spiritual disciplines: prayer, worship, bible study, small group fellowship, witnessing, giving, simplicity, guidance from the Holy Spirit, etc. Describe your level of conviction and consistency of practice.

What books have you read recently that have helped you spiritually?

Describe your financial situation and how you plan to provide for yourself and/or your family while you intern at Vineyard?

Do you tithe 10% consistently? Yes No

Please write essays (up to 150 words each) to answer the following questions (attach):

- Give an account of your conversion to Christ, the changes this brought about in your life, and the nature of your Christian experience.
- Discuss what you know about God's calling in your life and your vision for your future. Has this calling been confirmed by others?
- What are your areas of gifting?
- What are your expectations for this internship regarding your training, opportunities, spiritual development and goals? What are your expectations for your relationship with your mentoring pastor?

EDUCATION AND EXPERIENCE

What degree or degrees do you hold?

Date degree received: _____ Issuing Institution _____

Major(s): _____ Minor(s): _____

Cumulative grade point average: _____ Graduate Work: _____

List other work or experience that may have significance for your preparation for the ministry:

Place	Type of Work/Experience	Dates
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List any other education or ministry experiences that you have had, including short-term opportunities abroad:

List any conferences in which you have participated in or seminars that you have led:

Are you knowledgeable of and committed to the Vineyard statements of faith, values, and priorities?

Yes No If "No," explain:

Applicant's Signature: _____ Date: _____

Spouse's Signature: _____ Date: _____

Reference

Instructions: Complete Section 1 and then have your pastor or the ministry leader you serve complete Section 2.

1. To Be Completed by the Applicant (Please print):

Applicant's Name: _____

Applicant's Address: _____ City: _____ State: _____ Zip: _____

Phone (____) _____

Waiver of right of access to confidential statement: I, the undersigned, hereby voluntarily waive any right to inspect the content of this reference.

Applicant's signature: _____ Date: _____

2. To Be Completed By the Pastor or Ministry Leader Served By the Candidate:

The above candidate has applied to participate in a year-long pastoral intern program at the Vineyard Church, and he/she has given us your name as a reference. Your comments are very important to us; therefore, please provide your honest, complete, and careful evaluation. Please return this completed form to:

Pastor: Enter Pastoral contact info here.

1. How long have you known the applicant?
2. How long has the applicant served under your leadership?
3. How well do you know the applicant?
Close personal relationship; Fairly well; Casually; By name only
4. How would you describe the applicant's lifestyle?
5. How would you describe the effectiveness of the applicant's service in ministry?

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6. What spiritual gifts are evident in the applicant's life?
7. What evidence have you observed that leads you to believe the candidate is called into full-time Christian service as a minister of the Gospel of Jesus Christ?
8. Describe the applicant's home situation and the way he/she related to significant relationships:
9. If married, how would you describe the applicant's relationship with his/her spouse? (Circle one) Healthy and mature; Reasonably stable but with unresolved issues; Definite problem: Explain:
10. Is the applicant's reputation above reproach both inside and outside the church and is it consistent with biblical teaching? (Circle one) Yes No
If no, explain:
11. In social relationships with peers, the applicant is: Sought out Accepted
Tolerated
Comments:
12. Which of the following present the greatest challenge to the applicant? The applicant's spirituality, cooperativeness, submissiveness to authority, honesty, tactfulness, good judgment, willingness to do hard work? Explain:
13. Other comments about the applicant's suitability for entering full-time pastoral ministry:

RECOMMENDATION CONCERNING ACCEPTANCE:

If you were a pastor of the Vineyard Church with the mandate to train the best candidates for full-time ministry, knowing what you know about the candidate, would you think it wise to accept this applicant?

- Yes, enthusiastically
- Yes, with reservations
- No
- I would like to discuss this recommendation by phone

Name (please print) _____ Title _____

Church/Ministry _____

Address _____ City _____ State ____ Zip _____

Home phone (____) _____ Work phone (____) _____

Signature _____ Date _____

INTERN CONTRACT

As a participant in the Vineyard Pastoral Intern Program, I agree to abide by the standards of conduct and to fulfill the duties and responsibilities listed in the Pastoral Intern Job Description. If at any time I am unable or unwilling to fulfill the terms and conditions of that document, I will voluntarily withdraw from the program. This contract is to be filled out by the prospective Intern, the mentoring pastor, and agreed upon as well as signed by the supervising pastor. Copies of the completed contract should be kept by those who have signed it for future reference and for the evaluation of the intern's work.

