

HBC DSM – Pastoral Internship Program (PIP)

Objective

To provide qualified men an opportunity to be formally trained in preparation for pastoral ministry in obedience to 2 Timothy 2:2. Our desire is to help prepare these men to serve the Lord humbly and capably in whatever ministry position they pursue after their internship with us.

Methodology

Men who are selected to participate in the pastoral internship program (PIP) shall be committed to fulfilling the requirements outlined in this document. The intent will be to provide hands-on ministry experience that covers a breadth of skillsets necessary for pastoral ministry, such as teaching, preaching, counseling, mercy ministry visits, facilitating weddings/funerals, mediation, etc.. In addition to the hands-on experience, the candidate(s) will participate in regular 1-on-1 meetings with a member of the pastor team, read and discuss selected literature (journal articles, blogs, books, etc..) with their pastor-mentor, and complete assigned academic work (dependent on their schooling situation) such as drafting a doctrinal statement, philosophy of ministry statement, and so forth.

Timeframe

The pastoral internship program can be customized based on the candidate's situation and needs but **typically** it will not be shorter than one year. Exceptions may be made based on the situation of the candidate and the church. We believe this amount of time is necessary to help evaluate the character and calling of the candidate and to help prepare them for future pastoral ministry. The program will be tailored to the candidate upon completion of the application process and approval by the Board of Pastors. Considerations for customizing the program will include the candidate's desired trajectory for future ministry (i.e. church planting; youth ministry; missionary; etc..).

Qualifications

A candidate for the PIP must meet the following criteria:

- Give evidence of growth in the biblical qualifications for pastors (c.f. 1 Timothy 3 and Titus 1)
- Be a member in good standing of Harvest Bible Chapel Des Moines
 - If the candidate is not from HBC DSM, then they will need to be in good standing at their current local church to be considered. Pursuing membership at HBC DSM will be required for any internship of a year or longer.
- Actively involved in the local church (serving, small group, etc..)
- Committed to being mentored for the duration of the PIP
- Demonstrating humility and eagerness to grow and learn
- Receiving a recommendation from Harvest's Board of Pastors

Curriculum

The PIP is highly flexible and should be contextualized to accommodate the needs, calling, and gifting of the candidate, as well as the needs and opportunities of the church. The following expectations serve as an outline of the duties for the PIP. **These are intended to serve as guidelines, but they may be modified.**

Engagement

When possible and appropriate, the pastor-mentor should bring the candidate to ministry appointments and tasks to observe and learn. Opportunity should be given to discuss these experiences, as well as to share vision, experience, and philosophy. The time commitment of the pastor-mentor will vary, but allowance should be made for meaningful discussion and feedback.

Experience

- Weekly Responsibilities
 - Participate in a small group
 - Work through the apprenticeship process for small group leadership
 - Meet with your mentor for ongoing discipleship and accountability
 - Work through identified literature and educational material
 - This will vary depending on the candidate's situation and experience
 - High priority will be given to pursuing ACBC Fundamentals training
 - Assist in assigned area(s) of ministry within the church
- Monthly/Bi-monthly
 - Do (or observe) pastoral counseling
 - Attend pastor team meetings
 - Attend church staff meetings
- Quarterly
 - Preach at least once per quarter
 - Includes mentoring for the preparation and delivery of the message
 - Includes constructive feedback afterwards
 - Consider taking other teaching opportunities in the church, if available (Men's, Students, Equip Classes)
 - Includes mentoring for the preparation and delivery of the message
 - Includes constructive feedback afterwards
 - Meet with pastors at least once a quarter for assessment in spiritual maturity and character. Includes personal spiritual health, marriage, family, and witness to outsiders.
- Annually
 - Attend a conference that promotes growth and networking opportunities
 - This must be approved by your pastor-mentor.
 - Ideally, the pastor-mentor will attend with you.

Experience (continued)

- Occasionally
 - Attend/assist with weddings, funerals, hospital visits, membership and baptism interviews, service planning, and, possibly, the Lord's Table and/or baptism.
- Regularly
 - Open your home or join with fellow church members as an act of hospitality for the purpose of evangelism or fellowship.
 - Engage unconverted people with a view to sharing the gospel outside of the church.

Education

To prepare a candidate to enter full-time vocational ministry, there will be certain resources that are required reading during the PIP. These are listed below. Additional supplementary educational materials may be added based on the candidate's circumstances and experience. Candidates not currently enrolled in seminary should anticipate that the educational requirements of the PIP will be increased from what is shown below.

