

# Field Mentor

## Internship Handbook



## **Our Mission Statement**

***BBC exists to raise up leadership for the Lord's church by:***

- ***Preparing students for full-time ministry,***
- ***Preparing students to serve as church leaders,***
- ***Providing students with spiritual enrichment.***

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# CONTACT INFORMATION

## For general college/contact information:

Boise Bible College .....8695 W. Marigold St.  
Boise, Idaho 83714  
Phone Number ..... (208) 376-7731  
Fax Number..... (208) 376-7743  
Web Address..... [www.boisebible.edu](http://www.boisebible.edu)

## For general internship information

Outreach Coordinator ..... Curt Nordhielm  
Phone Number ..... (208) 376-7731  
Cell Phone..... (603) 661-5724  
Email address..... [chordhielm@boisebible.edu](mailto:chordhielm@boisebible.edu)

Internship Coordinator ..... Nadene Mack  
Direct phone line..... (208) 489-7424  
Email address..... [nmack@boisebible.edu](mailto:nmack@boisebible.edu)



# Welcome!

We are glad that you are interested in investing in the learning and growth of a Boise Bible College intern. As an internship Field Mentor, you become a partner with BBC in the education and training of ministry students.

It is important you understand what an internship at BBC is and what it is not. It is a relationship between God, the Field Mentor, and the college; partnering to shape and train a student to be a leader on Christ's behalf. A BBC internship is not a chance for a church to get some cheap ministry help. It's not merely hands-on ministry experience for a student. It is ministry of supervising, coaching, mentoring, and molding young men and women to be leaders and servants of the gospel.

Being a Field Mentor takes a willingness to invest time and energy in to the life of a student –leading, providing feedback, coaching, encouraging, correcting, and helping the intern become more and more like Christ. It is a chance to fulfill our calling as Christian leaders—equipping others for the work of ministry. If you have the time and heart to invest yourself in this way, we invite you to become a partner with us in the endeavor of raising up a leadership for the Lord's Church.

If you have not already done so, instructions for requesting an intern can be found at the end of this handbook. Please take the time to read through this handbook entirely before making your request. If you have questions about anything, please contact our internship coordinator.

# WHY AN INTERNSHIP?

For thousands of years, people learned to be carpenters, metal workers, stone masons and skilled workers of all types through an apprenticeship process. That is essentially what a BBC internship is—field-based learning. We hope this is a dynamic learning experience for our student. It is a chance to bring the world of college and the world of ministry together . . . to add some “on-the-job training” to the college experience. It is similar to taking the college classroom to church—where you become a partner in the educational process. The intern is given some hands-on experience in ministry while continuing to deepen learning through the laboratory of your local church ministry. The intern is in ministry *with* you to learn, grow, and develop as a follower and servant of Christ. In a very real sense, you are fulfilling your ministry by “equipping the saints for the work of ministry” (Ephesians 4:11)

Think back to *your* first ministry . . . lots of knowledge and zeal but little direction. The internship gives students the opportunity to test what they are learning in the classroom, adjusting, modifying, and deepening their understanding. As a Field Mentor, you get the chance to help them think through difficult issues, develop new skills, and reflect theologically on their experiences, so their ministry flows from a god-informed pastoral identity. The goal of all the internship process is for the intern to increasingly internalize the thinking, feeling, and willingness of a servant of Christ.

Our deepest hope and prayer is that, while in partnership with your ministry of mentoring, the student’s whole inner being will become so much like Christ’s that they will naturally and routinely do His works in the world.

## The Components of Training Church Leaders

There are three key areas of development in preparing students to be Christian leaders—knowledge, skills, and character. All three are interrelated in forming servant leaders and internships are a central part of each.

### **Knowledge**

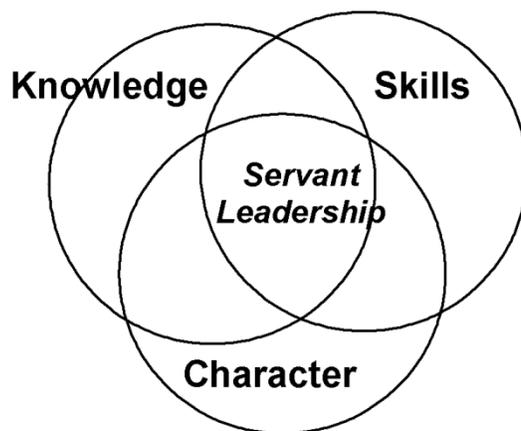
The classroom excels at imparting knowledge. In order to truly internalize this information, however, students must wrestle with applying it out in the field.