Intern's Name: _____ Home Phone (____) _____

Work Phone (____) _____ Address: _____

City: _____ State: _____ Zip: _____

The internship will begin ____/____/____ and end ____/____/____ with _____

serving as the mentoring pastor and _____ serving as the supervising pastor.

The Pastoral Intern Job Description will be modified and clarified in the following way:

General:

Specific:

Task	Day of Week	Time
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3-Month Goals
Ministry Training:

Theological Training:

Estimated hours per week _____

SUPERVISION

Weekly Meeting (day & time) _____

Dates of Evaluations:

3-month _____ 6-month _____ 9-month _____ End of internship _____

Anticipated periods of absence, if any:

From: _____ To: _____ From: _____ To: _____

Intern's Signature _____ Date: _____

Mentor's Signature _____ Date: _____

Supervisor's Signature _____ Date: _____

APPENDIX A

Qualifications for Leadership - The following list of qualifications has been included for your personal study.

God wants certain kinds of leaders in His church. It is interesting to note that in both Timothy and Titus not once do they say that it is necessary for a man to have the gift of an evangelist, the gift of pastor-teacher, or the gift of administration. Nor do they state that one in leadership must possess certain knowledge of their individual spiritual gifts. Of the twenty specific qualifications listed by Paul in 1 Timothy 3 and Titus 1, eighteen are related to a man's reputation, ethics, morality, temperament and personal habits.

These qualifications can clearly be discerned in a person possessing them when a careful, long-range evaluation is made by those who have lived in a close relationship to these men. We praise the Lord He has not left the church in the dark today, pondering what should be the marks of the spirit-made man. In 1 Timothy 3:1-7 and Titus 1:5-10, Paul gives the profile of a Godly leader. These are the kinds of people who are to lead Christ's Church.

1. **Above reproach** (1 Timothy 3:2, Titus 2:7). A Godly leader is to have a good report. He is to be found blameless and free from improper, non-Christian behavior.
2. **Husband of one wife** (1 Timothy 3:2; Titus 1:6). In a culture frequently practicing polygamy, the apostle Paul asserts that a leader is to be a "one-woman man," meaning he is to be loyal to her and her alone.
3. **Temperate** (1 Timothy 3:2, Titus 1:8). A leader must be able to demonstrate self-control and not be in bondage to himself and the desires of the flesh. He is to be stable and spiritually solid. He is to be characterized as having a clear, biblical, spiritual perspective on life.
4. **Prudent** (1 Timothy 3:2, Titus 1:8). He is to be sensible, wise and well balanced in his judgment. Such an individual cannot be given to quick superficial decisions based on immature thought processes. He must know the priorities.
5. **Respectable** (1 Timothy 3:2). A leader must demonstrate good behavior in the management of all the outward affairs of his life so as to be honored for it.
6. **Hospitable** (1 Timothy 3:2, Titus 1:8). His life must demonstrate an open heart for the lonely, rejected, and strangers in an unselfish and willing manner. His home life and personal life are to be characterized by hospitality.
7. **Apt to teach** (1 Timothy 3:2, Titus 1:9). A Godly leader must be teachable and he must be able to communicate God's truths to others and to "exhort in sound doctrine" with a loving and gentle spirit (2 Timothy 2:24, 26). This word is used to describe a sensitive, teaching attitude rather than the gift of teaching or the office of teacher.
8. **Not given to wine** (1 Timothy 3:2, Titus 1:8). Literally means "sober." A leader must not be addicted to wine, drugs, or alcohol. He is to be in control of himself.