- Read through *Nine Marks of a Healthy Church* by Mark Dever
 - This will include a written summary of what you learned
- Read through *The Compelling Community* by Mark Dever and Jamie Dunlop
 - This will include regular discussions with your pastor-mentor and a written summary of what you learned
- Read through *Church Elders* by Jeremie Rinne with your pastor-mentor
 - This will include regular discussions and a written summary of what you learned

If the candidate has not already completed the following work through a seminary program, then they will be responsible for:

- Writing a thorough Doctrinal Statement of Faith
- Writing out their Philosophy of Ministry
- Researching and writing a 3-5 page theological position paper
- Creating a personal growth plan
- Developing a strategic growth plan for a specific area of ministry

Local Church Commitment

The commitment of the local church to the PIP candidate is vital for the success of the program for both parties. In that vein, the local church commits to the following:

- Providing godly leadership that is supportive of the candidate
- Identifying a godly and involved pastor-mentor for the candidate
- Mentoring the candidate in all aspects of pastoral ministry
- Caring for the candidate and his family throughout their time at our local church
- Providing a mutually-agreeable compensation package to the candidate
- Providing the resources listed above that are required for completion of the PIP
- Joyfully sending the candidate into vocational ministry upon successful completion of the PIP

Appendix I – Summer PIP (Example)

Given this is the shortest possible option for a PIP, the expectations have been reduced accordingly. A PIP of this short of duration is mainly intended to give the candidate a taste of pastoral ministry without necessarily fully preparing them for ministry.

Timeframe: 3 months (likely June-August)

Experience

- Weekly Responsibilities
 - Lead or co-lead a small group
 - Meet with your mentor for ongoing discipleship and accountability
 - Work through identified literature and educational material
 - Assist in assigned area(s) of ministry within the church
- Monthly/Bi-monthly
 - Do (or observe) pastoral counseling
 - Attend pastor team meetings
 - Attend church staff meetings
- Singular Opportunities
 - Preach on a Sunday
 - Consider taking one other teaching opportunity in the church, if available (Men's Ministry or Students)
 - Observe a membership and baptism interview (if possible)

Education

- June: Read through *Nine Marks of a Healthy Church* by Mark Dever
 - This will include a written summary of what you learned
- July: Read through *The Compelling Community* by Mark Dever and Jamie Dunlop
 - This will include regular discussions with your pastor-mentor and a written summary of what you learned
- August: Read through *Church Elders* by Jeremie Rinne with your pastor-mentor
 - This will include regular discussions and a written summary of what you learned

If the candidate has not already completed the following work through a seminary program, then they will be responsible for:

- Creating a personal growth plan
- Developing a strategic growth plan for a specific area of ministry

Example Summer Schedule:

- TBD (2 hours) – Small Group
- Sunday (8a-1pm)
 - 8-12pm – Attend church one service; serve second service
 - 12-1pm – Assist in resetting church, as needed
- Monday (Day Off)
- Tuesday (8a-5pm; 7-10pm – 1st + 3rd Tues)
 - 8-9am – Prayer Meeting
 - 9-11am – Staff Meeting (2nd + 4th Tuesdays)
 - TBD - Meet with Mentor
 - ? – 5pm – Message prep, education deliverable time, or assist in assigned ministry area
 - 7-10pm - Pastor Team Meetings (1st + 3rd Tuesdays)
- Wednesday (12pm-8pm)
 - 12-4pm – Study, message/lesson prep, or discipleship time
 - 5-6pm - Setup + prepare for Wednesday night ministry
 - 6-8pm - Serve in assigned Wednesday night ministry
- Thursday (10a-5pm)
 - Work on education deliverables
 - Prep for small group
 - Observe pastoral counseling
 - Counseling Training from Track 1 and discussion
- Friday
 - No formal responsibilities
 - Open to use as needed
- Saturday (Day Off)

Appendix II – One-Year PIP (Example)

Experience

- Weekly Responsibilities
 - Participate in a small group
 - Work through the apprenticeship process for small group leadership
 - Meet with your mentor for ongoing discipleship and accountability
 - Work through identified literature and educational material
 - Assist in assigned area(s) of ministry within the church
- Monthly/Bi-monthly
 - Do (or observe) pastoral counseling
 - Attend pastor team meetings
 - Attend church staff meetings
- Quarterly
 - Preach at least once per quarter
 - Includes mentoring for the preparation and delivery of the message
 - Includes constructive feedback afterwards
 - Consider taking other teaching opportunities in the church, if available (Men's, Students, Equip Classes)
 - Includes mentoring for the preparation and delivery of the message
 - Includes constructive feedback afterwards
 - Meet with pastors at least once a quarter for assessment in spiritual maturity and character. Includes personal spiritual health, marriage, family, and witness to outsiders.
- Annually
 - Attend a conference that promotes growth and networking opportunities
 - This must be approved by your pastor-mentor.
 - Ideally, the pastor-mentor will attend with you.
- Occasionally
 - Attend/assist with weddings, funerals, hospital visits, membership and baptism interviews, service planning, and, possibly, the Lord's Table and/or baptism.
- Regularly
 - Open your home or join with fellow church members as an act of hospitality for the purpose of evangelism or fellowship.
 - Engage unconverted people with a view to sharing the gospel outside of the church.