### **Skills**

Our practical ministries departments do well at simulating actual ministry settings, and tying assignments and projects to the reality of ministry in the field. An internship in a local church or established mission has a distinct advantage in providing a consistent arena in which students can acquire and refine ministry skills in a live setting.

### **Character**

Character refers to the settled traits of the soul that enable students to consistently make right choices. In the Bible, Christian leadership is the overflow of Christian character. Both BBC and the Church must make this area of development a priority if future leaders are to succeed in bringing glory to Christ through their life and their work.



# CORE VALUES GUIDING THE INTERNSHIP EXPERIENCE

A lot of time, prayer, and thought have gone into the internship process at Boise Bible College. There are several core values that we want to guide the internship experience.

## **Mentored Ministry Experience**

In order for an internship to be most effective the intern needs to be mentored during the experience rather than being left to figure it out on their own.

## **Character Development**

Ministry is the overflow of character. Therefore, we want the intern to be intentional about developing key character traits in addition to acquiring skills.

## **Learning through Reflection**

We see internship as an extension of the classroom—it is a learning activity. To learn from experience the intern needs to ask good questions, seek and pay attention to feedback, and practice self-evaluation.

## **Experiencing the Relational Side of Ministry**

Ministry happens in relationships. Therefore, we want the intern to experience staff meetings, elders meetings, conflict resolution, pastoral visitations, learning the context and culture of the ministry setting, and generally just dealing with people.

## **Significant Ministry Responsibility**

At some point during the internship experience, we want them to have some experience where the outcome depends on their leadership. We want them to be given some responsibility where they have to lead and make it happen.

The overall goal is that the intern increasingly internalizes the thinking, feeling, and willingness of a servant of Christ. Our deepest hope and prayer is that their whole inner being may become so much like Christ's that they naturally and routinely do His work in the world.

# What the Intern Needs From You

## **Orientation**

It helps interns get to speed much more quickly if you provide some sort of orientation. A good orientation helps them become a part of the team. Introduce them to the history of the church/organization, its mission, and goals. Help them get to know coworkers and understand working relationships and protocol. Familiarize them with the regular calendar that affects their schedule. Orient them to the financial procedures: reimbursement for expenses, buying supplies, etc.

## **Time**

The most important thing you can give to interns is your time. We expect you to meet at least once a week. This should include elements of a staff meeting, but it also ought to be a time for mentoring. Much of what they will learn will come from being with you, watching you and picking your brain. In addition to your regular weekly meetings, try to find other ways to involve them in your schedule. Have them over for dinner. Let them spend time with your family and see how you relate to your spouse and kids.

## **Feedback**

Provide feedback in your weekly meetings. Let them know what you've appreciated about their work. Tell them what kind of growth you've seen. Offer correction and constructive criticism. Good supervision always includes both affirmation and correction.

## **Mentoring**

As young men and women who are trying to become like Christ, interns need (and often long for) a man or woman more mature in Christ to take them under their wing and help them become who they long to be, but aren't yet. They need you to provide an open, trusting environment of accountability, and support that will empower them to put on Christ. Being a good supervisor is really being a good mentor: You love, nurture, encourage, build up, pray for, admonish, and confront, when necessary, in love.

You should also consider working with interns to choose someone else also in the congregation who can provide accountability in the areas of thought life, devotional life, integrity, and character development. Such an additional relationship can be a real blessing to their growth and development.

It is important that you don't make the assumption that interns are already mature Christians who are ready to take the reins of leadership. Paul exhorts Timothy to not put a new convert into a position of church leadership, "lest he become conceited and fall into the condemnation incurred by the devil" (1 Timothy 3:6). Most students are young, and some are fairly new converts. Some of them have natural leadership abilities that can give them and the churches they serve a false impression of maturity and competence, but in reality they are in the process of becoming mature leaders. The process is important. Some still have important character issues where they need to put off the old and put on the new. Most of them are beginning to think through and commit to a biblical philosophy of ministry. Plain and simple, these students need help putting theory and theology into practice. Patience is the key. No intern has ever thrived under condescension, criticism, or neglect.