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9. **Not self-willed** (Titus 1:7). A leader of the church is not to be self-centered, self-directed, or concerned about himself.
 10. **Not quick tempered** (Titus 1:7). He must be patient and in control of his own spirit, not one who becomes quickly angry.
 11. **Not pugnacious** (1 Timothy 3:3, Titus 1:7). Literally, not a physical fighter. A Godly leader must not be a striker or given to physical violence. He must be characterized with forbearance and tenderness.
 12. **Not quarrelsome** (1 Timothy 3:3). A leader must not be given to a quarrelsome, debating spirit, or a spirit of selfish argumentation.
 13. **Gentle** (1 Timothy 3:3, Titus 1:7). Denotes equitable - not insisting on the letter of the law. A Godly leader must look humanely (realistically) and reasonably at the facts of a case.
 14. **Free from the love of money** (1 Timothy 3:3, Titus 1:7, 1 Peter 5:2). A leader must not be given to greed or be stingy with his material blessings.
 15. **Manages his own household well** (1 Timothy 3:4, Titus 1:6). A leader must have the respect of the family and be recognized as the leader of the household. He must keep his children under control with dignity. "But if a man does not know how to manage his own household, how will he take care of the church of God." (1 Timothy 3:5).
 16. **Good reputation with the world** (1 Timothy 3:7). A leader must be respected in character and integrity to the unbelievers in this world.
 17. **Loving what is good** (Titus 1:8). He is a lover of good things and must not follow after and desire things that are evil and sinful. He must desire to do the will of God in everything. (1 Peter 5:2).
 18. **Just** (Titus 1:8). A Godly leader must be fair and impartial. He must be one who makes objective judgements based on solid principles.
 19. **Devout** (Titus 1:8). He must be holy in his practical life.
 20. **Not a new convert** (1 Timothy 3:6). He must demonstrate the reality of his conversion and the depth of his spirituality.

Leadership Evaluation

"But let each one examine his own work and then he will have reason for boasting in regard to himself alone and not in regard to another. For each one shall bear his own load." (Galatians 6:4-5 NAS). Note: These qualities are to characterize a leader's lifestyle. Perfection is not in view. The Lord knows we are all "people under construction." This evaluation is for your personal use (if accepted to the program, bring this with you as we will look at this as a group approximately 90 days into the program).

Qualifications for Spiritual Leadership

Instructions: Circle the number where you perceive yourself (1 being lowest, 7 being highest).

QUALITY	SCRIPTURES	CIRCLE ONE
1. Above reproach; not open to justifiable accusations	Titus 1:6	1 2 3 4 5 6 7
2. A "one-woman man"	Titus 1:6	1 2 3 4 5 6 7
3. Temperate, not living thoughtlessly	Ephesians 5:15	1 2 3 4 5 6 7
4. Sensible; sober-minded	Titus 1:8	1 2 3 4 5 6 7
5. Respectable; disciplined life	1 Timothy 3:2	1 2 3 4 5 6 7
6. Hospitable; given to hospitality	Titus 1:8	1 2 3 4 5 6 7
7. Able and capable to teach; also teachable	Titus 1:9	1 2 3 4 5 6 7
8. Not addicted to wine; not a drunkard, not given to excess	Titus 1:7	1 2 3 4 5 6 7
9. Not self-willed; preferring others above himself	Titus 1:7	1 2 3 4 5 6 7
10. Self-controlled, not quick-tempered	Titus 1:7	1 2 3 4 5 6 7
11. Nonviolent; physically gentle; non-combative; in control of his temper	Titus 1:7 1 Timothy 3:3	1 2 3 4 5 6 7
12. Not contentious; not quarrelsome; able to work well with others	1 Timothy 3:3	1 2 3 4 5 6 7
13. Gentle; possessing a gentle spirit; patient and kind with others	1 Timothy 3:3 Titus 1:7	1 2 3 4 5 6 7
14. Free from greed, not money-hungry, not loving money	Titus 1:7 1 Peter 5:2	1 2 3 4 5 6 7
15. Managing home and children; home and children under control with dignity	1 Timothy 3:4-5	1 2 3 4 5 6 7

16. Good reputation with unsaved, well thought of by non- Christians in the community	1 Timothy 3:7	1	2	3	4	5	6	7
17. Love what is good; to do good, not evil	Titus 1:8, 2:12 Philippians 4:8-9	1	2	3	4	5	6	7
18. Just; equitable; fair-minded; blameless in duties towards God and man	Titus 1:8	1	2	3	4	5	6	7
19. Devout; pursuing holiness in daily life	Titus 1:8; 2:12	1	2	3	4	5	6	7
20. Not a novice; not a beginner in the faith or a brand-new Christian	1 Timothy 3:6	1	2	3	4	5	6	7

APPENDIX B

How comfortable or familiar are you with the following:

	Uncomfortable Unfamiliar								Very Comfortable Very Familiar	
	1	2	3	4	5	6	7	8	9	10
Old Testament	1	2	3	4	5	6	7	8	9	10
New Testament	1	2	3	4	5	6	7	8	9	10
Theology (Scholarly)	1	2	3	4	5	6	7	8	9	10
Personal Bible Study	1	2	3	4	5	6	7	8	9	10
Prayer/Intercession	1	2	3	4	5	6	7	8	9	10
Hands-On Ministry	1	2	3	4	5	6	7	8	9	10
Evangelism	1	2	3	4	5	6	7	8	9	10
Discipling	1	2	3	4	5	6	7	8	9	10
Worship/Praise	1	2	3	4	5	6	7	8	9	10
Academic Study Habits	1	2	3	4	5	6	7	8	9	10
Reading Ability	1	2	3	4	5	6	7	8	9	10
Public Speaking	1	2	3	4	5	6	7	8	9	10

APPENDIX C

Monthly Finances

SECTION 1. INCOME

Take-home pay _____
Bonuses _____
Interest _____
Dividends _____
Other income _____
TOTAL INCOME _____

SECTION 2. EXPENSES

Fixed Expenses

Rent or mortgage _____
Loan payments _____
Tithes and Offerings _____
Insurance premiums (home, auto) _____
Property taxes _____
Income taxes _____
Other taxes _____
TOTAL FIXED EXPENSES _____

Savings and Investments

IRA contribution _____
Other sav./invest. _____
TOTAL SAVINGS & INVESTMENTS _____

Variable Expenses

Home furnishings _____
Maintenance/repairs _____
Home services _____
Utilities (phone, gas, electric, water) _____
Groceries, etc. _____
Eating out _____
Clothing _____
Transportation (gas, repairs) _____
Health care/Beauty _____
Education/child care _____
Recreation _____
Gifts _____
Personal _____
Pocket money _____
Other: _____
TOTAL VARIABLE EXPENSES _____

TOTAL EXPENSES _____
SECTION 3. SUMMARY
TOTAL INCOME _____
TOTAL EXPENSES (MINUS) _____
NET CASH SURPLUS _____

APPENDIX D

Intern Reviews (3 & 6 Months)

Place an x for the primary score and √ for the secondary score.

1. Relationships: Intern's relationship with peers, supervisor, and other staff.

- Outstanding Comments:
 Superior
 Good
 Needs Improvement
 Serious Deficiency

2. Leadership: Intern is a respected leader and is able to deploy new leaders.

- Outstanding Comments:
 Superior
 Good
 Needs Improvement
 Serious Deficiency

3. Character: Intern's personal integrity, holiness and teachableness.

- Outstanding Comments:
 Superior
 Good
 Needs Improvement
 Serious Deficiency

4. Development: Intern initiates development of new skills to adapt to the evolving requirements of the internship.

- Outstanding Comments:
 Superior
 Good
 Needs Improvement
 Serious Deficiency

5. Management: Intern demonstrates an ability to manage time, organization in ministry projects, efficiency in work, and initiative in leading others in ministry.

- Outstanding Comments:
 Superior
 Good
 Needs Improvement
 Serious Deficiency

1. Intern fulfilled or exceeded expectation in these ways:

2. Some needed corrections or adjustments include:

3. Goals for the next 3-6 months:

Ministry:

Theology:

APPENDIX E

Intern's Evaluation of Internship / Mentoring Pastor (Exit Evaluation)

Do you feel that you received valuable training, that you have been better equipped to do ministry through your internship? How so?

Do you feel that work distribution was equitable and appropriate for your job title? Why or why not?

Did you complete a Strategic Plan for the next few years of your life and did your overseeing pastor review it? In what ways was this a helpful exercise?

Do you feel as though your overseeing pastor invested in you and was a mentor to you? What did your overseeing pastor do or not do to make you feel this way?

Do you feel that you had adequate training for pastoral ministry through your internship?
Why or why not?

Overall, what would you say of your experience as an intern at the Vineyard Church?

multiplyvineyard™

We're here to help your church be healthy and multiply.

Multiply Vineyard's vision is to extend the kingdom of God by helping our local churches fulfill their God-given call to multiply the church. We work alongside existing churches to help facilitate multiplication of new Vineyard churches who will in turn transform their local communities.

WANT TO READ MORE RESOURCES LIKE THIS ONE?

Go to www.multiplyvineyard.org/library

Contact the Multiply Vineyard Team

email: office@multiplyvineyard.org

website: multiplyvineyard.org

forum: multiplyvineyard.org/forums

twitter: [@multiplyvin](https://twitter.com/multiplyvin)

facebook: www.facebook.com/multiplyvineyardusa