Education

- Read through *Nine Marks of a Healthy Church* by Mark Dever
 - This will include a written summary of what you learned
- Read through *The Compelling Community* by Mark Dever and Jamie Dunlop

- This will include regular discussions with your pastor-mentor and a written summary of what you learned
- Read through *Church Elders* by Jeremie Rinne with your pastor-mentor
 - This will include regular discussions and a written summary of what you learned

If the candidate has not already completed the following work through a seminary program, then they will be responsible for:

- Writing a thorough Doctrinal Statement of Faith
- Writing out their Philosophy of Ministry
- Researching and writing a 3-5 page theological position paper
- Creating a personal growth plan
- Developing a strategic growth plan for a specific area of ministry

Example Schedule:

- See the weekly schedule from Appendix I
- Quarterly
 - Q1
 - Creating a personal growth plan
 - Researching and writing a 3-5 page theological position paper
 - Read through *Nine Marks of a Healthy Church* by Mark Dever + written summary
 - Preach 1st sermon
 - Q2
 - Developing a strategic growth plan for a specific area of ministry
 - Read through *The Compelling Community* by Mark Dever and Jamie Dunlop + written summary
 - Preach 2nd sermon
 - Start and finish Track 1 – ACBC *Fundamentals* training (30 hours)
 - Q3
 - Writing a thorough Doctrinal Statement of Faith
 - Read through *Church Elders* by Jeremie Rinne with your pastor-mentor
 - Preach 3rd sermon
 - Work on ACBC exams
 - Q4
 - Writing out their Philosophy of Ministry
 - Preach final sermon
 - Work on ACBC exams

Appendix III – Multi-Year PIP (Example)

The primary changes between the one-year PIP and multi-year PIP are the intensity of deadlines. The general assumption is that someone who is in seminary would enter the multi-year PIP and the process would be extended due to the additional commitments the candidate is engaged in. The one-year PIP is designed for a candidate who is not enrolled in additional academic work.

Experience

- Weekly Responsibilities
 - Participate in a small group
 - Work through the apprenticeship process for small group leadership
 - Meet with your mentor for ongoing discipleship and accountability
 - Work through identified literature and educational material
 - Assist in assigned area(s) of ministry within the church
- Monthly/Bi-monthly
 - Do (or observe) pastoral counseling
 - Attend pastor team meetings
 - Attend church staff meetings
- Quarterly
 - Preach at least once per quarter
 - Includes mentoring for the preparation and delivery of the message
 - Includes constructive feedback afterwards
 - Consider taking other teaching opportunities in the church, if available (Men's, Students, Equip Classes)
 - Includes mentoring for the preparation and delivery of the message
 - Includes constructive feedback afterwards
 - Meet with pastors at least once a quarter for assessment in spiritual maturity and character. Includes personal spiritual health, marriage, family, and witness to outsiders.
- Annually
 - Attend a conference that promotes growth and networking opportunities
 - This must be approved by your pastor-mentor.
 - Ideally, the pastor-mentor will attend with you.
- Occasionally
 - Attend/assist with weddings, funerals, hospital visits, membership and baptism interviews, service planning, and, possibly, the Lord's Table and/or baptism.
- Regularly
 - Open your home or join with fellow church members as an act of hospitality for the purpose of evangelism or fellowship.
 - Engage unconverted people with a view to sharing the gospel outside of the church.

Education

- Read through *Nine Marks of a Healthy Church* by Mark Dever

- This will include a written summary of what you learned
- Read through *The Compelling Community* by Mark Dever and Jamie Dunlop
 - This will include regular discussions with your pastor-mentor and a written summary of what you learned
- Read through *Church Elders* by Jeremie Rinne with your pastor-mentor
 - This will include regular discussions and a written summary of what you learned

If the candidate has not already completed the following work through a seminary program, then they will be responsible for:

- Writing a thorough Doctrinal Statement of Faith
- Writing out their Philosophy of Ministry
- Researching and writing a 3-5 page theological position paper
- Creating a personal growth plan
- Developing a strategic growth plan for a specific area of ministry

Example Schedule:

- See the weekly schedule from Appendix I
- Annually
 - Year One
 - Create a personal growth plan
 - Read through *Nine Marks of a Healthy Church* by Mark Dever + written summary
 - Researching and writing a 3-5 page theological position paper
 - Preach 4x
 - Year Two
 - Developing a strategic growth plan for a specific area of ministry
 - Read through *The Compelling Community* by Mark Dever and Jamie Dunlop + written summary
 - Start and finish Track 1 – ACBC *Fundamentals* training (30 hours)
 - Preach 4x
 - Year Three
 - Writing a thorough Doctrinal Statement of Faith
 - Writing out their Philosophy of Ministry
 - Read through *Church Elders* by Jeremie Rinne with your pastor-mentor
 - Work on ACBC exams
 - Preach 4x