Being an effective mentor often means asking more questions than giving answers. You want to help them think through issues. You want to prod them to wrestle with the unexamined assumptions underlying what they do. It is through this thinking process that their ministry-identity is formed. You serve as a coach and a guide. You provide a sounding board to help them reflect theologically on their ministry, so that their experience actually teaches them.

# What the College Needs From You

As an intern Field Mentor, you are a partner with BBC in training church leaders. In addition to coaching and mentoring the intern, we need you to be willing to do two things.

## **Communication**

Communication is key to success. We invite you to communicate with us as often as necessary—to ask questions, to clarify procedures, to seek guidance with issues. This communication is especially necessary if you have concerns about the intern. We want you to communicate these to us before they become a crisis, so that together we can work towards the best solution possible

## **Evaluation**

We need you to evaluate the growth and development of the intern for us. Each major field has a set of evaluation forms that need to be completed and returned to the college. These evaluations should grow out of your ongoing assessment of the intern's performance and growth during the weekly meetings. We expect you to review these evaluations with your intern before sending them to the college. These assessments help us in our efforts to monitor and mentor students learning and growth.

# The Learning Covenant

The first step for you as the Field Mentor is to work with the intern to write the learning covenant. The learning covenant is an agreement between the intern, the Field Mentor and faculty supervisor as to what the intern will do during the internship and what they hope to learn from it.

As you and the intern begin to write the learning covenant, you should first pay close attention to the competencies. Competencies are listed and explained beginning on the following page. What competencies would they especially like to work on? What competencies do they feel they need the most growth in? After you and the intern have discussed together, you should begin to create a list of responsibilities that will help them grow in those areas. This list will be their “job description” for the internship.

Finally, the intern needs to write several goals that tell what they intend to learn or how they hope to grow through the responsibilities of the internship. All of this needs to be typed and signed by the intern, the Field Mentor and the faculty supervisor.

# Competencies

At BBC, the portrait of a successful graduate appears in a variety of forms. The broadest descriptions show up as part of the school's **mission statement** to train up a leadership for God's church. This is then broken down into statements of broad **goals** for all students – academic, spiritual, and leadership. More details show up in the particulars of **program objectives**, and get fleshed out in even more detail in class syllabi as **course objectives**. For the benefit of all – Field Mentors, students, and even faculty – we have restated all of these goals and objectives as the skills or **competencies** the student should have at the end of the educational process.

These competencies provide the ministry-formation target for our students. They capture the main traits we want them to acquire as servants of Christ, and thus they are central to their educational and internship experience. On the following pages you will see those traits named, and a brief explanation of what each competency or trait looks like. Later on you will find that our assessment forms go even further and attempt to put into words what mediocrity, as well as excellence, in that area of competency looks like.

Please become familiar with these competencies. An official BBC internship is to be built around key competencies in the areas of character, knowledge, and skill. Thus, at the heart of the learning covenant are the competencies a particular student needs to be developing. Obviously, Field Mentors might have a student doing some projects that don't tie directly to one of the competencies mentioned in the learning covenant, but **it is important that the bulk of an internship be deliberately centered around helping the student grow in the competencies named in the learning covenant.**

## **CHARACTER**

**Devotion to God** - Lives a God-ward life: focused on God; set apart, consecrated to God and treats God and His things with sacred respect

**Gentleness** - Considerate and congenial; favorable disposition; thoughtful of others; not pushy, demanding, self-seeking, or argumentative

**Integrity (Honesty)** - Above reproach; just, upright, and above board in all dealings, consistently does what is right; respects authority and rules; honest, person of his/her word

**Proper Relationship to Assets** - Is "free from the love of money"; content; not greedy; lives within means; not weighted down with debt; generous

**Self-Giving** - Doesn't seek own advantage; doesn't have to get own way; sacrifices self to serve the gospel and others; genuinely concerned about the welfare of others.

**Self-Discipline** - Can do what needs to be done when it needs to be done; moral self-control; overall life of discipline

**Sexual Purity** - An example of holy and honorable sexuality; puts distance between self and sexual immorality

**Speech** - Speech is clean, helpful, and respectful; characterized by truth and love rather than demeaning and harsh

**Submission to Authority** - Operates with a spirit of submission to the authority of Scripture and to those in authority in the church, at work, in family relationships, and in society.

## **LEADERSHIP**

**Guided by a New Testament Model of the Church** - Embraces the Restoration Movement ideal of trying to shape the contemporary church around the New Testament model

**Guided by a Well-Defined Philosophy/Theology** - Guided by a philosophy that takes into account biblical theology as well as historical and contemporary practices and strategies

**Cultural/Regional awareness & sensitivity** - Operates with an awareness and sensitivity to customs and norms of the people; aware of potential risks of ministering in any kind of “cross-cultural” environment

**Mentoring/Discipling** - Has a philosophy that drives the mentoring process; follows a thoughtful and deliberate process in discipling people; Invests one-on-one time wisely

**Organization and Administration** - Capable of planning and managing the details involved in successfully running ministry teams and events.

**Servant Leadership** - Demonstrates leadership that is focused on building up others

**Team Building** - Able to recruit and train a team of people to work together to complete a project

**People Skills** - Approaches relationships and ministry strategies with an overall understanding of where people are at spiritually, psychologically, or at their stage in life

## **SKILLS** (Some skills are distinctive for specific programs)

**Baptisms** - Performs baptism with appropriate comments and dignity

**Caring for the Hurting** - Demonstrates compassion for people enduring difficult times in their life; effective at bringing comfort to people in hospitals, hospice care, nursing homes, etc.

**Church growth** - Has a self-sustaining and growing passion to promote the growth and health of Christ’s church

**Counseling** - Provides helpful biblical guidance to people; Maintains appropriate boundaries in the counseling relationship; keeps discussions confidential; knows when to refer

**Funerals** - Familiar with local funeral customs; effectively guides family through bereavement and funeral plans; conducts services with appropriate dignity; comments are appropriate and helpful to the family

**Ministry Expertise** - Able to handle tasks in the church’s evangelistic, worship, and teaching programs

**Pre-marital Counseling** - Has a well-designed pre-marital counseling process that effectively helps couples be prepared to enter into marriage relationship

**Parental Involvement/Relationship** - Understands, articulates, and promotes positive parental involvement for student ministry

**Preaching/Public Speaking** - Competent at preparing and delivering Bible sermons, devotions, messages, etc., in both formal and informal group settings

**Small Groups** - Effective at facilitating small group Bible studies, at training up facilitators, and at caring for the individuals within the group

**Teaching** - Able to prepare and deliver good lessons that are effective and appropriate for the students and situation

**Weddings** - Is familiar with legal requirements; effectively runs the rehearsal; Plays role in the wedding service with comments and conduct that honor God and are appropriate to the dignity of the occasion

**Witnessing/Personal Evangelism** - Is effective at leading a person to Christ; Regularly creates opportunities to talk to unbelievers about Christ

**Worship Leading** - Can effectively lead people in times of worship with purpose, with passion, and utilizing a variety of approaches

**Language Acquisition** - Displays a willingness to engage and work hard at the task of learning language.

**Accurate Assessments** - Efficiently and accurately assess the major issues being presented by the client. Maintains a clear biblical understanding of what it means to be human.

**Diagnostic skills** - Correctly diagnoses a person's problems by accurately analyzing all of the information and symptoms.

**Understands Human Development** - Has a clear understanding of how God desires humans to develop throughout life; capable of answering the questions: why are we alive , to whom do we belong, and how are we to live?

**Integration of Theology and Counseling** - Demonstrates a clear understanding of fundamental hermeneutical principles of biblical interpretation and the ability to apply biblical truths to a variety of circumstances in people's lives

**Proper Utilization of Major Theories** - Effectively employs various theoretical approaches appropriate for the occasion. Has an awareness of major theories in counseling and provides an eclectic, evidence based method of counseling that properly integrates the best biblical principles available.

**Terminology** - Is conversant in the terms and phrases that clearly communicate major methods and ideas particular to Christian counseling

**Worship Administration & Organization** - Abilities to select, arrange , and put into a workable format for the necessary components of a complete worship service including: music/worship, communion time, dismissal and any special need of the day; including recruiting and training others to fulfill the above.

**Production & Technology** - Has the experience and knowledge to run and/or supervise: sound equipment (microphones, amplifiers, speakers, sound boards), projection ministries (computer, power point, VPU)

**Musicianship** - Show technical artistry, confidence, and a ministry attitude in vocal and/or instrumental leading and performance

**Group Rehearsal** – Ability to lead rehearsals comprising of a variety of musicians with varying musical skills

**Music Literacy** – Understanding of the principles of Music Theory & History for effective communication with other musicians

**Evaluate and develop curriculum** - Is able to select, develop, or write a curriculum that effectively achieves its ministry goal with students

**Structure Christian Education for Ministry and Outreach** - Able to develop, implement, administrate/run effective ministry programs for the growth of church members and to reach the lost in the community

**ACADEMIC** – (While some of the following competencies don't even pertain to internships, they have been included for reference)

**Academic Skills** - Proficient in the ability to read, write, think, research, and speak

**Bible Knowledge** - Has broad knowledge of the details and themes of both the Old and New Testaments

**Broad Knowledge of the World** - Has a broad working knowledge of our world and such disciplines as history, philosophy, science, logic, theology, and psychology.

**Critical Thinking Skills** - Able to effectively interact with the world of ideas through research, critical thinking, and scholarly writing.

**Exegesis Skills** - Able to accurately exegete the Bible using a broad knowledge of the Bible and accepted principles of interpretation

**Familiarity with (and Current in) Chosen Field of Study** - Knowledgeable in a particular field of study, conversant with the terminology, key figures, and standard works; Widely read; Aware of the field's history; Abreast of current trends and developments.

**Greek Language Skills** - Capable of clarifying the meaning of Scripture through the knowledge of the Greek language

**Theology** - Able to understand and resolve (i.e., make sense of) complex theological issues



**TO REQUEST AN INTERN**  
Nadene Mack, Internship Coordinator  
[nmack@boisebible.edu](mailto:nmack@boisebible.edu)  
8695 W. Marigold Street, Boise, ID 83714  
Fax 208-376-7743  
Questions? Phone 208-376-7731

If you are viewing this electronically, click on the link below; or copy or type this in the URL search box.

<https://boisebible.wufoo.com/forms/m1rcbxbp1v2vajo/>

If you prefer, send an email to the internship coordinator with the following information included.

**Once we have established a partnership with you, a more informal personal communication is all that will be required to request an intern.**

Name Email

Church/Organization

Church/Organization Address

Phone - Office

Mobile Phone Number (Optional)

Additional Phone Number (Optional)

Briefly describe your church/organization:

Dates of service available (Choose All That Apply)

- Fall Semester (Approx. Sept 1 - Dec 15)
- Summer (approx. May 20 - Aug 10)
- Spring Semester (Approx. Feb 1 - May 1)

**In what area(s) are you qualified to serve as a mentor?**

Choose All That Apply

- Preaching
- Intercultural Studies/Missions
- Christian Education
- Adult Ministry
- Youth Ministry
- Children's Ministry
- Family Ministry
- Small Groups
- Women's Ministry
- Worship Ministry
- Other:

If you chose "Other," please provide additional detail.

- How many years of experience do you have in each area you have chosen to mentor?
- Describe the strengths you believe you bring to the table as a mentor.
- Describe the type of intern you believe you are best suited to work with.

What we're looking for here are things like age, gender, years of experience, personality, the degree program they're in, how far along in school they are, etc. Just indicate the issues that matter to you. If you don't have strong preferences feel free to indicate that.

**Will an Intern Position Be Available in the Near Future? If so, please describe that position.**

Because you are filling out this form, we assume you would like to begin mentoring immediately, please provide a description of what you envision the task and responsibilities will be for the intern. Also, please describe any financial assistance (housing, gas money, etc.) that could be provided.



